

July (7.2)

Is your 'nose to the grindstone'?

Pop Quiz!

- If you look at anyone in your office at a laptop workstation, which of the following should you see?
 - Hips positioned comfortably to the back of the chair
 - Low, middle and upper back supported by the chair back
 - When looking at their back, an imaginary line from their ear to their hips should be angled approximately 45 degrees
 - Upper arms hanging vertically, with elbows relaxed comfortably at the side of the body
 - Head positioned directly over the keyboard so that he/she can see the three point font spreadsheet on their 15" screen
- The moral of the story is that while laptops are fantastic productivity enhancers, this benefit sometimes comes at the expense of worker comfort.
- The good news is that some simple, inexpensive changes can enhance both comfort and productivity.
- The number one thing to do is to find a way to allow you to use a keyboard separate from your screen. Docking stations or external keyboard and mice will help you to minimize the impact of using a laptop in the office.



Shortcut Tip Tab, will help you navigate around Windows applications and web sites