

Ergo Tips



1. Use chair adjustments to support neutral position of back, neck and hand/wrist during work and home activities. Adjust chair as tasks change throughout the day. Use forward task position for deskwork and keyboarding, and reclined position for conversation or telephone activities.
2. Keep wrists in a neutral (relatively straight) position during typing, mousing and paper/material handling tasks.
3. Keep elbows close to body while keying and mousing. Avoid repetitive, sustained and extended reaching. Place frequently used items such as the mouse, keyboard and telephone within arms length reach.
4. Avoid contact pressure (while keyboarding and mousing) at the elbows, forearms and wrists on hard surfaces such as the wrist rest, keyboard platform or armrests of chair. Use armrest and keyboard wrist rest for resting.
5. Control mouse via shoulder motions rather than wrist/hand.
6. Maintain alignment of chair, keyboard and monitor. Adjust monitor height so gaze rests in upper 20% of the screen (menu bar height). Avoid tilting head backwards to focus on monitor screen.
7. Get regular full-body exercise such as walking 30-40 minutes/day. Exercise improves and maintains good muscle tone. This is especially important as we age, and in jobs that involve repetitive, sedentary work.
8. Attempt task rotation every two hours to interrupt typing and other repetitive tasks.
9. Drink lots of water to keep your body/mind hydrated and healthy.
10. Take stand-up and stretch/pause breaks 2-3x/hour for 20-30 seconds. Look at objects in the distance and blink frequently to keep eyes moist. Walk, move, stretch, wiggle and BREATHE! Shallow breathing while sitting and focusing can contribute to postural tension and fatigue. Good posture is created when there is freedom to move at every joint in every anatomically possible direction . Postural variety is important in maintaining good health and is affected by our attitudes, energy and the choices we make.
11. Listen to your body. Practice and cultivate awareness.
12. Schedule an annual eye exam to prevent eyestrain.

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