Head
- Head back, chin tucked, Ears, shoulder, hips aligned.

Neck
- Use headphones.
- Do not cradle phone between head and shoulder!

Elbows
- At sides - slightly more than 90 degree bend.

Chair
- Fully adjustable with lumbar support in small of the back.

Eyes
- Level with top 1/3 of screen.
- 18-24"

Document Holder
- Adjacent to and at same height as monitor.

Keyboard
- Same height as elbow with wrists slightly bent.
- Keystroke gently!

Mouse
- Adjacent to and at same height as keyboard.

Chair Height
- Hips slightly more than 90 degrees, feet flat on the floor

Take breaks every 30 minutes!