# Ergonomic best practices: A quick reference guide for employees

Whether you prefer to sit or stand at your desk, proper posture can have big payoffs. Good posture can help you avoid injury and fatigue and boost your productivity. Read through these tips to learn how you can feel your best throughout the workday.

1. Place your back against the back of the chair with your feet flat on the floor when sitting. Your knees and hips should be in a neutral position, ideally between 90 to 120 degrees.

2. Adjust the lumbar support of the chair so that it supports the lower part of your back, at the belt level.

3. Ensure the height of your work surface sits one inch below the resting elbow height, sitting or standing. When you work on your computer, make sure your hands and wrists remain straight while keying, use a light touch when striking the keys and don't grip the mouse too tightly.

4. Place your monitor an arm's length away from the body and adjust the height so that your eyes are level with the top one-third of the screen. If you're using more than one monitor and use all monitors equally, make sure the keyboard is placed in the center of the monitors.

5. If you're using more than one monitor and one monitor is used more than the other(s), make sure the keyboard is placed in front of the monitor you use most often to avoid sustained awkward postures.
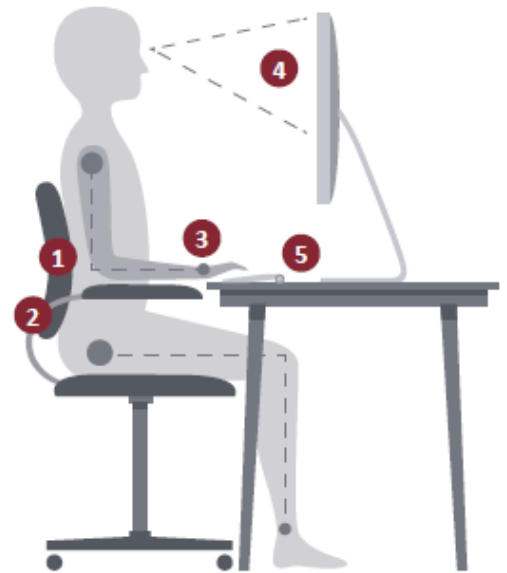
Make your work surface work for you. Place your keyboard and materials used most often within 12 to 18 inches and other materials further to prevent unnecessary reaching and awkward postures.

Use a headset or speaker during phone calls to avoid neck and shoulder strain that could come from trying balance a phone to your ear.

Take micro breaks throughout the workday that include two to three minutes of stretching, a restroom break or any other activity that provides relief from repetitive tasks or eye strain.