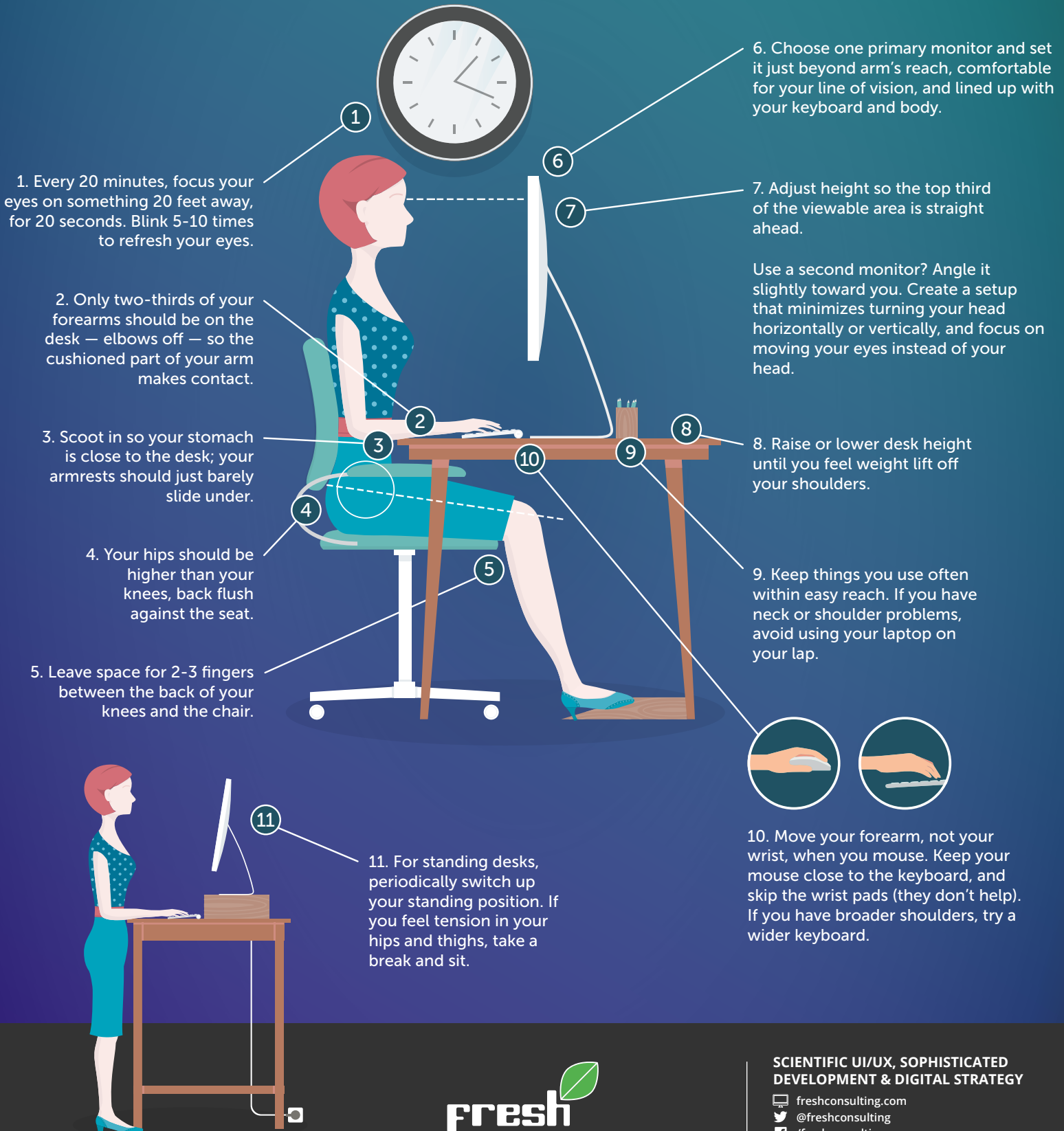


SIT UP STRAIGHT!

TIPS FOR WORKPLACE ERGONOMICS



1. Every 20 minutes, focus your eyes on something 20 feet away, for 20 seconds. Blink 5-10 times to refresh your eyes.

2. Only two-thirds of your forearms should be on the desk — elbows off — so the cushioned part of your arm makes contact.

3. Scoot in so your stomach is close to the desk; your armrests should just barely slide under.

4. Your hips should be higher than your knees, back flush against the seat.

5. Leave space for 2-3 fingers between the back of your knees and the chair.



6. Choose one primary monitor and set it just beyond arm's reach, comfortable for your line of vision, and lined up with your keyboard and body.

7. Adjust height so the top third of the viewable area is straight ahead.

Use a second monitor? Angle it slightly toward you. Create a setup that minimizes turning your head horizontally or vertically, and focus on moving your eyes instead of your head.

8. Raise or lower desk height until you feel weight lift off your shoulders.

9. Keep things you use often within easy reach. If you have neck or shoulder problems, avoid using your laptop on your lap.



10. Move your forearm, not your wrist, when you mouse. Keep your mouse close to the keyboard, and skip the wrist pads (they don't help). If you have broader shoulders, try a wider keyboard.

11. For standing desks, periodically switch up your standing position. If you feel tension in your hips and thighs, take a break and sit.

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