

All the Right Moves

Be happier and healthier at work

Ergonomics is the fancy name for the science of creating a workspace that's safe and comfortable. Since most companies aren't going to shell out for a desk perfectly tailored to your needs, these DIY tricks will help you avoid wicked repetitive stress injuries, such as carpal tunnel syndrome.

SIT PRETTY Position the lower portion of your back against your chair's backrest (1) and adjust the chair so that your torso and thighs make a 90- to 120-degree angle, with both feet flat on the floor.

MOVE YOUR KEYBOARD When you type, your elbows should be at your side, with your arms at a 90- to 120-degree angle (2) and shoulders relaxed. Can't lower your keyboard? Raise your chair and use a footrest (3).

DON'T REACH Arrange the items on your desk so that your keyboard, mouse and the office tools you use most often (like your trusty stapler) are close by.

PREVENT "PRETZEL" SYNDROME Don't work with your body twisted—place your computer directly in front of you and keep your monitor and keyboard aligned when you're typing.

MONITOR YOUR MONITOR Position the top of your computer screen level with your line of sight, the line straight ahead from your eyes (4). Your eyes naturally gaze 15 to 20 degrees below that line. Monitor's too low? Use a phone book or ream of paper to prop it up.

PLAY IT BY EAR Use a headset or speakerphone (5) instead of cradling your phone's handset between your ear and shoulder. This will keep you from straining your neck, which can lead to arm and wrist problems. Added bonus: You'll be more productive with a hands-free device because you can type or do other work while you're on hold.

Source: Wendy Young, president/CEO of ErgoPro



*** PSST! ONE IN FOUR EMPLOYEES SPEND LESS THAN AN HOUR DOING WORK WHEN THEY SAY THEY'RE "WORKING FROM HOME."**