

# Sitting Pretty



To Avoid This... Try these 5 simple steps



## 1 Upright & Balanced Posture

- Line up your ears over your shoulders, your shoulders over your elbows and your elbows over your hips. If standing, hips over your knees and knees over ankles.

## 2 Keyboard & Mouse Height

- Make sure your elbow is directly under your shoulder and bent at approximately 90 degrees.
- Place your keyboard at the same height or slightly below your elbow.
- Place your mouse at the same height as your elbow.

## 3 Monitor(s)

- Place your monitor(s) slightly below eye level.
- Your monitor should be at least an arm's distance away.
- If you have multiple monitors set them at the same height as each other.

## 4 Feet On Floor

- When sitting, make sure your feet are on the floor or a footrest.
- For sit/stand stations, wear comfy shoes and try standing on an anti-fatigue mat.

## 5 Easy Reach Circle

- Bring your work as close to you as possible
- Keep all of your desktop items within easy reach.



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