

ERGONOMIC TIPS

FOR A HEALTHIER WORKSPACE

Eyestrain? Sore back? Making even small tweaks to office furnishings or work habits can make you more comfortable. To reduce your risk of injury and improve your performance, and well-being, consider these ten practical ergonomic tips for your workspace—and your work style.

Adjust your Immediate Surroundings

1 JETTISON THE “EXERCISE BALL” AS AN OFFICE SEAT

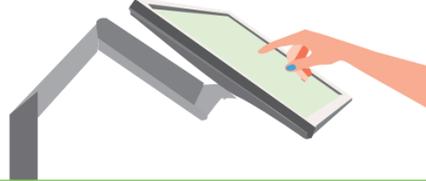
For best comfort and reduced risk of injury, sit using an ergonomic task chair.



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2 INVEST IN A HIGH-QUALITY MONITOR ARM TO POSITION YOUR SCREEN CORRECTLY

To reduce eyestrain, a monitor arm should easily hold the screen in the proper position.



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4 SEE THE LIGHT

To minimize glare and illuminate work materials as needed, use an adjustable task light.

3 USE A KEYBOARD TRAY TO GET YOUR ARMS AT THE RIGHT HEIGHT

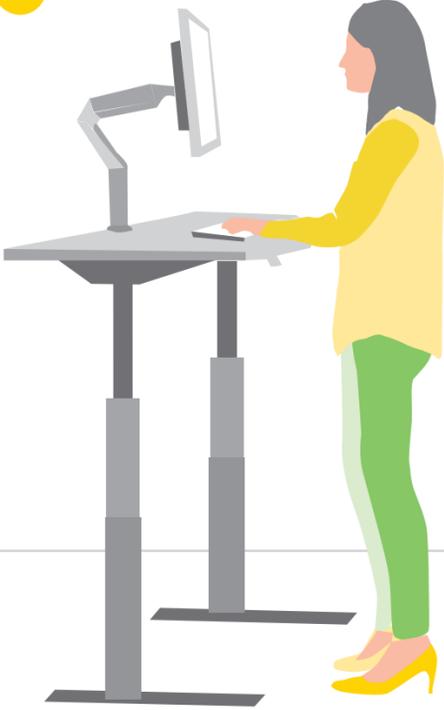
To stay in the right ergonomic position while working, incorporate a keyboard tray.



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Incorporate Movement and Visual Breaks into your Work Day

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5 VARY YOUR POSTURE BETWEEN SITTING AND STANDING AT WORK

For better health, create a daily work style that includes both seated and standing postures.

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6 KEEP MOVING BUT SAVE THE TREADMILL FOR THE GYM

To stay active, take a short walk during your lunch break, or at another point, in your work day.

7 REST YOUR EYES AT REGULAR INTERVALS

To reduce eyestrain, incorporate brief “rest breaks” to refocus and rest your eyes throughout the day.



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Nourish your Spirit with Connections to Nature

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8 EXPOSE YOURSELF TO SUNLIGHT

Improve your mood by working in — or walking through — areas in direct sunlight.

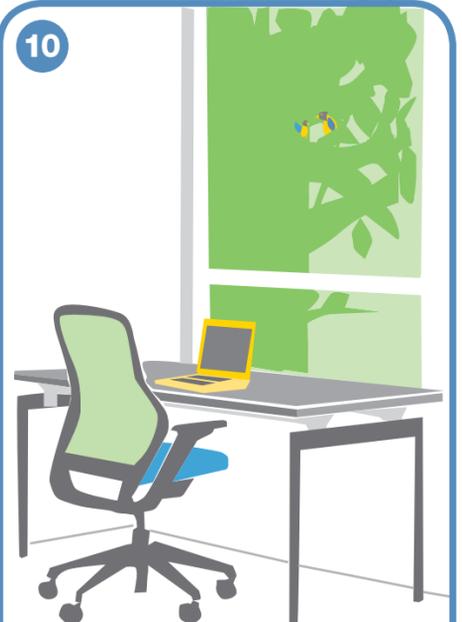
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9 SURROUND YOURSELF WITH PLANTS

Place plants in your workspace or occasionally locate yourself near greenery within the building.

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10 VIEW THE OUTDOORS WHILE WORKING

Improve memory and focus by viewing natural settings, or images of such, during the work day.