

RE-WORK YOUR WORK STATION

Relocate Your Monitor

Position your monitor 18-28 inches away, with the top of the screen slightly lower than eye level.

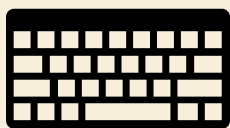


Assess Your Posture

Scot back in your chair, and adjust the height so your feet touch the floor and your knees are equal to your hips. Recline backrest to 100-110° for support.

Check Your Lighting

Position lamps on either side of your monitor so they provide indirect lighting, and make sure any natural light is coming in on the sides, rather directly behind or in front of the screen.



Adjust Your Keyboard

Arrange your keyboard so the section you use most frequently is centered with your body.

Talk Smart

Place your telephone within easy reach and use a headset or speaker phone to eliminate cradling the handset.

