

Your Sit-Stand Office Workstation

Tips for Both Sitting and Standing

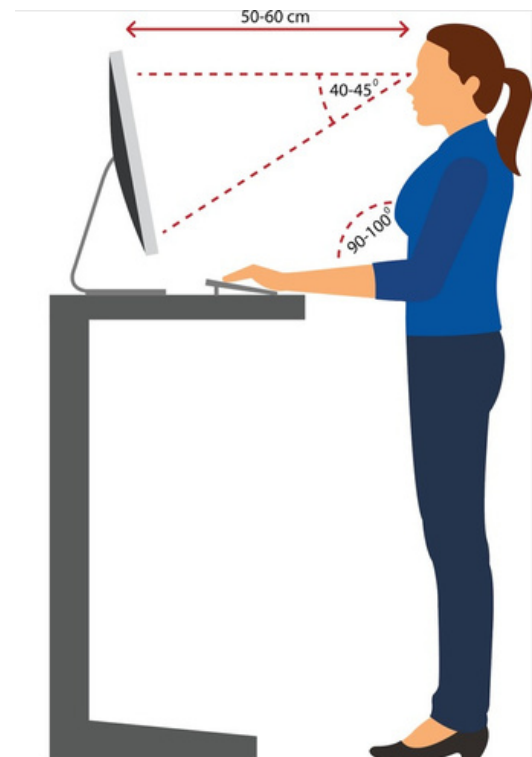
- Keep your shoulders relaxed and elbows bent to 90-100°.
- Your mouse and keyboard should be on the same level and positioned close to your body; you should not have to reach away from your body to use them.
- Center your computer monitor(s) in front of your body about an arm's length away.
- Adjust the computer screen so that the top of the screen is at or slightly below your eye level.
- Do you have glasses with progressive lenses? Lower your monitor and move it further away from you until you can view the monitor without tilting your head back.

Workflow/Pacing

- Place frequently used items within easy reach.
- Take a short movement break every 30-45 minutes.
- If standing on a hard floor surface, stand on an anti-fatigue mat. The cushioned surface is known to reduce impact on spinal discs. You can also alternate resting one foot at a time on top of a foot rest.
- Take advantage of standing when it makes sense for the task (virtual meetings, presenting, non-computer tasks).
- Listen to your body and change positions when you are noticing early signs of discomfort or even earlier.

Tips for the Standing Position

- The ideal desk height for standing is the height at which the mouse and keyboard are at or slightly below your resting elbow height.
- Stand with upright posture as pictured below; ears should be in line with shoulders and hips.
- Standing is more comfortable if you are wearing shoes.
- Ease into it. If new to using a standing desk, gradually build a sit-stand routine that works for you. Try standing for 5 minutes per hour, gradually increasing standing time to 20-30 minutes per hour.
- Ideally, cycle between sitting and standing within each hour of computer work (40 mins sitting/15 minutes standing/5 minutes walking or stretching).



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