

# 10 Ways To Optimize Your Workstation Health

## 1 **Keep feet on the ground.**

Make sure that your feet are touching the floor or a footrest when seated. Knees should be at a 90-degree angle. This distributes weight better and takes pressure off the upper body. Consider investing in a height-adjustable chair, or use a stool.

## 2 **Sit up Straight.**

Make sure that you sit tall with weight on the buttocks and feet. The pelvis should be straight up and down. Chairs with adjustable backs and arms aid in proper sitting posture.

## 3 **Eyes level with screen.**

A good rule of thumb is to make sure the top of your head is parallel with the top of the screen "top-to-top." Anything less could lead to neck strain.

## 4 **Forearms parallel.**

Make sure that your forearms are parallel to the floor and the elbows are at a 90-degree angle. Your forearms should rest on chair arms or on your desk to bear your upper body weight.

## 5 **Shoulder blades settled.**

Shoulder blades should be settled on the back of the ribs, not in an arched or hunched position. This includes while talking on the telephone. Use a speakerphone, telephone headset, or cradle/shoulder rest for the telephone handset. These will help prevent unnecessary neck strain.

## 6 **Correct mouse positioning.**

Place your mouse near the keyboard so you do not have to reach for it. Reaching for the mouse can over-stretch and fatigue your muscles.

## 7 **Rest the eyes.**

Look away from the computer as often as possible and focus on distant objects. Staring uninterrupted at a computer screen for long periods of time can cause eye-strain and headaches. An anti-glare screen can help prevent eyestrain.

## 8 **Take a break.**

Take a break from the computer at least every 20 minutes.

## 9 **Stretch and move.**

Do stretches such as head turns, shoulder rolls, and marching in place while seated.

## 10 **Watch for problems.**

Pay attention to warning signs such as headaches, fatigue, muscle pain, or cramping and make adjustments early.

*These tips are not intended as a substitute for professional health care.*

