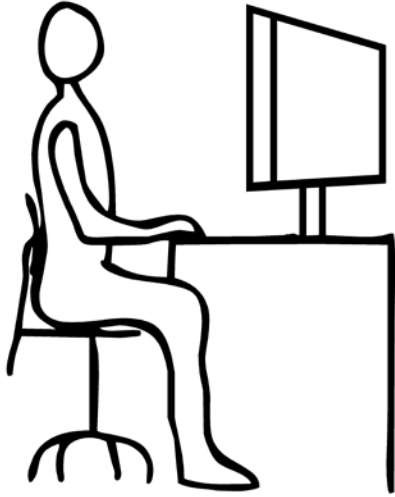




POSITIONING YOURSELF AT YOUR DESK

First, make sure your workstation is set up correctly. Here's a checklist.



1. Your chair and keyboard should be set so that the thighs and forearms are parallel to the floor.
2. The keyboard height should ensure that the wrists are straight and level.
3. The keyboard should be close enough that you don't have to stretch forward to reach the keys.
4. The mouse should be close to the keyboard where you don't have to reach to use it.

Now check your body position.

1. Keep your hip, knee, and ankle joints open slightly (90 degrees is ideal). A footrest may be needed if your desk is high.
2. Keep your head aligned with your spine. Ears over shoulders.
3. Keep your upper arms close to your sides, hanging straight down.
4. When typing, your wrists should be relaxed, not bent up, down, or to the sides.

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