

## May (5.1)

### Think close. Think comfort.

- Your desk layout, work tasks and work flow impact the postures that you use during the day.
- Rather than adapting your body to a poorly set-up workstation, set up your work to fit your body and work habits.

Take a few moments to look at how your desk is organized:

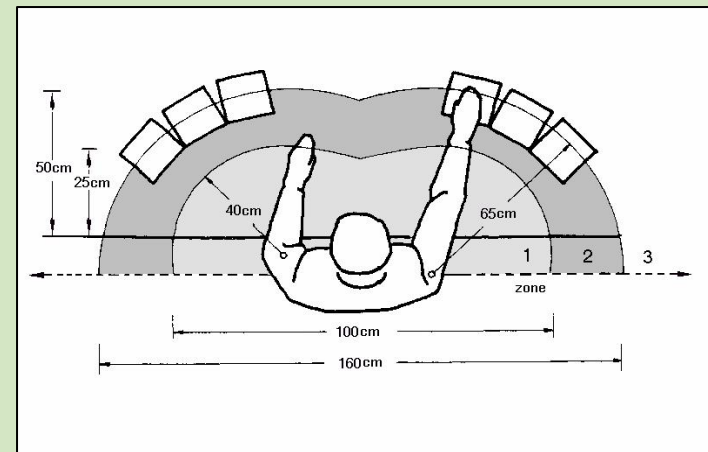
- Have your keyboard and mouse mysteriously taken a trip across your desk? Is your phone in another area code?

Test your reach zones while sitting comfortably in your chair:

**Zone 1:** Keep your elbows at your side, and sweep your forearms and hands side to side. You should be able to touch anything that you **frequently** use (typically keyboard, mouse). If you can't, bring them closer.

**Zone 2:** Straighten your elbows and reach forward with your arms. Without leaning forward with your body, sweep your arms side to side and in front of you. Anything that you use **occasionally** (i.e. calculator, phone) should be within reach. Remember to reposition your equipment if your tasks change significantly during your workday.

**Zone 3:** Get up and out of your chair to access anything outside Zone 2.



**Shortcut Tip** HOME or END to move to the start of a line/end of a line in Microsoft Applications.