Sit with your **feet** flat ... knees level with your hips; use a stool under your feet if necessary.

Keep tools and equipment within **easy reach** to avoid awkward positions and overreaching.

**HEALTHY TOP TEN**

1. Sit with your **feet** flat ... knees level with your hips; use a stool under your feet if necessary.

2. Keep tools and equipment within **easy reach** to avoid awkward positions and overreaching.

3. Position your keyboard and mouse so that **wrists** are straight and **elbows** fall at your sides.

4. Sit so that your **monitor** is level with your line of vision and is at arm’s length.

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5. **Avoid** craning your neck or turning your head to work.

6. **Don’t ignore numbness or pain;** make workstation adjustments first and if pain continues, see your health care provider.

7. **Relieve** pressure on your lower back. When sitting, use a pillow, rolled-up towel or some other type of lumbar support.

8. **Rest** your hands in your lap when you are not typing.

9. Sit with proper **posture:** lower back straight, stomach in, shoulders back, your head up and your chin tucked in.

10. **Shift** your position periodically, and stretch to ease tension.