

HOW TO SET UP YOUR DESK FOR SUCCESS

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Key Things to Address:

1. Chair 2. Desk 3. Monitor

4. Keyboard 5. Mouse



1. Chair height - use a rolling chair for convenience

- 16-20 inches from floor to seat
- supportive back that reaches at least to your shoulder blades, attached arm rests and allows you to rest your legs comfortably on the floor or foot rest
- use of Lumbar roll
- 2-3 inches of space from back of your knees to the seat of the chair when sitting
- adequate space between thighs and bottom of desk to be able to roll chair under desk

2. Desk Height

- 28-30 inch from floor to top of desk
- foot rest placed under the desk or feet flat on floor
- hips and knees at 90 degree angles when sitting in desk chair

3. Monitor or Screen

- screen at your eye level when sitting in desk chair
- screen tilted at 70-80 degrees
- arm length gap from your body to monitor screen 16-30 inches

4. Keyboard

- arms rested, slight bend in elbows at 90 degrees
- slight extension at wrist to be able to hit home keys
- use a keyboard wrist pad for wrist support during typing

5. Mouse

- on dominant side
- use a mouse pad for support at wrist

Having the optimal work station will help you feel more productive and in the end your body will thank you.



Tips:

- **Place your telephone on your non dominant side of your body, this will free your dominant hand for writing and other tasks**
- **When typing, use a light hand and type with your finger tips. It will allow you to decrease the stress to your wrist joint and forearm muscles**
- **Use a headset or speaker phone when working if able to avoid putting phone to ear and tilting head to keep phone secure**

If you have followed this guide and still have questions, please call or message us to schedule a consultation

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