

Home Office Ergonomics Self-Checklist & Planner

This checklist is designed to help remote workers in the U.S. create a healthy, ergonomic home office setup. Use it to prevent back pain, improve comfort, and boost productivity. Check off items as you go and review weekly.

Workstation Setup Checklist

- Chair with lumbar support (or cushion/rolled towel for support).
- Chair height allows feet flat on floor (or footrest if needed).
- Desk height keeps forearms parallel to ground.
- Monitor top is at or slightly below eye level.
- Monitor distance: about arm's length away.
- External keyboard and mouse (avoid laptop keyboard for long periods).
- Good lighting: avoid screen glare and eye strain.

Daily Posture & Movement Planner

- Take micro-breaks every 30 minutes (stand, stretch, walk).
- Switch between sitting and standing at least every 1-2 hours.
- Follow 20-20-20 eye rule: every 20 min, look 20 feet away for 20 seconds.
- Stretch neck, shoulders, and back 2-3 times per day.
- Track sitting vs standing time each day.

Habit Tracker

- ✓ Adjust posture at start of workday.
- ✓ Use reminders for breaks and stretches.
- ✓ Change position after meetings or phone calls.
- ✓ Review setup weekly to prevent posture drift.

Weekly Review

- Did you experience back, neck, or shoulder pain this week?
- Did you consistently take breaks every 30–60 minutes?

- Did you vary between sitting and standing?
- Any equipment upgrades or adjustments needed?