# Hot Desk and Laptop Use - Good Working Posture

10 Steps to Good Working Posture for Hot Desking or Using Your Laptop

1. Find a stable work surface (ideally at sitting elbow height)

2. Ensure the area under your desk is not obstructed.

3. Pull your chair in.

4. Adjust the chair so that:

   - Forearms are parallel to desk when your upper arms are at your side (2)

   - Your lower back is well supported

   - Your spine is in an S shape.

5. Your feet should be well supported on the floor (3). If not, use a footrest.

6. Adjust the screen so that the top of the "active" screen is at eye height or a bit lower. If you are using a laptop you will probably need a screen raiser for this (see below).

7. The screen should be central to you and at a comfortable distance from your eyes.

8. Position frequently used items within easy reach and centrally

9. Place your keyboard and mouse so that your elbows are about 90° when in use. If using a laptop you should ideally use a separate keyboard and mouse.

10. Take regular breaks.
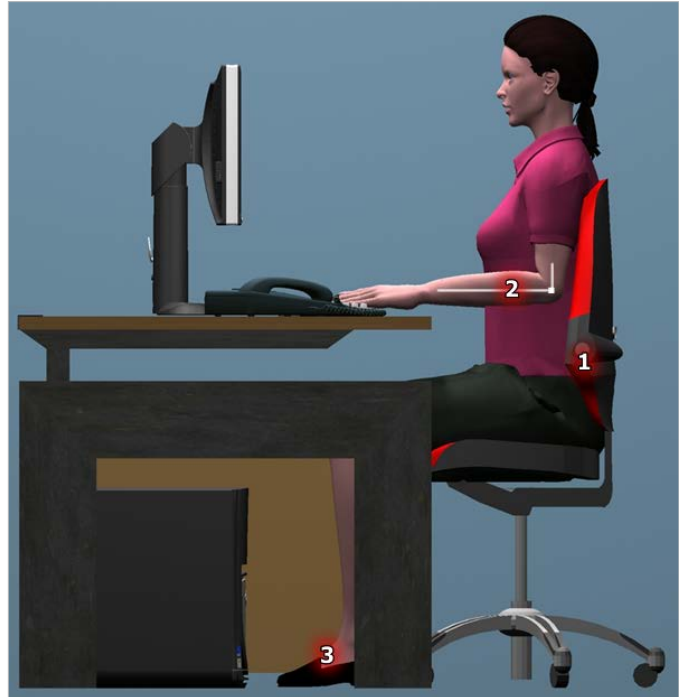
Use a 'laptop kit' with separate keyboard and mouse when using a laptop