

Setting up your Workspace



These tips are provided to help you optimize your office workstation to avoid symptoms and maintain productivity

- 1 Use an external monitor, keyboard, and mouse (a docking station is ideal for quick setup)
- 2 Choose the best chair available in your office, with the most adjustment/support options
- 3 Adjust your chair's lumbar support (Use a lumbar pillow if needed)
- 4 Adjust your seat pan so you have a small (2-3") gap between your knees and the front of the chair. If not adjustable, consider adding a lumbar support
- 5 Get your keyboard and mouse slightly below elbow height:
 - Adjust if the keyboard height is adjustable, (keyboard tray, adjustable desk, etc.)
 - If not, raise your chair (use a footrest if needed)
- 6 Sit back into the chair with your elbows hanging at the side of your body while typing
- 7 After you have made all chair and worksurface adjustments, position your monitor so the top of the screen is at eye height (use riser if needed) and approximately an arm's length away
- 8 If you use more than one monitor, place the primary monitor directly in front of your nose. If you use both screens equally, center them directly in front of your nose
- 9 If available, relocate to standing or active work areas for short periods during the day

Additional Tips:

- Take micro-breaks, get up and walk around the office, or use restrooms across the office
- Stand up during phone calls
- Choose a small water/coffee/soda cup to force yourself to stand up to refill it more often throughout the day
- Walk to a colleague's desk instead of sending an email
- Alternate between sitting and standing postures (if possible)
- Host standing huddle meetings

