

Ergonomic Desk Setup Checklist

Chair

- ☐ Feet rest flat on the floor (use a footrest if needed)
- ☐ Knees are at or just below hip level
- ☐ Backrest supports the lower back (lumbar support or pillow)
- ☐ Hips are all the way back in the seat
- ☐ Armrests support forearms without raising shoulders

Monitor

- ☐ Top of screen is at or just below eye level
- ☐ Monitor is 20-28 inches from your face
- ☐ Screen is directly in front of you (not off to the side)
- ☐ Brightness and contrast adjusted to reduce eye strain
- ☐ Screen angled slightly upward (10-20 degrees tilt)

Keyboard & Mouse

- ☐ Keyboard and mouse are close and at same height
- ☐ Elbows are at ~90 degrees with wrists straight
- ☐ Hands hover comfortably above keyboard (no wrist bend)
- ☐ Mouse is next to keyboard, easily reachable
- ☐ Consider ergonomic keyboard/mouse if pain is present

Feet & Leg Space

- ☐ Feet flat or supported on footrest
- ☐ Knees at or slightly below hip level
- ☐ Ample space under desk for leg movement
- ☐ Avoid crossing legs for extended periods

Lighting

- ☐ Screen is free from glare or reflections
- ☐ Task lighting positioned to the side of your screen
- ☐ Ambient lighting soft, not harsh overhead

Movement & Breaks

Ergonomic Desk Setup Checklist

- ☐ Take a short break every 30-60 minutes
- ☐ Practice the 20-20-20 eye rule
- ☐ Alternate between sitting and standing (if possible)
- ☐ Stretch arms, shoulders, neck, and hips daily