

**Adjust seat so that:**

- ▲ the desk is just underneath forearms; hands, wrists and forearms are parallel to the floor;
- ▲ your thighs are fully supported on the chair and parallel to the floor; use a footrest if needed;
- ▲ your thighs, knees and back of legs are clear of surfaces.

Sit upright and all the way back in the chair.
Sit facing work area.
Shoulders relaxed and head naturally balanced.

**Adjust monitor so that:**

- ▲ the screen is as far away as is comfortable or about an arm's length away;
- ▲ the top of screen is at or slightly below eye level.

Avoid twisting the upper body.

Position the keyboard and mouse next to each other and near enough so that elbows are close to the body.



Take breaks and stand and/or move frequently

