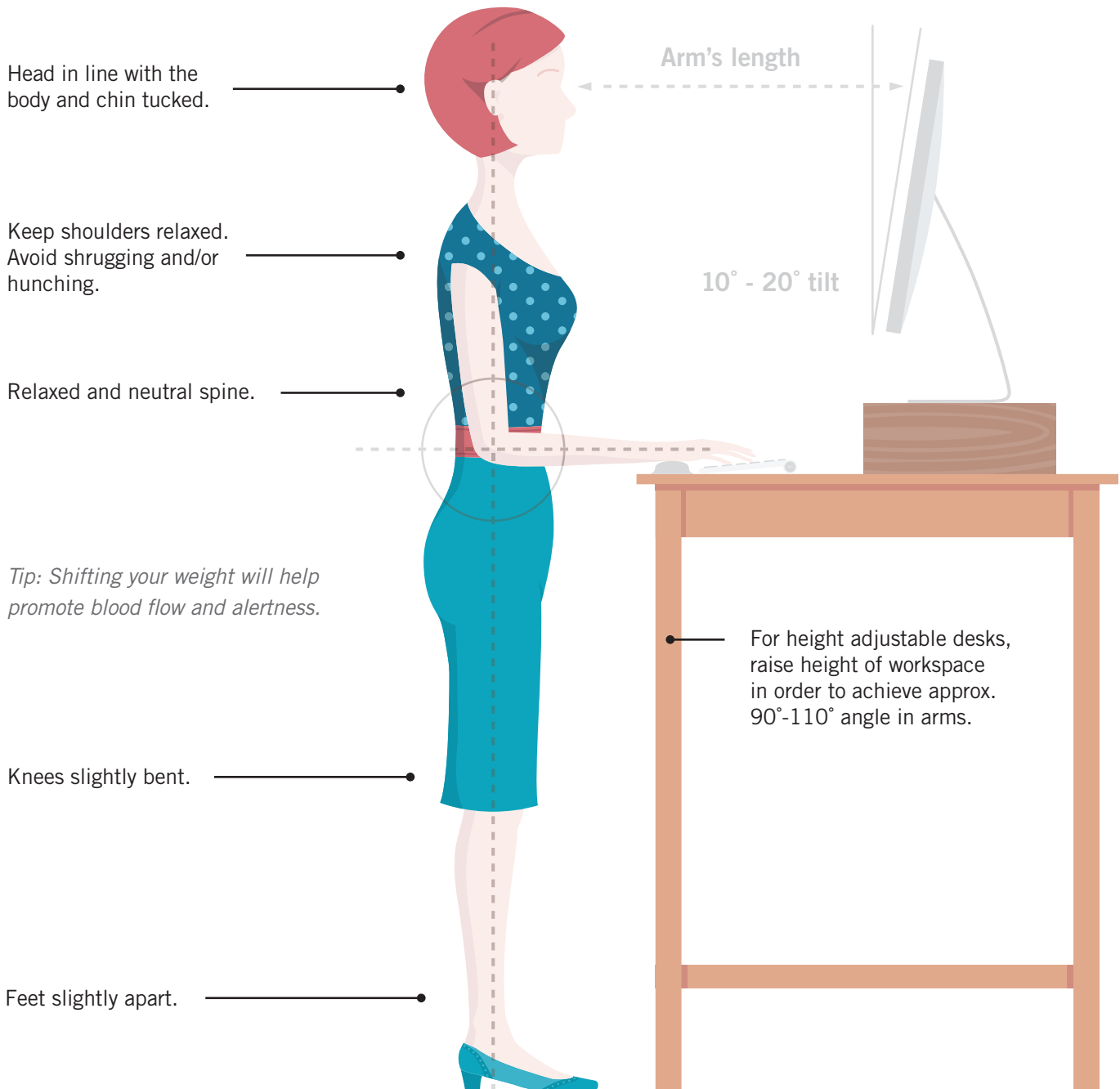# Proper Posture Standing

Use this quick setup guide to help keep your workstation safe and comfortable!
Try to maintain proper posture and avoid slouching.

Tip: Print off and post this guide at your workstation for quick reference.

Head in line with the body and chin tucked.

Keep shoulders relaxed. Avoid shrugging and/or hunching.

Relaxed and neutral spine.

Tip: Shifting your weight will help promote blood flow and alertness.

Knees slightly bent.

Feet slightly apart.

Arm's length

10° - 20° tilt

For height adjustable desks, raise height of workspace in order to achieve approx. 90°-110° angle in arms.

Remember to take micro-breaks every 30 min of keyboarding.

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