**How To Set Up Your Workstation**

To improve comfort, safety, and productivity anywhere

- Raise the top of your monitor to eye level or below
- Screen distance should be an arm’s length away (18-30”)
- Keep elbows at your sides and rest gently on armrests
- Maintain neutral wrists and forearms parallel to ground
- Rest feet flat on the floor with knees at or below hip level
- Leave 1” to 2” space between calves and the seat’s edge

**Using A Laptop?**

- Raise your laptop to eye level
  - Try a stand, box, or step stool
- And use a separate keyboard and mouse
- Or use a monitor and type on your laptop
  - If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors

**Sinking In Your Deep Couch?**

- Use a pillow to shorten the seat
- A pillow or towel roll can also be used for lumbar support

**Work Surface Too High?**

- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table

**Prefer To Stand?**

- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat
The Next Position is the Best Position
No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

Switch It Up
Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*

Check In With Yourself
Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*

Stay Hydrated
Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

Take Care of Yourself
You can work more effectively and comfortably when take care of all aspects of your health and wellness.

Reduce Eye Strain and Fatigue

- **20** Every 20 minutes of screen time
- **20** Look away for ≥ 20 seconds
- **20** At something ≥ 20 feet away

*Hydrate Your Eyes*
Remember to blink

*Minimize glare*
Avoid facing or having your back to a window