

DIY WORKSTATION SET-UP

- 1** When sitting make sure your feet are flat on the floor. Lower your seat if needed. Adjust your chair's seat pan forward or back to ensure it is not hitting into your knees when you sit comfortably against the back of the chair.
- 2** Position your armrests so that your elbows are at 90 degrees. Lower your desk or keyboard tray so that when your elbows are bent at 90 degrees they are relaxed when using the keyboard.
- 3** Unlock your chair so that you can comfortably lean back at 110 degrees. Hint: choose a chair with a headrest and use it
- 4** Position your monitor in front of your face (not to the left or right) and make sure it is at eye level. You may use a tray, stack of papers or books to elevate your monitor. You may also need an external keyboard if working on a laptop computer
- 5** Position your monitor at arms length away or about 24" from your eyes

SAMPLE WORK STATION SET-UP



QUICK ERGONOMIC TIPS

- Choose a chair with a headrest and adjustable everything
- Sit as far back in the chair as possible
- Sit reclined using your headrest
- Do not position your monitor to the left or right of you while sitting, if you have two monitors either position the more frequently used one in front or split them down the middle
- Alternate workstations every hour: sitting at desk, standing, using a wobble board, sitting at a counter, on a couch, walking, etc. ****There is no perfect workstation****
- Use airpods or a headset when talking on the phone
- Stand or walk when talking on the phone
- Use your non dominant hand when mousing as much as possible
- Avoid clenching your jaw when at work
- Drink water - oz equal to your body weight during the day

MOVE AND STRETCH AT WORK

- Take breaks every 30-60 minutes and stand up and move
- Rather than calling or emailing a coworker, walk over to their desk
- Use lunchtime as an opportunity to move! Rather than sit, eat at a standing desk or get some blood flowing with a quick walk
- Take the stairs instead of the elevator
- Using a photocopier or microwave? Go for a stroll instead of simply waiting in place.
- Place your water bottle a few feet away from you so that you have to move in order to reach it.
- Take time every hour to squeeze your shoulder blades together, and then pull them towards the floor
- Use a water bottle to perform wrist curls and wrist circles
- Every once in a while, hold a chin tuck for 10-15 seconds. Keeping your head upright, use your hand to gently push your chin towards the back of your head as if you are trying to give yourself a double chin
- Perform neck circles. Make sure to move both clockwise and counterclockwise
- While seated, engage your core by holding your legs parallel with the ground for 20-30 seconds