

1 SET YOURSELF UP FOR SUCCESS

It doesn't have to be Command Central or the Oval Office, but you need 'YOUR' space...fit for you! Establish and set a designated space that you can consistently go to... optimizing it to be an environment that is comfortable and ergonomically safe for you to work for long periods of time.

Setting up a specific space and KEEPING IT SET UP as your 'My Zone' will minimize the effort that is required daily, leading to your safety and success!

2 WORKING IN NEUTRAL TO FIRE ON ALL CYLINDERS

Pay attention to your posture and encourage 'NEUTRAL' postures where the body is aligned and balanced while sitting or standing...placing minimal stress on your body, muscles, tendons, joints and nerves. This allows for maximum control and production while preventing injuries such as Musculoskeletal Disorders.

Avoid 'awkward' postures & positions; being constantly bent over, slouching, rounding your back or sitting in Lotus position for hours is NOT neutral!

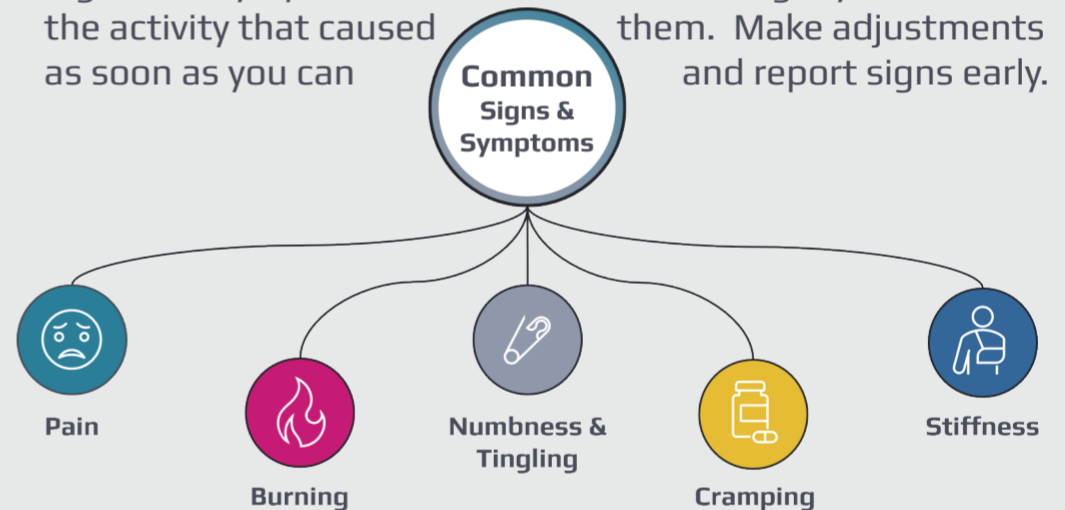
5 TIPS TO WORK SMARTER & SAFER ERGONOMICS

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3 READ THE SIGNS

Musculoskeletal Disorders develop gradually over time. Signs and symptoms become worse the longer you continue the activity that caused them. Make adjustments as soon as you can and report signs early.



4 DO AN ERGO HOME HACK

Books, reams of paper, boxes and pillows serve as excellent tools to make adjustments where needed.

- Elevate your laptop or monitor to a height where your eyes can look straight ahead to the middle/top of your screen, rather than bending your neck to look down then set it at a distance of an arm's length away.
- Adjust your seat or table height to have your:
 - Feet fall flat on the floor
 - Elbows bent around 90 degrees
 - Wrists are straight rather than elevated or dropping

5 CREATE GOOD WORK HABITS

Working efficiently doesn't always mean working continuously on one task:

- Take a series of short breaks: microbreaks
 - Rotate the types of tasks to reduce repetition
 - Make time to stretch and walk around
 - 20-20-20 Rule - Gazing outside or stepping away from your screen to look at natural things helps your eyes, not to mention...looking at trees, birds and clouds are natural stress relievers.
- FORMULA:** For every 20 minutes looking at a screen, look at something at least 20 ft. away for 20 seconds.