

Desk Ergonomics Checklist

Simple adjustments to reduce neck, shoulder & back strain



Monitor & Screen Setup

- ☐ Top of monitor is near eye level
- ☐ Screen is about arm's length away
- ☐ Avoid looking down at your screen for long periods
- ☐ Center your monitor directly in front of you

PT Tip:

Your eyes should move toward the screen — not your entire head and neck.



Chair & Sitting Position

- ☐ Feet are supported on the floor or footrest
- ☐ Hips are slightly higher than knees (near hips 90 / knees 90)
- ☐ Lower back has support
- ☐ Shoulders are relaxed, not rounded forward

PT Tip:

The best posture is your next posture. Avoid staying in one position too long.



Movement Breaks

- ☐ Stand or move every 30–60 minutes
- ☐ Roll shoulders backward
- ☐ Perform gentle neck movements
- ☐ Take a short walk when possible

Quick Desk Reset

- ☐ 5 deep breaths
- ☐ Chin tuck x 10
- ☐ Shoulder blade squeezes x 10
- ☐ Stand and move for 2 minutes

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