



Optimizing The Ergonomics of Your Workspace

It's time to move beyond traditional ergonomics, to ideas that encourage workers to make posture changes and movement a natural part of their day. Here are some tips to help begin your wellbeing journey.

When Seated

1. Neck is straight and head is balanced evenly
2. Shoulders are completely relaxed, arms hang naturally close to body
3. Back has full contact with the backrest (sit all the way back)
4. Top of monitor at eye level or slightly lower, directly in front
5. Monitor should be 20" to 30" from eyes (about arm's length)
6. Forearms at 90-110° angle to the floor
7. Wrists straight when keying or mousing
8. Thighs parallel to the floor; feet flat on floor or footrest

When Standing

1. Neutral spine position – avoid slouching or overextension
2. Avoid locking knees to help maintain good posture
3. Feet flat on the floor, hip-width apart
4. Switch positions every 30 minutes; move around for 2 minutes
5. Even one hour standing daily helps maintain energy and focus

