1. Monitor Height
   Set the top of screen to eye level.

2. Monitor Distance
   The monitor should be 18-36” from your eyes. Single monitors should be positioned closer, and dual monitors should be positioned farther.

3. Keyboard & Mouse
   Keyboard and mouse are beside one another, at the same height, and close to the front edge of the work surface. The desk or keyboard tray is adjusted to your elbow height.

4. Desktop Arrangement
   Frequently used items are positioned within an arm’s reach of your seated position.

5. Shoulders
   Shoulders are low and back. No reaching forward. Armrests are adjusted to your elbow height (elbows bent to 90 degrees)

6. Backrest
   Backrest is adjusted to provide lumbar support in the lower back. Backrest angle is adjusted between 90 - 110 degrees.

7. Knees
   Knees are bent at 90-120 degrees. There is 2-3” of space behind the knee and the front edge of the seat.

8. Feet
   Feet are fully supported either on the floor or on a footrest.

9. Break
   You have taken a microbreak in the last 30 minutes

10. Postural Break
    You have taken a short walk around your work area within the last hour.

Is your desk ergonomically set up?

Use our Workstation Setup Checklist to ensure that you’re set up for success. Use the diagram to see what factors we consider when setting up your desk.