

WORKSTATION AND CHAIR

- If you can, use a comfortable chair with a back rest. Rest lightly into the chair and allow the back rest to support some of your upper body weight.
 - ◇ Ideally, your chair height should keep the angles of your elbows, the front of your hips, the backs of your knees and the fronts of your ankles somewhere between roughly 90 and 120 degrees.
 - ◇ If your feet don't reach the floor, try to keep your feet and heels supported in some way or use a footrest. It's okay to shift your feet around as you sit.
 - ◇ If you're using a computer chair, ensure the arm rests are the same height as your desk, and adjust the seat so there are three to five centimeters between the backs of your knees and the edge of your seat.
- Don't rest your wrists on the edge of your keyboard, mouse pad or desk. This creates angular pressure that can lead to a chronic injury called carpal tunnel syndrome.
- If your chair has adjustable arm rests, ensure they're set up so your arms can rest comfortably on them. If it doesn't have arm rests, adjust your chair or desk height so your elbows sit comfortably on the desk's surface with your body close to the edge of the desk. Your shoulders should be back and relaxed, not hunched or rounded.
 - ◇ Ensure your shoulders aren't up at your ears or drooping down—keep them in the middle so your shoulder blades rest comfortably together.
 - ◇ Try to sit with your elbows close to your ribcage, rather than extended to the sides, so your shoulders don't roll forward into a hunch.
- Sit-stand desks are great—if you have one! If you don't, get creative by using a raised surface in your house to alternate from your seated workstation. Keep in mind, though, that using a computer while standing does require some different adjustments:
 - ◇ Ensure your keyboard/work surface is around elbow height.
 - ◇ When you're standing, your screen should be slightly lower in relation to your eye level than it is when you're seated. Follow the directions above for setting up your screen when you're seated, then lower its height by about two to four centimeters.
 - ◇ If you're standing, go barefoot or wear supportive shoes to do so—don't do it in dress shoes or high heels. Make sure you allow yourself to shift around when you become uncomfortable. And don't stand all day either—a variety of positions is key!



