

Weekly Ergonomic Check-In

A simple reminder to keep your workspace comfortable. *A simple reminder to keep your workspace comfortable. Small adjustments, done consistently, add up over time.*

Daily quick checks (1–2 minutes)

- ☐ Feet resting flat on the floor or a stable surface.
- ☐ Sit all the way back to use the chair's back support.
- ☐ Shoulders are relaxed; let them drop naturally.
- ☐ Wrists straight and relaxed when typing or using a mouse.
- ☐ Screen height allows easy viewing without tilting your head.

Weekly adjustments (5 minutes)

- ☐ Re-check chair height so arms are comfortable at the keyboard.
- ☐ Gently adjust keyboard and mouse to be close and central.
- ☐ Look for screen glare or light sources and make a small change.
- ☐ Clear any unnecessary clutter from your immediate desk area.

During the day

- ☐ Remember to change your sitting or standing position occasionally.
- ☐ Take a short movement or standing break when your body feels stiff.

Ergonomics is not about finding a single perfect setup. It's about noticing small signs of discomfort early and permitting yourself to adjust gradually throughout the day and week.

Learn more at ergonomicguides.com