POSTURE TIPS

DAILY SUGGESTIONS

- **Get up and MOVE for at least 2-3 minutes every 30-60 minutes**
- **20/20/20 rule – every 20 minutes, look 20 feet away from computer for 20 seconds**
- **Stretch twice per day**
- **Use an alarm on your computer or phone to help remind you to take these small breaks**

SHOULDER & NECK

Stay upright. Keep your head up and your shoulders relaxed. **FIXES:**

- **Keep low back and mid back supported**
- **Keep elbows on armrests and move armrest height as needed**
- **Keep keyboard/mouse close to desk edge**

ELBOWS

Keep close to body and bent about 90 degrees or a little straighter. Use arm rests if able. **FIXES:**

- **Move chair height up or down**
- **Keep keyboard/mouse in front of you & close to desk edge**
- **Keep mouse next to keyboard**
- **Adjust arm rest length and/or height**

BACK

Stay upright. Sit toward the back of the chair to rest low back against chair. **FIXES:**

- **Adjust lumbar support**
- **Use cushion or towel roll to support the curve in low back**
- **Lock chair in upright position**

MONITOR

Keep monitor about arm's reach away in front of you. Top of screen should be about equal or a little below the height of your eyes. **FIXES:**

- **Use a riser or adjustable monitor base to move height (ream of paper or sturdy book for a quick fix**
- **Move document holder below screen or close to side**
- **Keep main screen directly in front (if 50/50 usage of two screens, middle break between monitors directly in front**
- **Bifocals/trifocals – adjust for head/neck position. Avoid leaning head or trunk forward or back**

HIPS/KNEES

Thighs should be about parallel to the floor and knees bent about 90 degrees. **FIXES:**

- **Move chair height as needed or move desk up/down if using a sit-stand desk**
- **Use a footrest if needed – ream of paper or sturdy object for a quick, temporary fix**

FEET

Keep feet firmly supported on floor. **FIXES:**

- **Move chair height as needed**
- **Use footrest**
- **Avoid sitting with legs crossed or tucked underneath you**