

# Improve workstation comfort and productivity.



## Work got you on the edge of your seat?

When you use these tips, you can sit back, relax and enjoy improved posture and comfort while you work.

- Avoid overcrowding computer work areas and remove clutter from under your desk.
- If feet don't rest flat on the floor, use a footrest or other object to provide support.
- Place the phone on the side of your non-dominant hand and frequently used items within easy reach.
- Adjust your computer monitor to avoid glare and keep the screen clean.
- Place the keyboard directly in front and close to you, keeping your arms bent at 90 degree angles.



**BlueCross BlueShield  
of Illinois**

Source: Centers for Disease Control and Prevention

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