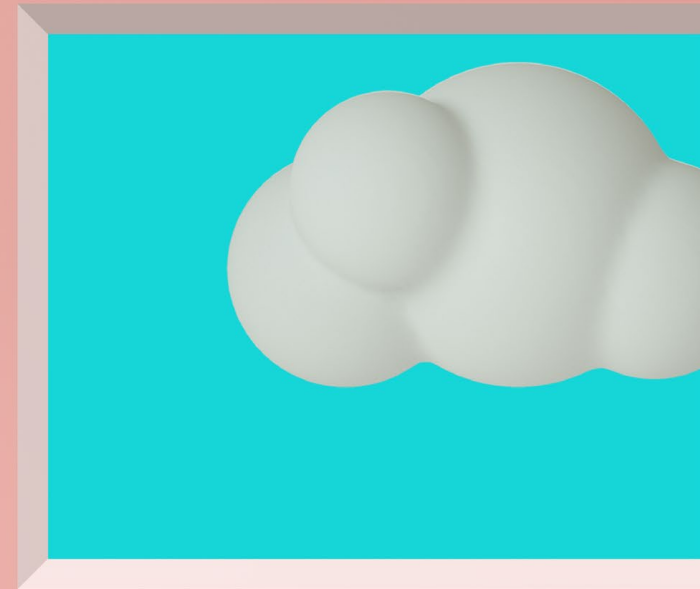




# WORK FROM HOME IN TOTAL COMFORT



## What is ergonomics?

Ergonomics is the scientific study of people and their working environment, especially done in order to improve effectiveness and comfort. As opposed to comfort that is subjective to each user, ergonomics is science-driven and based on measurable data.

## What does Logitech know about ergonomics?

Logitech ergo products and solutions are created with criteria set out by leading ergonomists—resulting in solutions that improve posture, increase comfort, and lower muscle strain without compromising a pixel of performance.

Rigorous science-driven testing within the Logitech ergonomic lab focuses on creating the optimal design of these essential desktop solutions finding the perfect balance of ergonomic benefit, comfort, and desirability all with no compromise on productivity. It all starts with understanding the human body and all the ways work stresses, strains, and generally bends us out of shape. We study people of all genders, shapes, and statures to make sure we're creating inclusive ergonomic solutions.

## Benefits of Ergonomics

Ergonomic mice and keyboards support a more natural posture for the body. When the hand, wrist, and forearm are in a more natural posture, muscles and tendons are more relaxed. Adopting ergonomic devices reduces muscular strain, fatigue, and discomfort so users can perform better and more consistently.

## Make work-from-home work for you

Working from home is now a reality for many, staying productive and healthy from a home office is something entirely new. You might not be set up with the right gear, or have a dedicated office space in your home – not to mention the difficulties of maintaining a work-life balance when the typical boundaries evaporate.

Here are some tips to help strike the right balance with your 9-5 at home workday.



# THE FIRST STEPS TO BETTER ERGONOMICS AT HOME

Most of us don't have the luxury of a dedicated office space in our homes—and we end up spending parts of our work days at the kitchen table, on the couch, even with our laptop propped up in bed. It's relatively harmless for a day, but working like this for longer periods can take a toll on our physical and mental wellbeing. Here are a few tips on setting up a home workstation that really work.

## WELLNESS TIP #1

### Create a Proper Work Environment

Set out a dedicated space where you can replicate your office desk, as much as possible. The kitchen table will do, as long as you have enough space to be in a relaxed position with your screen at the proper height and distance. More on that later.

## WELLNESS TIP #2

### Gear Up

Hunkering over a laptop for a day is fine—but you really should invest in external devices if you're going to work from home for any extended period of time. An external screen, mouse, and keyboard will help promote more natural, relaxed postures. Working for long periods of time in an awkward position and with the wrong equipment can lead to fatigue, discomfort and even pain.

## WELLNESS TIP #3

### Chair-ing is Caring

The normal dining room chair is meant to be sat on for an hour or so—but if you plan on working for a typical 8-hour workday then investing in a height-adjustable chair with a good lumbar support is critical. Kitchen tables are usually too high for computing. If that's the only option, you may need to raise your chair (or sit on a cushion) so that the elbow comes at the height of the keyboard. If your heels are not firmly on the floor, use a footrest or a few books underneath.



## WELLNESS TIP #4

### Stay Off the Couch

First off, it's important to create boundaries in your work from home environment. Try to keep your workstation for working and your couch for relaxing. Ergonomically-speaking modern couches are too deep and too low. You will soon be slouching, with tension in the neck and the lower back. If you work with your laptop on your knees your neck will hurt after a short period of time.

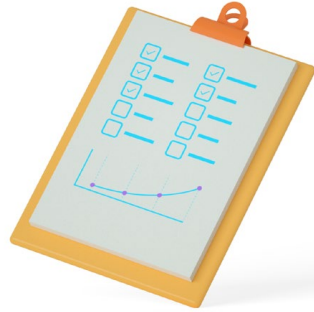
## WELLNESS TIP #5

### Take a Deep Breath – of Fresh Air

Working from home takes some getting used to, and your first few days might not be as productive and comfortable as you'd like them to be. That's ok, there's an adjustment period for everyone. And one of the biggest keys to making work from home work for you is building in breaks. So take the extra 15 minutes to drink your coffee on the balcony. You'll be more productive and happy for it.

# ADVANCED WORK FROM HOME ERGONOMICS

Recreate a proper work environment as much as you can – with an external screen, and an external mouse and keyboard. Working for long periods of time in an awkward position and with the wrong equipment can lead to fatigue, discomfort and even pain.



## SETUP STEP #1

### Get Your Posture Right

Your overall posture is the most important aspect of good ergonomics. When you sit, your pelvis must be stabilized to protect your spine, lower back, and neck. Do your best not to slouch: sit with your pelvis back all the way back in your chair and let your shoulder blades be slightly off from the backrest. Your neck, shoulders, and arm muscles should do as little as possible—so make sure you aren't reaching for things or twisting your neck to look at something throughout the day.

## SETUP STEP #2

### No Ergo Chair? No Problem

To stabilize your pelvis, your feet should rest firmly on the floor so that you can sit on your sitting bones, with your belt on a lumbar support. If you do not have a good office chair, you can buy a lumbar cushion.

## SETUP STEP #3

### Make Some Elbow Room

Keep your elbows flush with the table. If you can't adjust your table height, take a higher chair and use some sort of foot rest (books or a paper ream can do the job).

## SETUP STEP #4

### Monitor the Situation

Ideally, invest in an external monitor. The top of the screen should be 10° below your eyes, at a comfortable viewing distance (i.e. you should not need to move your head or upper body forward to read comfortably on the screen). If you are using 2 screens, ensure your main screen is placed directly in front of you while the second stays right next to it to avoid excessive neck movements.

## SETUP STEP #5

### Keep Your Keyboard and Mouse Close

If you're working on a laptop, always use an external keyboard and mouse to avoid arm, wrist or shoulder pain. Using ergonomic products designed with a human-centered approach can improve posture, increase comfort, lower muscle strain.

To make sure that your neck, shoulders and arms muscles stay relaxed, bring the keyboard and mouse under your fingertips when your elbows are alongside your body. To do so, keep the keyboard close to the front edge of the table.

## SETUP STEP #6

### Lift Your Laptop

If you can have an external second screen, do so; if not, place your laptop on a few books so that you don't need to crane your neck.

## SETUP STEP #7

### Take Your Position

Position your external keyboard with the center of the space bar aligned with the center of your body and the center of your screen. Keep your mouse as close to your keyboard as possible. And position any papers you need between your keyboard and your screen. The key is to not have your head and neck moving left and right throughout the day.

# WORK FROM HOME MENTAL WELLBEING HACKS

## WELLNESS TIP #1

### Keep a Routine

Having a daily routine helps. Keep the same schedule as when you went into the office. Plan your day and also structure the day for your kids so it adheres as closely as possible to their normal school day.

## WELLNESS TIP #2

### Limit Screen Time

Don't get into the habit (or let your children) of using screens on the couch or in bed, this is one habit that's hard to break.

## WELLNESS TIP #3

### Keep it Moving

Get up and move around. Often. Take frequent rather than long breaks, away from any screen. Sitting in the same position for eight hours a day takes a physical and psychological toll.



## WELLNESS TIP #4

### Assign Positions Based on Activities

Vary your position by adapting it to your activity: stand for calls for example.

## WELLNESS TIP #5

### Make Time for Me Time

Don't forget to get lunch or take extended breaks. If necessary, schedule them in your calendar, as you would do with meetings.

## WELLNESS TIP #6

### Keep Connected

Proactively stay in touch with others—colleagues, family, and friends. Use video conferencing for more human warmth, better communication and less time writing mails.

## WELLNESS TIP #7

### Set Boundaries

Reinvent a way to have a transition between your work day and your home life. Put your work materials and your laptop away at a fixed time everyday and then don't pick them up again until a fixed time the following morning.

## WELLNESS TIP #8

### Limit Stress

Try some short (around 5 minutes) and simple breathing and mindfulness exercises to help you relax and limit stress.

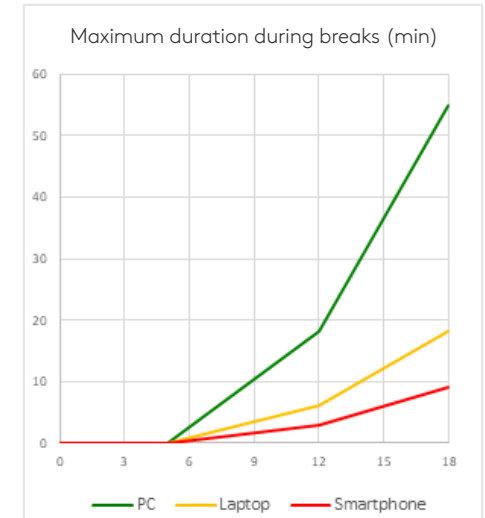
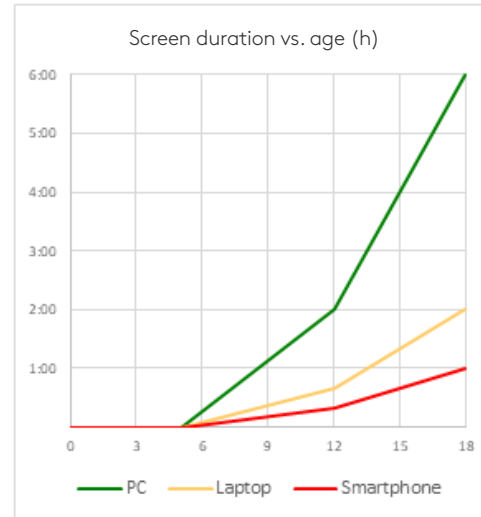
# MANAGING SCREEN TIME AT ANY AGE

by Olivier Girard, Ergonomist and Posture Therapist,  
Member of Logitech Ergo Lab Scientific Advisory Board

Screen time—one of the most difficult things to manage in a work-from-home, school-from-home environment. And while it's very important to manage the amount of screen exposure your children have, it's equally important that we limit screen time for ourselves—even when working from home.

The graph below shows my recommendations regarding total screen time, depending on your age and the device that you use. If your 12-year old child uses a desktop computer only, she can spend up to 2hr per day on it, provided that you ban all other screens (TV, etc.). If your only computer is a laptop, the daily limit is 40min (i.e. 3 times less). If you use a smartphone only, the limit is 20min (i.e 6 times less).

The same logic applies to taking breaks: the smaller the screen, the more frequently you should take a break.





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