

# OPTIMIZE YOUR WORKSPACE

## Tips to protect yourself from strain and pain

It is important to get some dynamic movement by taking a 30-90 second micro-break every 30 minutes. Stand up and complete a few stretches before starting a new desktop task.



- 1 Position your screen an arm's length away from you
- 2 Keep your head balanced - not tilted too far backward or forward
- 3 Have the top of your computer screen at or about eye level
- 4 Ensure your elbows are at a 90° angle, forearms are parallel to the floor, and arms are supported
- 5 Your upper back should be straight, with shoulders relaxed at your sides
- 6 Sit back in the chair, ensuring good back support
- 7 Adjust your chair height so your knees and hips are at 90°
- 8 Keep your feet flat on the floor or footrest



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