

Organizing Your Desk for Ergonomics... and Efficiency

Posted in: Office Ergonomics, Home Office, Posture

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 youOr

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.



ERGORISK

This article was
written by ErgoRisk