



ATTACHI Physical Therapy  
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## OFFICE ERGONOMICS 10 HELPFUL TIPS

1. Position your neck upright.
2. Adjust the screen for your eyes, ideally 20" – 30" away from the computer monitor. Adjust monitor height so that eyes are 1-2" above the first line of type.
3. Relax your Shoulders.
4. Keep your elbows level with your forearm i.e. at about 90 degrees.
5. Use a wrist rest if necessary. Maintain wrists in a neutral relaxed position.
6. Position frequently used items in front of you at a close reach.
7. Maintain your lower back in a supported neutral position, use a back support or adjust your chair so that it supports your back.
8. Use a headset if you talk on the phone and use the computer or write at the same time.
9. Keep feet flat on the floor or use a footrest if your feet do not easily reach the floor.
10. Take short stretch breaks by getting up from your chair once every 30-45 minutes. **Perform Exercises To Restore Perfusion To Overworked Muscles Once Every Hour.** (See Handout).