GUIDE TO ERGONOMIC SEATED POSTURE

- Head balanced directly over spine
- Shoulders completely relaxed; not raised
- Upper arm in line with torso
- Entire back making contact with backrest
- Forearm in straight line from elbow to fingertips
- Armrests set at elbow height or dropped low to pull chair in closer to desk
- Seat height adjusted so that feet don’t dangle
- Eyes looking straight ahead
- Adjust monitor to arm’s length away
- Elbows bent around 90-110°, tucked in close to body
- Wrist’s straight
- Top of monitor aligned with eye height
- Lower desk to just below elbow height
- Thighs parallel with floor; knees bent at 90° or wider
- Feets flat on floor, supporting weight of legs
- “3 finger gap” between seat edge and back of knee

Non-adjustable desk? These tools can help you get to the right height.

- Keyboard Tray: With feet flat on the floor and knees at ~90°, lower the keyboard tray to just below elbow height (~1-2" above the thighs), shoulders relaxed.
- Foot Stool: Raise chair until elbows are slightly above desk height, then put a foot stool beneath feet to keep knees at ~90°.

Herman Miller
**GUIDE TO ERGONOMIC STANDING POSTURE**

- Head balanced directly over spine
- Shoulders completely relaxed; not raised
- Upper arm in line with torso

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**Top of monitor aligned with eye height**

- Eyes looking straight ahead
- Adjust monitor to arm's length away
- Elbows bent around 90-110°, tucked in close to body
- Wrist straight

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**Raise desk to just below elbow height**

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The more movement and change in postures you do, the better you will feel.

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**Foot Stool**

While standing, alternate resting each foot on a foot stool to relieve tension in the spine and increase circulation.

Consider also an anti-fatigue mat.