



TEXAS WOMAN'S
UNIVERSITY™

STUDENT GUIDELINE

FOLLOW THESE TIPS TO BEST SET UP
YOUR WORKSTATION

STEP 1: SET UP YOUR ENVIRONMENT



- Organize your workstation by zones
 - frequent, less frequent, rare
- Reduce glare from windows and lighting
- Reduce noise from distractions
- Study in comfortable temperature

STEP 2 : WATCH YOUR POSTURE



- Raise the monitor to eye level
- Screen distance should be an arm's length away
- Keep elbows at your side at a 90 degree angle
- Maintain neutral wrists and forearms parallel to ground
- Rest feet flat on the ground and leave 3" of space between the back of your knee and the edge of the seat

STEP 3: MOVE YOUR BODY



- Stretch every 30 minutes for at least 5 minutes
- **20-20-20 rule:** every 20 minutes, look 20 feet away from your screen for 20 seconds
- Stay hydrated