Make Yourself Comfortable

The way you sit at and arrange your desk can actually protect you from stress injuries. In fact, increasing your comfort can also increase your performance. Follow these guidelines for a healthy, comfortable workspace. And remember: if you feel an ache, take a break!

From Head to Toe-Here You Go

EYES

1. Sit approximately 24” from your monitor.
2. Position the top of the monitor screen at, or slightly below eye level.
3. Use a copyholder to properly position the document upright.
4. Use a glare filter to reduce glare, brightness and reflection.
5. Add a task light to illuminate documents and avoid shadows.

WRISTS

1. Keep wrist straight in a neutral position.
2. Keep the bottom of the elbow even with the keyboard height, not below.
3. Keep forearms approximately parallel to the floor.
4. Use minimum force while striking keys.
5. Utilize chair arms for support.

SHOULDERS

1. Keep your shoulders relaxed and in a neutral position as you type.
2. Avoid cradling the phone between your shoulder and ear.
3. Keep elbows close to your sides as you use the keyboard and mouse.
4. Do not overextend your arm to reach the mouse. Keep the mouse as close to the keyboard as possible.
5. Take a moment every so often to roll your shoulders up and back to alleviate tension.

BACK AND LEGS

1. Adjust your chair so your thighs are parallel to the floor
2. Sit back in the seat so that your lower back is supported firmly by the chair or a lumbar support cushion.
3. Place feet on a footrest to relieve "pull" on the lower back (recommended if your feet don't touch the floor).
4. Try a molded seat cushion, which distributes weight and adds support.
5. Make sure to get up and stretch every hour.