

Getting Started

The following section will help you set up your home office to provide a safe and comfortable environment to work.

Setting-up your home office

You will be spending a lot of time in your home office. To make it more comfortable, safe, and hence, more productive there are a few issues that you must address.

Environment – You should have a temperature-controlled area, which has good ventilation. The area should be well lighted. It has been proved that the number one problem with home offices is poor lighting. The best lighting is natural light. When natural light is not available halogen lighting is good. Lighting should come from overhead and from a source as close to overhead as possible. Lighting from the rear of the person causes reflection on computer screens and shadows on the work surface. It is generally not the computer screen that damages eyes, but the lack of proper lighting can cause eye stress.

Work Surfaces – All work surfaces should be adjustable in some manner. Be it the height of a chair, keyboard or computer screen. Storage areas should allow for ease of access. Overhead storage is preferable to under desk storage.

Chairs – Chairs for a work environment, where you will be spending a major part of your day should be fully adjustable. The chair should be comfortably padded, with adjustments for height, seat angle, back angle, arm adjustments, knee tilt, back height/angle, and lumbar support.

Computer Screen – The computer screen should be situated directly in front of your chair. You should never look at an angle to the screen. The screen should be approximately 20 inches from your eyes. The top of the screen should be at or slightly below eye level.

10 Steps for designing a proper home office:

1. Establish a proper location
2. Location should be a dedicated area
3. Design your work area to fit your physical needs
4. Have sufficient storage
5. Plan for expansion
6. Proper filing/organization system
7. Use good quality and comfortable furniture
8. Take ergonomics into consideration
9. Consider safety and security
10. Make sure it is not too isolated