How to **Properly Arrange** Your Workspace

Provided by Employco USA, Inc.

Working in awkward positions for long periods of time can have lasting effects on your health.

Follow this graphic to understand the proper way to arrange your workspace.

Tips for Better Posture

Monitor

Place it directly in front of you.

Keep it an arm's length away from you.

Lower it slightly below eye level.

Keyboard and Mouse

Place them flat so your wrists don't arch upward.

Keep upper arms close to your torso while typing.

Keep your hands level with elbows.

Chair

Sit straight, don't hunch.

Ensure it supports the curves of your spine.

Adjust it so your feet rest flat on the floor.

Adjust armrests to be supportive with relaxed shoulders.