# Work-Station Setup:

Maintain proper posture:

- Sit in upright position with ears, shoulders and hips all aligned – avoid slouching
- Back in neutral position with slight arch at low back – use lumbar support if needed (e.g. pillow or towel roll)
- Head and neck in neutral position looking straight ahead at the computer screen

Arm rest height:

- Elbows and forearms at desk level
- Elbows bent to 90 degrees and supported on arm rests or desk

Adjust seat height:

- Knees bent to 90º with approximately 2 inches of space between back of knees and seat of chair
- Feet resting flat on floor
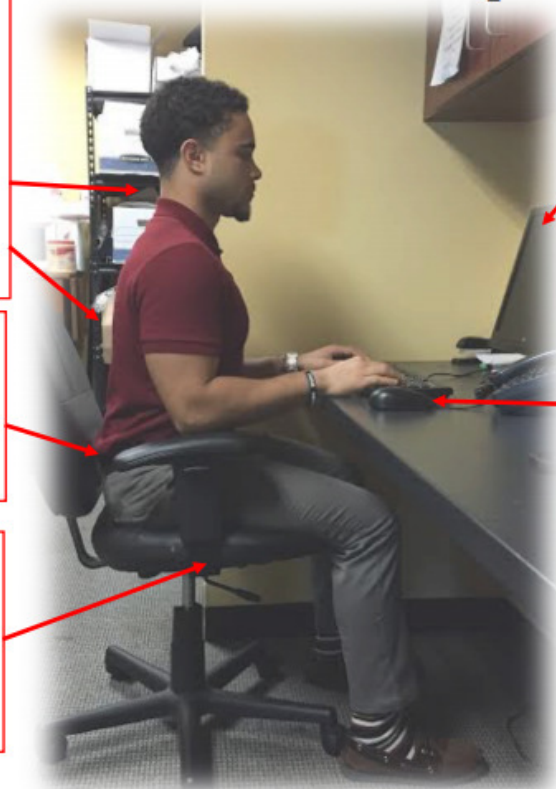
Adjust computer monitor:

- There should be approximately 20 to 40 inches of space between you and the computer monitor
- Top of screen should be slightly below eye level

Keyboard and mouse placement:

- Keyboard and mouse should be within close reach, while maintaining elbows next to side and bent within 90º
- As you type, wrists should be supported on desk in a slight upwardly angled position

Getting restless?

- Space under desk should be open to allow for stretching and moving of legs
- Take short rest breaks every 10 to 15 minutes to re-adjust posture
- Take one 3-5 minute break every hour away from computer

BU Physical Therapy Center