1. Adjust the back support of your chair so that it supports your lumbar spine. It is acceptable to sit upright or slightly reclined, as long as your back is supported and your spine retains its proper shape. If your lumbar support is not adjustable, adding a rolled up towel or small cushion may help.

2. The top inch of visible monitor screen should be level with your eyes. If you lean back while working, adjust the monitor lower to accommodate your more typical seated position.

3. Move light sources or cover windows to remove glare or reflections from the screen. Ensure default color choices for applications maximize contrast and ease of use. The monitor screen should be at 90 degrees to your line of vision, and not tipped too far upward. Proper monitor positioning is essential to avoid eye strain.

4. The distance to the monitor should be such that when you are seated comfortably, you can see the screen clearly without needing to squint or lean forward.

5. Your feet should rest flat on the floor. Lower your seat until this happens and you feel the pressure ease off from the underside of your thighs. Your monitor and keyboard should be adjusted so you can sit down at this level. If they do not move low enough, raise the seat pan and procure a footrest so that when you are seated higher, you are still supported correctly, with your hips and knees at the same level.

6. Use a document holder instead of placing papers flat on the desk and leaning or twisting your neck to see them.

7. Your wrists should be flat and straight in relation to your forearms when using the keyboard or mouse. Look at your hands as you type - is your middle finger in a straight line following the bones of your forearm (not deviating left or right)? If not, you may need a different keyboard or a soft palm rest to level out the angle.

8. (a) Your arms should hang relaxed and close to your body with no effort put into keeping your shoulders in position or your elbows out. Your elbows should be bent at about a 90 degree angle. (b) Look at the reach to your mouse. You may need a keyboard with a built-in mouse, or without a number pad, or change to a centered mouse device to alleviate significant external rotation at the elbow and/or stress in the shoulder.

9. The monitor and keyboard should be centered in front of you, not off to an angle. There should be a straight line from your nose to your belly button to the center of the space bar to the center of your screen.

10. Adjust the keyboard tray to a negative tilt, which means tilting down as it goes away from you. At no time should the keyboard be tilted upward toward the back; this increases wrist angles and stresses. If your keyboard has little feet in the back, lower them to remove tilting.

11. Take frequent microbreaks i.e. 20 seconds to 2 minutes. It is far better to take regular microbreaks than a few large ones. Rotate your tasks so you are not doing the same motions for too long at a time. Do some stretches at least once an hour, and remember to look away from your screen every 20 minutes, focus on something at least 20 feet away, and hold that distant focus for at least 20 seconds. This can help prevent eye fatigue and premature near-sightedness.

12. Report any work-related discomfort or symptoms immediately. Repetitive strain injuries only get worse with continued exposure.