

Score your setup across 6 categories and find what to fix first

## ASSESSMENT INFO

Name / Station		Date	
Hours/Day at Desk		Main Pain Points	

Score each item: 1 = Problem 2 = Needs Work 3 = Good 4 = Excellent N/A = Not Applicable

Item	Score
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### MONITOR SETUP

Top of screen at or just below eye level	
Screen approximately arm's length away (50-70 cm)	
No glare or reflections on screen	
Brightness and contrast comfortable for extended use	
Tilt adjusted to reduce neck strain	

### CHAIR & POSTURE

Feet flat on floor or on a footrest	
Knees at approximately 90 degrees	
Lower back supported by lumbar support	
Hips at 90 degrees or slightly open	
Armrests support elbows without raising shoulders	

### KEYBOARD & MOUSE

Keyboard at elbow height, wrists neutral	
Mouse at same level as keyboard	
No wrist resting on hard edge while typing	
Mouse close enough, no reaching required	

### DESK & WORK AREA

Desk height right for seated elbow position	
Frequently used items within easy reach	
No excessive reaching or twisting for common tasks	
Adequate knee and leg clearance under desk	

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## LIGHTING

Light source beside monitor, not behind you	
No window directly in front or behind screen	
Task lighting for document reading	
Bias lighting behind monitor to reduce eye strain	

## HABITS & BREAKS

Break at least every 50-60 minutes	
20-20-20 rule practiced during the day	
Stretching neck and shoulders during breaks	
Standing or walking at least 2 hours per day	

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## SCORE SUMMARY

Category	Items	Total	Max	% Score	Top Action This Week
Monitor Setup					
Chair & Posture					
Keyboard & Mouse					
Desk & Work Area					
Lighting					
Habits & Breaks					

### TOP 3 ACTIONS TO TAKE THIS WEEK