

Set up your desk to work comfortably

A five-minute check for anyone who works at a screen, based on official display screen equipment guidance. Most fixes need no new equipment.

1 · SCREEN

- Eyes level with the top of the screen
- Text easy to read from a comfortable position
- No glare: adjust desk, blinds, brightness

2 · CHAIR AND POSTURE

- Forearms approximately horizontal
- No seat edge pressing behind the knees
- Room to move legs; footrest if needed

3 · KEYBOARD AND MOUSE

- Wrists straight when typing
- Space in front to rest your hands
- Mouse in easy reach, straight wrist, light grip

4 · LAPTOPS

- Docking station, or raise it on a firm surface
- Add a separate keyboard and mouse

5 · BREAKS

Short and often beats long and rare. 5 to 10 minutes every hour is better than 20 minutes every two hours. Calls and meetings count as a change of activity.