

Set up an Ergonomic Workspace

These tips come courtesy of Steve Meagher, from ergonomics consulting firm Site Solutions

Maintain good posture

Keep your back straight--remember, no slouching! --with your head balanced above your neck, and arms resting at your sides comfortably

Position monitor

Raise or lower it so you can clearly see the whole screen without tilting your neck up or down

Place keyboard and mouse

Keep them close to each other on the same level, with the home row of keys easy to reach with your elbows positioned at 90 degrees. As you type, your wrists should be straight.

Adjust seat

Position your hips a bit higher than your knees, with your feet on the floor/footrest and your lower back supported.

Rest regularly

Every 20 minutes or so, take short, 15- to 30-second breaks. Take a few longer breaks during the day.

