**Chair and Posture**

* **Chair height**: Adjust so your feet are flat on the floor (or on a footrest) and thighs are parallel to the ground.
* **Back support**: Sit back fully; use lumbar support to maintain the natural curve of your lower back.
* **Posture**: Sit upright, shoulders relaxed (not hunched), elbows close to your body.

**Desk and Monitor Setup**

* **Monitor height**: Top of the screen should be at or just below eye level.
* **Monitor distance**: About an arm’s length away (20–30 inches).
* **Dual monitors**: Place primary screen directly in front of you; secondary screen beside it at the same height.

**Keyboard and Mouse Position**

* **Keyboard height**: Position so your wrists are straight, and your hands are at or slightly below elbow level.
* **Mouse placement**: Keep close to the keyboard; use your whole arm, not just your wrist, to move the mouse.

**Work Habits**

* **Frequent breaks**: Stand up, stretch, or walk for a few minutes every 30–60 minutes.
* **Micro-movements**: Shift posture slightly throughout the day to avoid stiffness.
* **Eye breaks**: Follow the 20-20-20 rule — every 20 minutes, look 20 feet away for at least 20 seconds.

**Additional Tips**

* **Lighting**: Position screen to minimize glare. Use task lighting if needed.
* **Phone use**: Use a headset or speakerphone to avoid cradling the phone between your ear and shoulder.
* **Desk organization**: Keep frequently used items within easy reach to prevent overreaching.