

## Standing Stations

A well-designed standing workstation promotes movement and allows for safe working postures. This fact sheet covers basic standing workstation set-up and workflow tips when using a laptop computer. Kitchen counters and other high top surfaces are good places to consider when setting up a standing workstation at home. Use an external keyboard and mouse for the best results.

### Laptop/External Monitor

- Start by placing the laptop or monitor on a shelf, tall box, or other sturdy platform. The top third of the screen should be at or slightly below eye level (blue lines). If you wear progressive lenses start with the laptop lower than eye-level so you avoid lifting your chin when viewing the screen.
- Check your distance from the screen. A good starting point is to place the screen at an arm's distance away. Move the screen so that you can comfortably read it without leaning forward or squinting.

### Keyboard & Mouse Placement

- Place the keyboard and mouse at or slightly below your elbow height.
- Use a box or other sturdy surface to position the keyboard and mouse to the optimal height.
- Forearms and wrists should be straight and level (yellow line)
- Elbows will hang relaxed and close to sides of the body.

### Feet

- Good foot support is important and is the base for the hips and spine to stay in alignment (green). Your weight should be on the ball of the foot. Avoid rocking back onto the heels.
- Slightly bend your knees (orange). Avoid locking out your knees.
- Stagger your stance. Place one foot in front of the other (pink)
- If working on a hard surface consider standing on a rug, or mat.
- Shift weight by alternating the position of your feet.

### Workflow

- Close/head-down work that requires concentration is more difficult to perform when standing. Emails, video conferences, and reading are good tasks to do when standing.
- Your body is designed to move throughout the day. Standing for long periods puts a greater workload on your body.
- Listen to your body; change postures when you fatigue or start to slouch or slump forward (red).
- Start by standing for short periods (5-10 minutes every hour).
- Increase standing gradually based on your comfort level and individual limits. Studies recommend standing and moving approximately 2 hours of your workday for maximum benefit.
- Take breaks or change positions frequently to avoid fatigue.

