



## Your Ergonomic Desk Set Up

### The Monitor

- Position the monitor to minimize glare by placing it at a right angle to light sources or windows
- Place the monitor as far away from you as possible while maintaining the ability to read without consciously focusing. **Keep a minimum distance of 20 inches.**
- **Place the center of the screen at a 15 degree down angle from your eyes with your neck only slightly bent** holding your head perpendicular to the floor.

### The Keyboard

- Position the keyboard **slightly below the elbow** to allow the wrists to remain straight when you sit in a slightly reclined posture.

### The Mouse

- Place the mouse **on the same surface and immediately next to the keyboard tray.**
- Keep the mouse in the arc line of the keyboard so that you can reach it when rotating your arm from the elbow, without having to raise your arm or shoulder out to the side.
- Your forearm should be free to move so you do not strain the wrist, so a wrist rest should be used with caution.

### The Chair

- **Use arm rests.**
- If you choose to use a lumbar support, place it slightly below the waist line.
- Adjust the height of the chair so **your feet can rest completely on the floor.**
- **Slide all of the way back in the chair** and allow 1-3 inches (or 2-3 fingers of space) between the edge of the seat and the back of your knees.
- Use a high back chair that supports your shoulder blades if at all possible.

### Posture

- **Position your hips at a 90 degree angle** with your feet on the floor.
- **Hold your head in a neutral position** which is 15-35 degrees down from parallel to the floor (this will be reinforced by your monitor position).
- Let your **upper arms hang naturally** from your shoulders.
- Let your elbows and lower arms rest on the arm rests of your chair with your wrists in a neutral position.
- Take frequent breaks. 10 minutes for every hour of work and 30 second micro-breaks every 10 minutes is a good schedule.
- Change your position frequently. Move your feet, lift your arms, adjust your hips, and just make sure to subtly alter your posture continuously throughout the work day.