

Desk Setup Checklist

Work top to bottom: chair first, then desk, screen, inputs, and habits. Tick what's done. Free fixes first; buy gear only if a free fix doesn't work. From audit.thepostureprojectpro.com.

1. Chair

- ☐ Feet flat on the floor or a footrest (box or books work)
- ☐ Thighs roughly level, knees about hip height
- ☐ Small gap (2–3 fingers) between seat edge and back of knees
- ☐ Lower back supported: chair lumbar, cushion, or rolled towel at belt height
- ☐ You can sit back against the backrest without perching

2. Desk & keyboard

- ☐ Keyboard near elbow height, elbows about 90°, shoulders relaxed
- ☐ Wrists straight, not bent up, down, or sideways
- ☐ Mouse right beside the keyboard, same height
- ☐ Frequently used items within easy reach

3. Screen

- ☐ Top of screen at or slightly below eye level
- ☐ About an arm's length away
- ☐ Main screen directly in front of you
- ☐ Two screens used equally? Center the seam in front of your nose
- ☐ Bifocal/progressive lenses: screen a bit lower
- ☐ Screen side-on to windows to cut glare

4. Laptop users

- ☐ Laptop raised so the screen is near eye level (books or a stand)
- ☐ Separate keyboard and mouse once the laptop is raised

5. Eyes

- ☐ 20-20-20: every 20 min, look ~20 ft (6 m) away for 20 s
- ☐ Brightness matches the room; text large enough to read without leaning in
- ☐ Blink and look away during long reading sessions

6. Movement

- ☐ Stand, walk, or stretch 1–3 min every 30–60 min
- ☐ Change position often; the best posture is your next posture
- ☐ Standing desk? Alternate sitting and standing, re-check screen and desk height each switch
- ☐ Take calls standing or walking when you can

Educational only, not medical advice or a diagnosis. If you have persistent or severe pain, numbness, tingling, or weakness, see a healthcare professional. Based on widely used workstation guidance, including OSHA's computer workstations eTool, the UK HSE's display screen equipment guidance, and the American Optometric Association's computer vision advice.