HOW TO: SET UP YOUR WORKSPACE

Print this out for as a quick checklist or download it on your phone for easy reference!

- MONITOR: Top of screen at eye level
- SCREEN: Roughly an arm's length away
- HEAD: Upright and over shoulders, not bending towards screen
- NECK: Relaxed and straight
- SHOULDER: Relaxed and not hunched
- BACK: Upright / slightly inclined, sit fully back on the chair
- ELBOW: Relaxed, close to body
- LOWER BACK: Supported by chair's lumbar support
- THIGH: Parallel to the floor
- FEET: Resting on floor or flat on the floor

- DOCUMENT HOLDER: Between keyboard and monitor
- STAND: Use to achieve ideal monitor height - can buy, DIY or even use books
- KEYBOARD & MOUSE: Close to your body & flat on the desk
- DESK: Desk height = elbow height
- WRIST: Relaxed and straight with minimal bending
- 2 - 3 fingers' width distance
- Adjustable armrests at elbow height
- 90° - 120°