

Wrist arched

Wrist bent back

Wrists straight

**MONITOR** Is your monitor properly positioned?

Position the monitor directly in front of you and square it with the keyboard.

Ensure that your monitor is placed at a comfortable distance for viewing. Keep in mind that placing the monitor too far back might promote you to sit on the edge of your seat to compensate for the distance.

The top 1/3 of the monitor screen should be at eye level. This minimizes neck strain while working.

If you wear bifocal, trifocal, or progressive lenses you may need to lower the monitor to avoid tilting your head back while viewing.

Use a document holder to help you scan between the document and the screen. This may include a holder that is at the same height as your monitor or a slant board that is placed between the keyboard and monitor.

**PHONE** Is your phone properly positioned?

Position the phone close to your workstation to avoid extended reaching while dialing and/or answering calls.

If you use the phone for extended periods of time, consider using a headset or your speaker phone. Using this equipment can help reduce the risk of neck and shoulder pain.

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