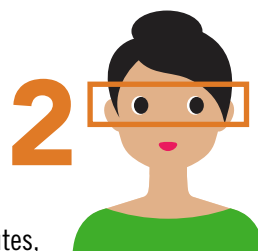


10 TIPS AND TRICKS TO BE MORE ERGONOMIC

1 Put shortcuts to the files that you use regularly on the desktop of your computer screen:
20% of the files for 80% of the work.



Apply the 20-20-20 rule to reduce eye fatigue. Every 20 minutes, look away at a distance of 20 feet (6 metres) for 20 seconds.



Increase the speed of your mouse to reduce elbow and shoulder movements.

4

Use keyboard shortcuts instead of your mouse.

alt



Progressive lenses?
Lower the screen to view it without moving your head

5

2 screens? Set them up side by side on the same level.

If the same % of use, put both screens in front of you.

If not the same % of use, put the lesser-used screen on the right.



6



Get up at least once every hour.



Hold **short meetings standing up.**



8

Change your **chair adjustments** regularly.

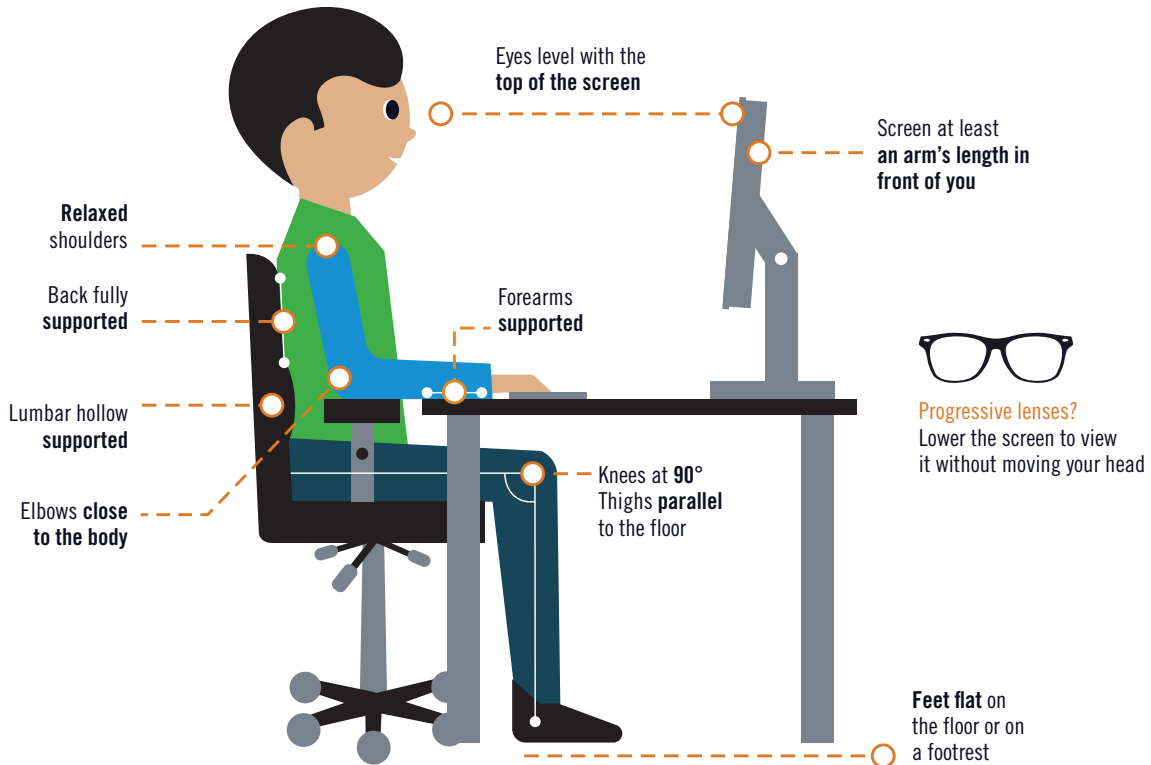


Stretch several times a day.



10

ERGONOMIC ADJUSTMENT OF YOUR WORKSTATION



STRETCHING EXERCISES

Four rules to follow:



Stretch regularly during the day



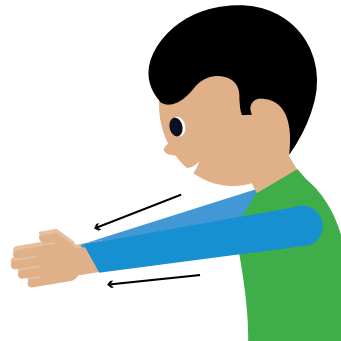
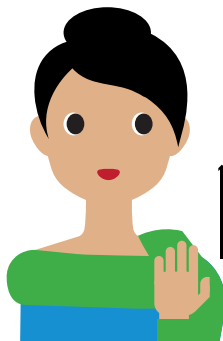
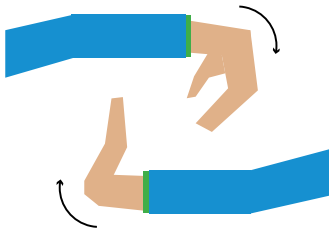
Hold the stretch for a minimum of 15 seconds



Avoid sudden movements



Feel muscle tension but no pain



You have a project
in office ergonomics?

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