

Action to Take	Goal to Achieve
Turn 180° from the desk.	To prevent your existing workstation layout influencing your posture.
Shuffle your bottom as far back as possible on the <b>seatpan</b> , so that you make contact with the backrest. Don't adjust the backrest yet.	There must be room (or light contact) between the front of the seatpan and the back of your knees.
Adjust <b>seat height</b> .	So that your feet are flat on the floor the tops of your thighs are horizontal or sloping downwards slightly (e.g. knees below hips). There must be only light pressure on the underneath of your thighs.
Make yourself as <b>tall as possible</b> (push your head up into the clouds).	Create a natural S shaped curve with your spine (like you have when standing up).
Adjust the <b>height of your backrest</b> .	So that the curved lumbar support aligns with your lower back, as best it can, and your shoulder blades are on the backrest too.
Adjust the <b>angle of the backrest</b> about 15 degrees backwards and rest onto it. Let your arms hang down (behind chair arms if fitted).	The weight of your arms should help your shoulders to relax back onto the backrest, not pull them forward and down.
Shut your eyes and tip your head backwards and forwards to find its <b>balance point</b> .	So that you can relax your neck muscles AND THEN your core body muscles. You should stay there and not slump forward. If necessary tilt the backrest further back so as to achieve this.
Bend your <b>elbows</b> 90°, palms down and forearms horizontal.	Do the chair armrests impede your forearm position? Move them down or take them off if they do.
Roll back to your <b>desk</b> .	Your elbows need to be level with (or just above) the desk surface height. If not, raise your chair height but also raise your feet by the same amount with a footrest.
Get close to the desk.	So that your hands are on the keyboard without reaching forward. Your elbows must remain directly below your shoulders, if possible.
Is the <b>keyboard</b> flat?	The backs of your hands should be a continuation of your horizontal forearms, without a valley shape at your wrists.
Adjust your <b>screen distance</b> .	To suit your comfortable focal length, when wearing any prescribed corrective lenses.
Shut your eyes and find your head's <b>balance point</b> again. <b>Relax</b> your neck and core body muscles again.	Adjust your screen height if you have to tip your head forward or back when you open your eyes in order to view it comfortably. Usually, it is necessary to raise screens, often by around 10 cm.
Position your <b>mouse</b> .	Close enough so that your elbow remains close to your body and below your shoulder, if possible.