

Setting up your workstation can help optimize your productivity and comfort in the office. The following recommendations are for a traditional seated desk/workstation, but can be applied to a standing workstation as well.

Keyboard:

- If possible, use an articulating keyboard tray. These are an ergonomic aid designed to improve comfort by reducing the strain on wrists, hands, and elbows at your workstation.
- The mouse at your workstation should be on the same level as the keyboard.
- Center the keyboard so the portion used most is directly in front of your body.

Hands/Arms:

- Adjust armrests so that your elbows are relaxed and at a slightly open angle.
- Keep your keyboard and mouse relatively close to your body.
- Use a chair with padded armrests. Avoid resting on your hands and elbows on hard surfaces for prolonged periods, and consider a wrist pad for typing.

Chair:

- Sit down and push your hips as far back into the chair as possible. You should be able to sit with your back against the backrest, without the seat putting pressure behind the knees. Adjust as necessary.
- Your feet should sit flat on the floor but still be able to move freely. Ensure the area under the desk is clean and free of clutter.
- Use lumbar support to alleviate pressure in the lower back.
- If your chair reclines, tilt the backrest between 100-130 degrees. Try changing this angle throughout the day, keeping the backrest within that 100-130 degree range.
- Remember to stand up and stretch throughout your workday.

Monitor:

- After you have adjusted your chair, sit all the way back into the seat and settle your back onto the backrest. Then, reach your arms straight in front so they are parallel with the floor. Your fingers should nearly reach the center of the monitor screen.
- Place the monitor directly ahead of your body, at eye level. You should not need to twist the body to comfortably view the screen.
- Lean the monitor back at an angle so the top of the screen is tilted slightly away.

Want to learn more about incorporating healthy habits into your everyday life? For additional resources, visit MSU Moves at <http://health4u.msu.edu/msu-moves>