Set up for success!

- Pick an area where distractions can be minimized, clear any clutter.
- The couch is not an ergonomic option.
- Feet flat on the floor – if the chair is too tall, you can use a book or box to rest your feet on.
- Thighs parallel to the floor, or hips slightly elevated (use a pillow if needed).
- Back supported with a pillow or rolled up towel if necessary.
- With a laptop, use a separate keyboard and mouse, and raise the unit up on a stack of books or boxes, so the top of the screen is about eye height.
- Position your screen 40–75 cm away (about arm’s length), and make the top of the screen about eye height.
- Give 5–8 cm (2–3 fingers) clearance between edge of seat and back of knees.
- Keep your neck straight (not forward or backward).
- Elbows should be at a 90–110º angle.

Don’t forget!

- Take a 5 minute break every hour, away from the computer, and a lunch break.
- Eye breaks every 20 minutes (look 20 feet away for 20 seconds).
- Build a little activity into your day!