

Sensory Ergonomics Checklist

Use this checklist to adjust your environment for better comfort and focus.



Sound

- Use noise-cancelling headphones or earplugs.
- Play ambient or focus-enhancing soundscapes.
- Identify and reduce disruptive background noises.



Light and Visuals

- Adjust screen brightness and contrast.
- Apply a screen filter or use dark mode.
- Control natural light with blinds or reposition desk.
- Minimise visual clutter in your field of view.



Temperature and Air

- Check airflow and room temperature comfort.
- Use layers of personal fans/heaters if allowed.



Cognitive Comfort

- Create a to-do list with only 3 priority tasks.
- Block time for deep focus and short recovery breaks.
- Use consistent cues or rituals to start/close tasks.



Organisational Environment

- Clarify expectations or ask for written instructions.
- Set predictable routines where possible.
- Use shared calendars or visual reminders.

Keep noticing what supports your focus and make changes that help your brain and body feel at ease.