

Be Comfortable at Your Desk

Be Safe

- Adjust chair to desk height
- Look for right angles in your elbows and knees
- Keep feet flat (via footrest)
- Keep wrists straight
- Position monitor screen slightly below eye level
- Look up every 20 minutes: 20 feet away; blink 20 times

Discuss:

- What set-up (ergonomic) issues are you dealing with at work or at home?

Be Smart

- Set reminders to move
- Adjust chair's seat depth and lumbar support
- Keep high-use items close; don't over-reach
- Use a vertical document holder for data entry
- Reduce screen brightness and increase font size
- Sit with window to the side

Discuss:

- What is your favorite or least favorite work chair?

Be Happy

- Position phone on non-dominant side; use headset
- Use a standing desk 15 minutes of each hour
- Get mono-lens glasses or computer bifocals
- Walk to a co-worker's office instead of emailing
- Elevate laptop; use mouse and external keyboard

Discuss:

- How do you deal with long/extended computer sessions?

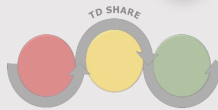


Closing

Adjust chair and desk (if possible) to minimize muscle strain and fatigue

- ✓ Monitor/screen slightly below line of sight, about an arm's length away
- ✓ **Elbows and knees close to 90 degrees**
- ✓ Wrists as straight as possible
- ✓ **Feet flat on floor**

Keeping your feet flat on the floor or a footrest reduces back strain



Resources: *Comfortable at Desk*

LinkedIn Learning

Ergonomics 101 (~ 35 minutes or choose one)

<https://www.linkedin.com/learning/ergonomics-101/introduction-to-ergonomics-101-hacking-your-workspace?u=50844473>

Ergonomics' Impact on Productivity (~ 3 minutes)

<https://www.linkedin.com/learning/time-management-tips/ergonomics-impact-on-productivity?u=50844473>

Computer and Text Neck Stretching Exercises (~ 20 minutes or choose one)

<https://www.linkedin.com/learning/computer-and-text-neck-stretching-exercises/introduction-to-the-series?u=50844473>

Typing Ergonomics (~ 2 minutes) <https://www.linkedin.com/learning/learning-typing-2014/typing-ergonomics?u=50844473>

Online sources

Office ergonomics: Your how-to guide <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>



More Resources: *Comfortable at Desk*

More Online Sources

5 adjustments you need to make to your desk right now

<https://www.nbcnews.com/better/health/5-adjustments-you-need-make-your-desk-right-now-ncna813726>

Mayo Clinic's Desk stretches: Video collection (direct links below)

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-stretches/art-20046041>

- Neck stretches for the workplace: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/neck-stretches/vid-20084697>
- Forearm stretches for the workplace: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/forearm-stretches/vid-20084698>
- Upper body stretches for the workplace: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/shoulder-stretches/vid-20084699>
- Seated stretches for the workplace: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/lower-back-stretches/vid-20084700>
- Standing stretches for the workplace: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/multimedia/standing-stretches/vid-20084701>

