CHECKLIST · HEALTH WELLBEING

FREE PREVIEW

Improving Workstation Ergonomics



Optimizing your workstation setup prevents strain and improves comfort during work hours. Use this checklist to create an ergonomic workspace.

11 steps · Print-ready A4

NAME	START	TARGET DATE

1 Adjust Your Chair

Ensure your feet are flat on the floor and your thighs parallel to it for proper support.

TIP *Adjust the chair height or use a footrest if your feet don't comfortably reach the floor.*

2 Position Your Monitor at Eye Level

Keep the top of the screen at or slightly below eye level to reduce neck strain.

TIP *Use a monitor stand or stack books to raise the screen to the appropriate height.*

3 Set Up Proper Screen Distance

Position the monitor about 20-24 inches from your eyes to prevent eye strain.

TIP *Adjust the screen angle slightly upward to reduce glare and maintain a comfortable view.*

PREVIEW



PREVIEW

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