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