TIPS TO OPTIMALLY SET UP YOUR WORKSTATION!

EQUIPMENT TO CONSIDER:
- External keyboard
- External mouse and mouse pad
- Office chair
- Foot rest
- Back support cushion
- Laptop stand/ lap desk/ lap tray
- Task light

If you don't have a back support cushion, you can use a pillow or a rolled-up towel.

Get chair close to keyboard with elbows close to your sides.

Position forearms, wrists, and hands in a straight line.

Use pillows or folded towel to raise you up.

If possible, use an external keyboard and/or mouse. Position mouse beside keyboard.

Raise monitor to get it closer to eye level using old books, boxes, or 3 ring binder. Adjust angle of monitor to improve neck alignment.

Avoid resting forearms on hard surfaces or sharp edges.

Position mouse beside keyboard.

Use small stool, old books, or a box for foot support.

Setup keyboard at elbow height.

Shoulders relaxed and chin-tucked in, not jutting forward.

Get up often and move around. Switch up your work positions if desired.

Ensure good back support with pillows.

Maintain good alignment of head, neck/spine, and arms/wrists.

STANDING

Raise monitor to get it closer to eye level using old books, boxes, or 3 ring binder. Adjust angle of monitor to improve neck alignment.

Wear shoes for better back alignment and place small stool under one foot.

Shoulders relaxed and chin-tucked in, not jutting forward.

Ensure good back support with pillows.

BED OR COUCH

Position forearms, wrists, and hands in a straight line.

Get up often and move around. Switch up your work positions if desired.

Ensure good back support with pillows.

STANDING

Raise monitor to get it closer to eye level using old books, boxes, or 3 ring binder. Adjust angle of monitor to improve neck alignment.

Wear shoes for better back alignment and place small stool under one foot.

Shoulders relaxed and chin-tucked in, not jutting forward.

Maintain good alignment of head, neck/spine, and arms/wrists.

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Source:
Taylor’s Ergonomics Incorporated at A. Ergonomics and Home Offices (PowerPoint Slides)

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