



1. Head

Upright and over shoulders. Looking straight ahead at screen or monitor, not tilted upward or downward.

2. Eyes

Looking slightly downward, about a 30-degree range from the horizontal line of sight, without bending the neck. Room lighting that allows you to easily see the screen without strain or glare.

3. Shoulders

Relaxed, never hunched.

4. Elbows

Bent at 90 degrees, forearms resting horizontally on chair armrests.

5. Wrists

Straight, relaxed in a neutral position.

6. Back

Supported by a chair with a backrest that promotes the natural curve of the lower back, from the lower back to your shoulder blades.

7. Hips

Slightly higher or level with the knees, thighs horizontal with a 90-degree to 110-degree angle at the hip.

8. Thighs

Legs supported on the seat, with two to three inches of space behind knee.

9. Feet

Fully supported and flat on the floor. If that position is not possible without support, place your feet fully on a footrest.

10. Chair and Desk

Height adjusted so that keyboard, mouse and work surface are level with elbow height.

11. Laptop

Elevated laptop and wireless keyboard for optimal ergonomic comfort.

12. Frequent Breaks

Take a break every 30 minutes or so to stand, stretch, walk around and allow your eyes to rest from staring at the screen. Set an alarm to ensure you remember.