



SETTING UP A SUCCESSFUL WORKSPACE



1

Ergonomics Matter:

Pay attention to desk and chair setup, ensuring comfort and support for your body. Keep your legs and feet free of clutter, adjust desk and chair height, and consider using wrist rests or footrests if needed.



2

Optimal Keyboard and Mouse Placement:

Position your keyboard and mouse to prevent strain and promote wrist health. Keep your wrists comfortable and neutral, avoiding sharp angles or excessive pressure.



3

Monitor Placement for Eye Comfort:

Maintain the proper distance between your eyes and the screen to prevent eye strain. Position your monitor or laptop screen between 20 to 40 inches away, and adjust screen height according to your vision needs.



4

Express Your Personality:

Customize your workspace to reflect your unique personality and work style. Decorate with objects that inspire and motivate you, whether creative and thought-provoking art or a minimalist and neutral environment.



5

Adapting to Remote Work:

With remote work becoming more prevalent, establish a dedicated workspace in your home. Set boundaries with those you live with, create privacy, and treat your remote workspace with the same professionalism as a physical office.



6

Minimize Distractions:

Limit distractions in your remote workspace by setting boundaries with yourself and others. Minimize cell phone use, keep non-work-related items out of sight, and evaluate potential distractions to maximize productivity.

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