

Optimize Your Space

What Good Ergonomics Can Do for You

Nora Díaz













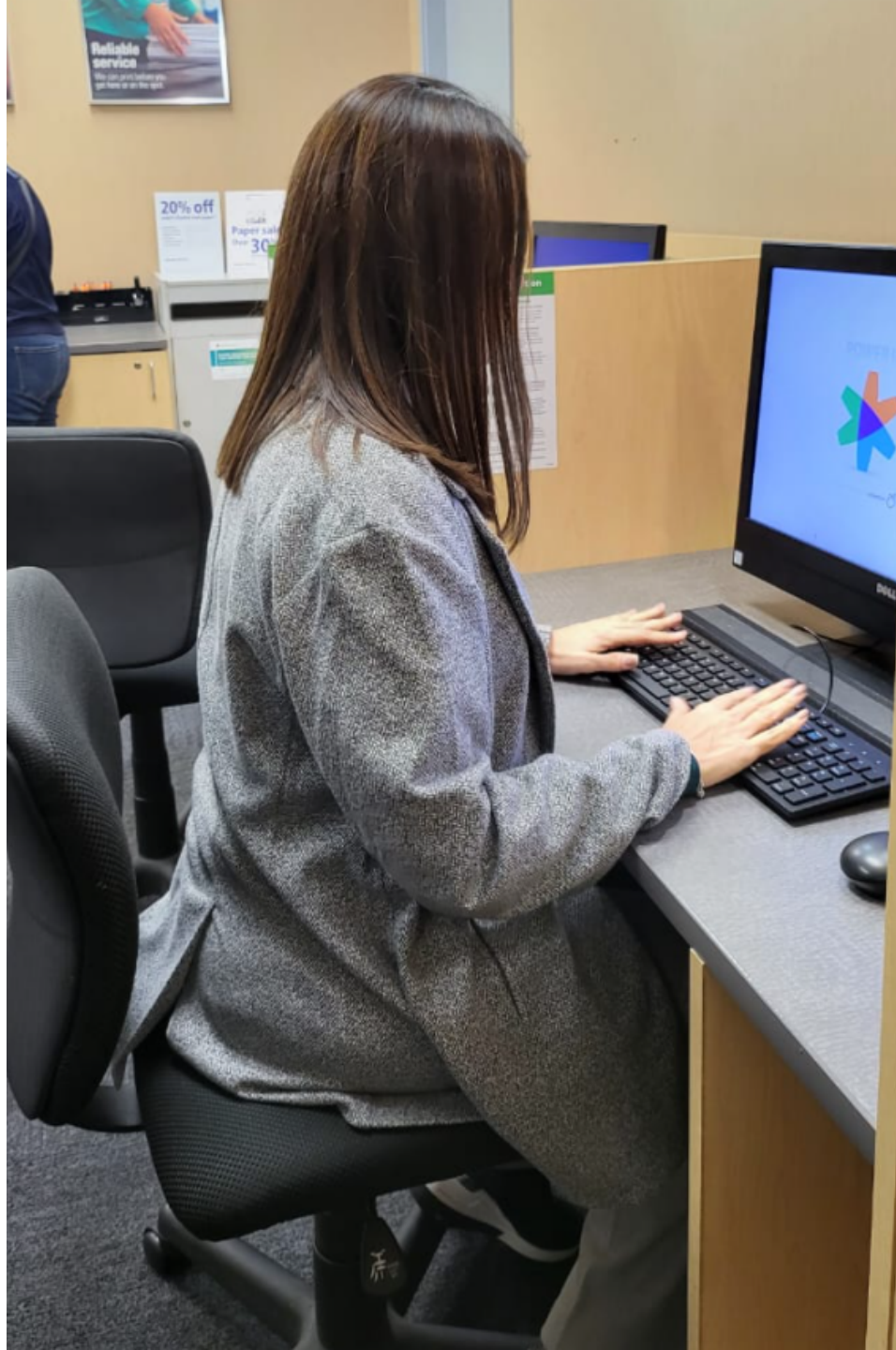






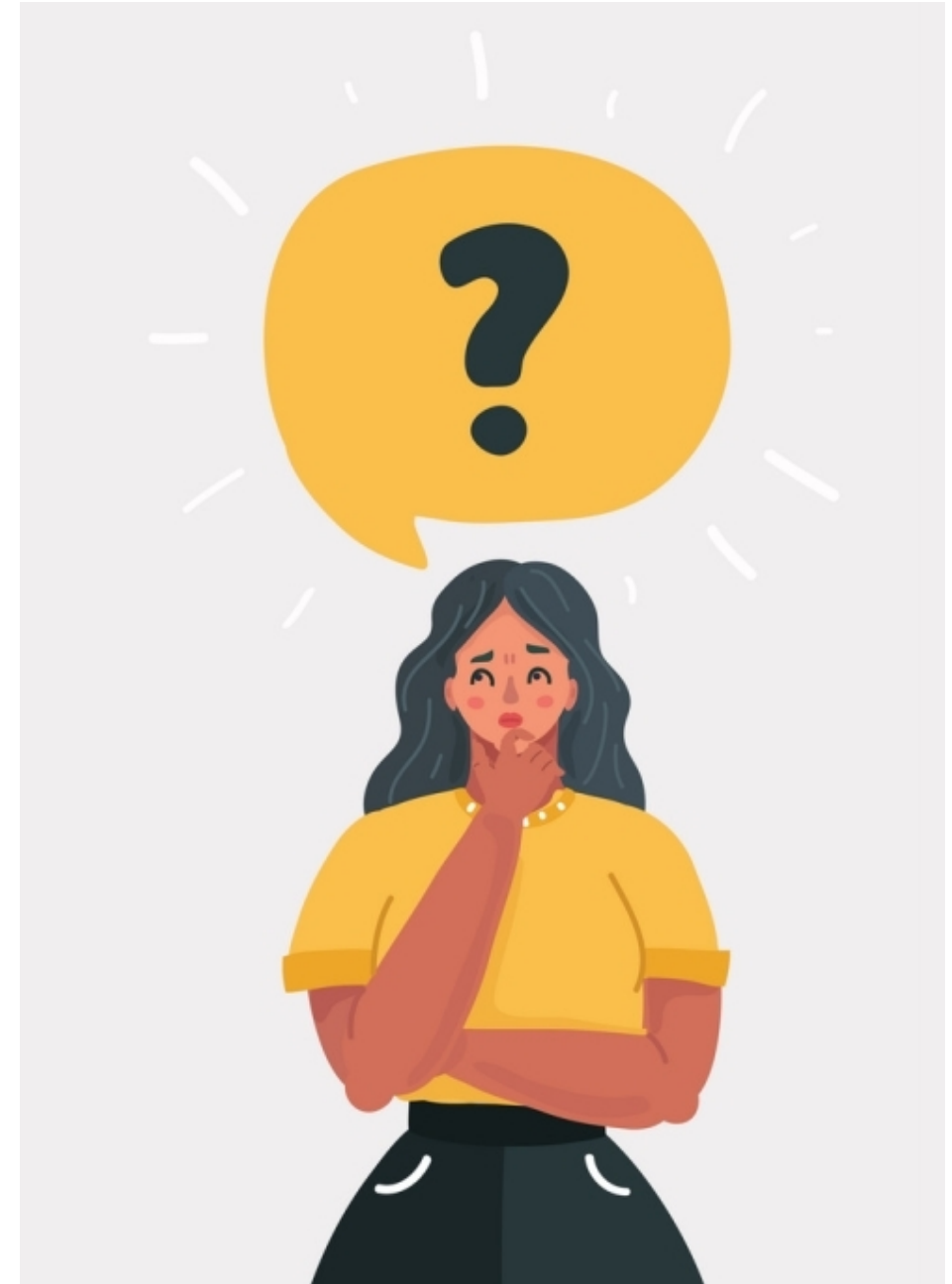








How much of your
work space/
equipment
is intentional?



What hurts?



slido



What hurts?

① Start presenting to display the poll results on this slide.

1. Chair and posture

- Use the backrest of the chair to provide full support to your lower back.
- Make sure your chair allows clearance behind your knees when seated against the backrest.

Maintain proper body posture:

- Sit with your hips and knees at a 90-degree or greater angle.
- Keep your feet flat on the floor or on a footrest.
- Keep your arms relaxed at your sides, ideally with elbows at 70 – 135 degrees.



Size A



Size B

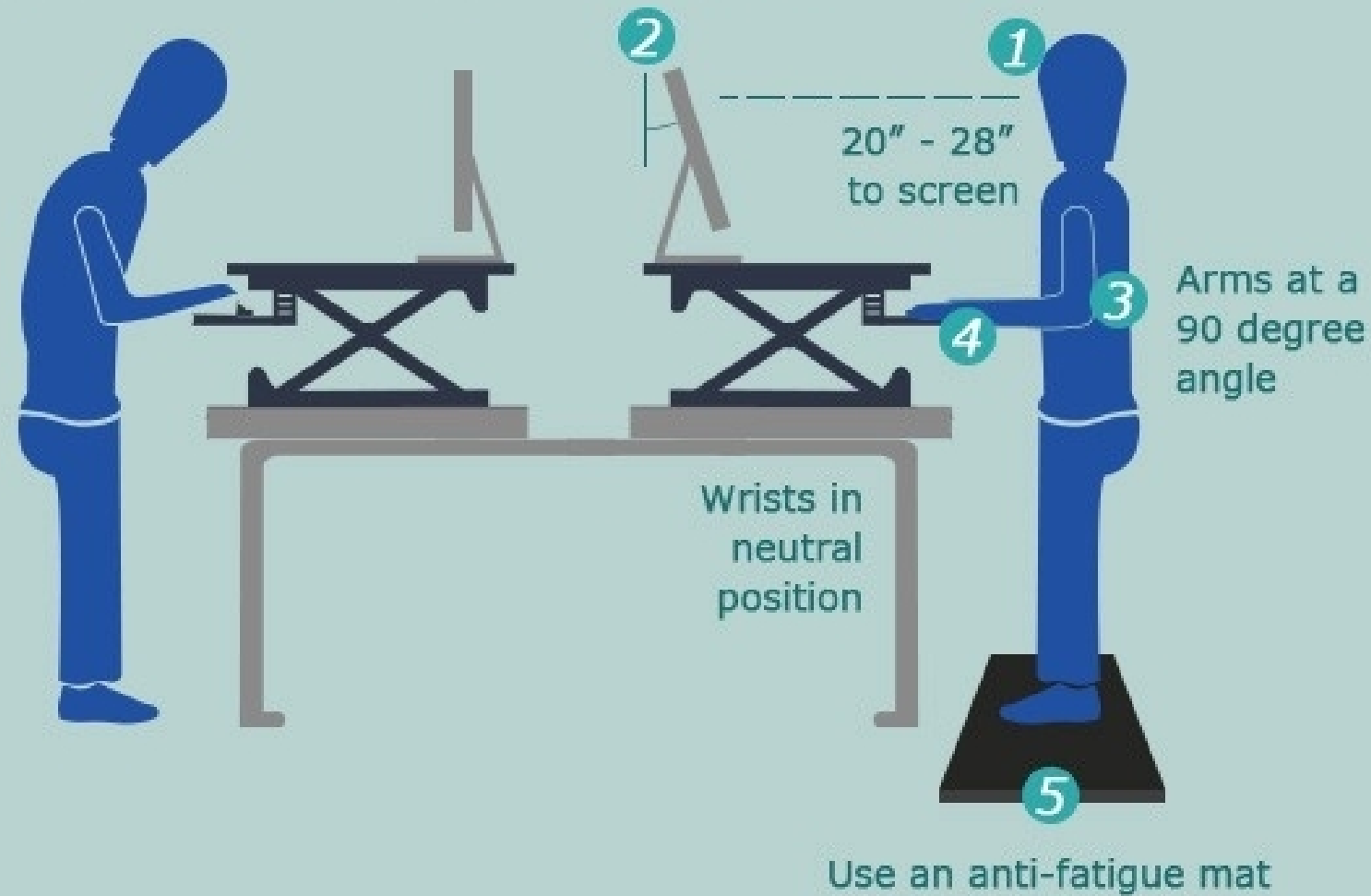


Size C



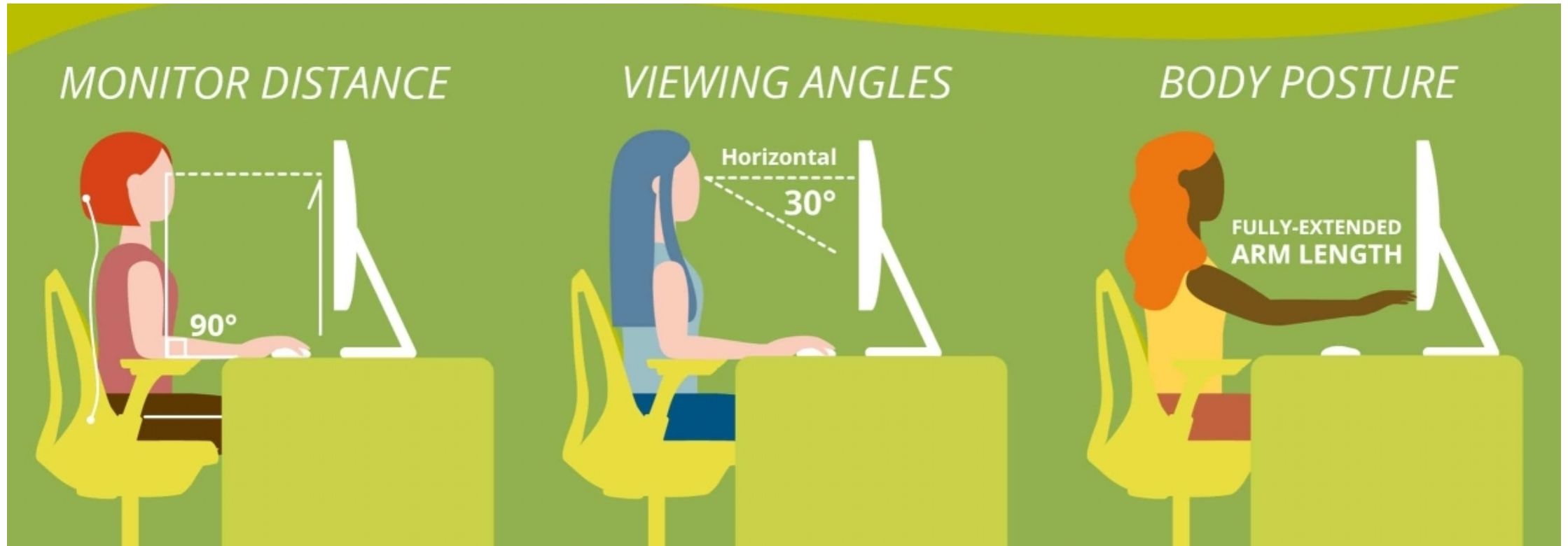
GOOD POSTURE

BAD POSTURE



2. Monitor

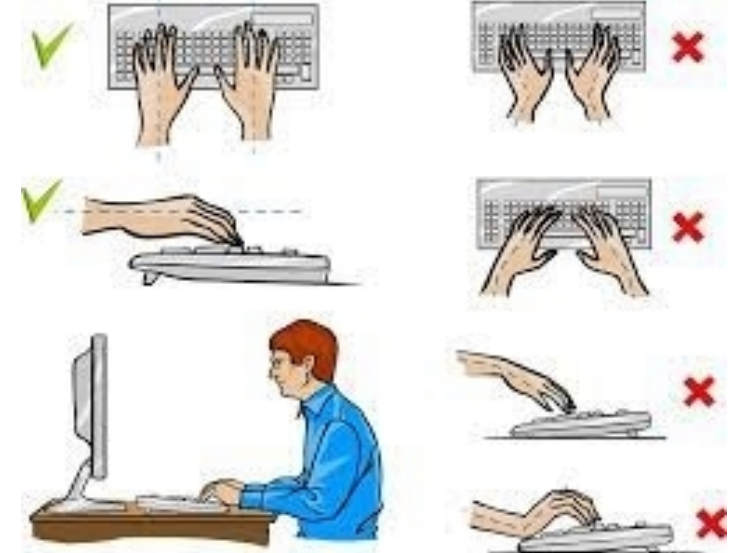
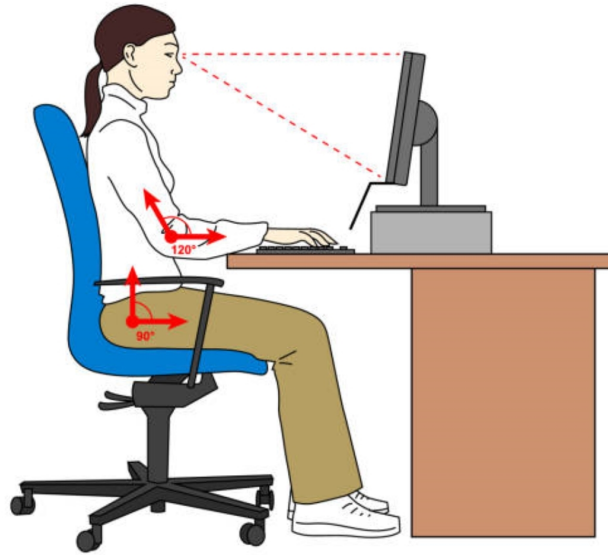
- Place the monitor directly in front of you about an arm's length away.
- Position the top of the monitor screen at or below eye level.



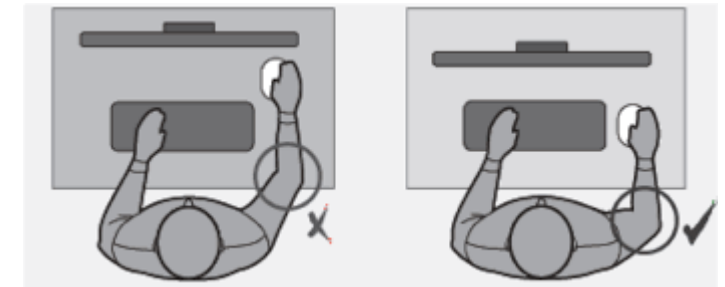


3. Keyboard and input devices

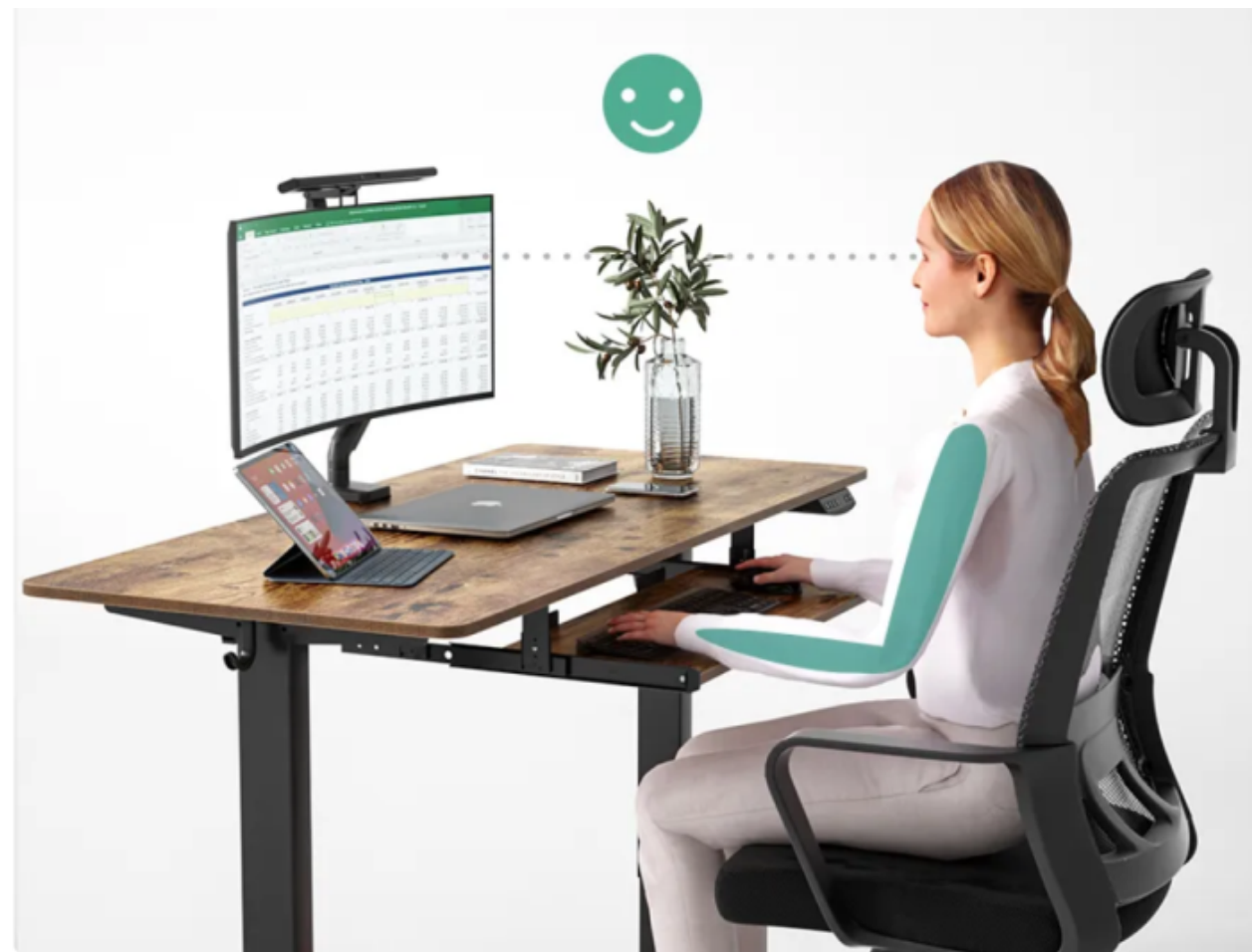
- Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line.

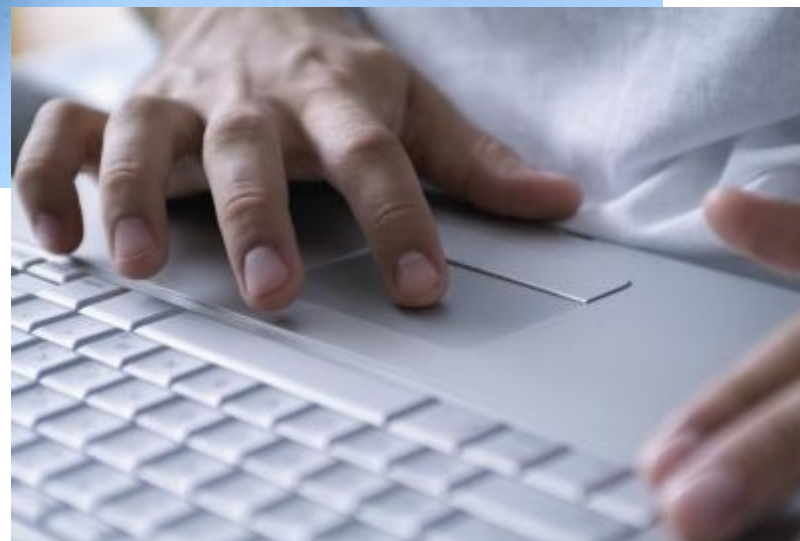


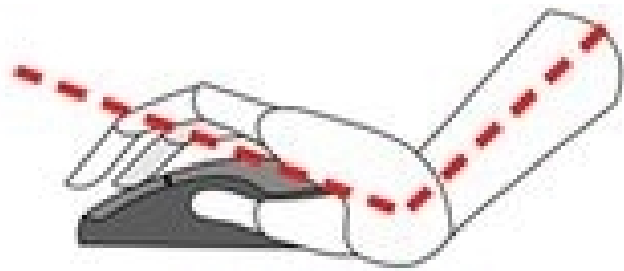
- Place mouse and other input devices near to and at the same height as your keyboard.
- Keep your elbows close to your body.



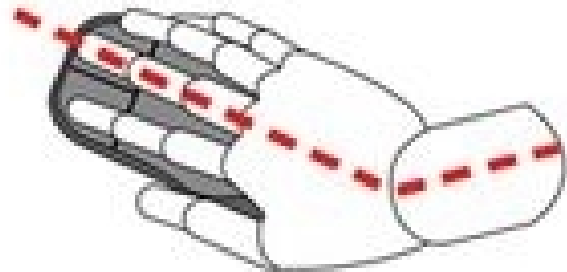
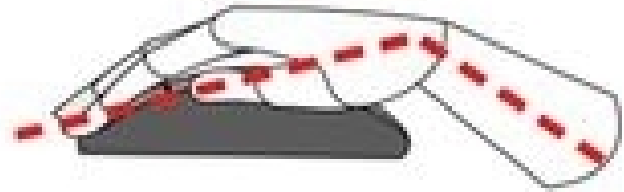




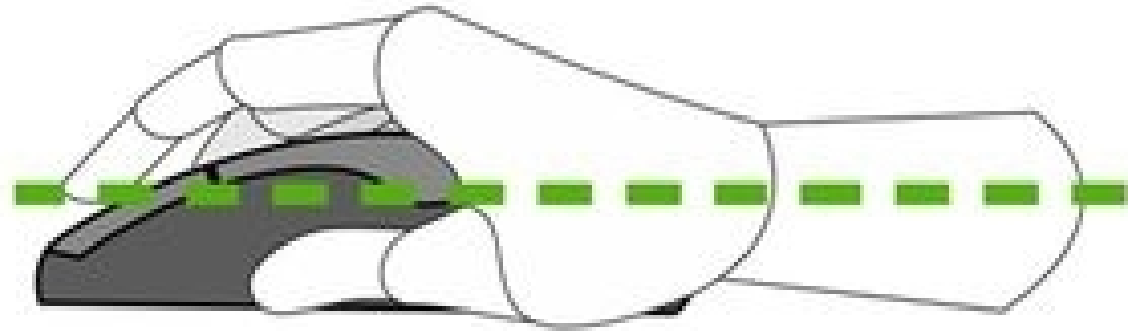
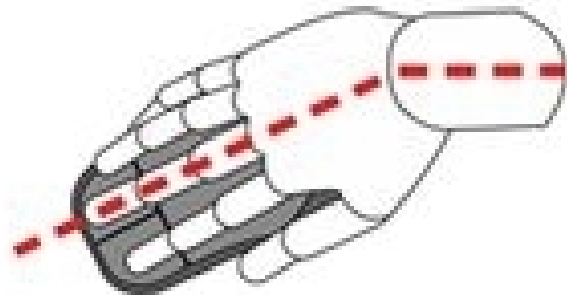




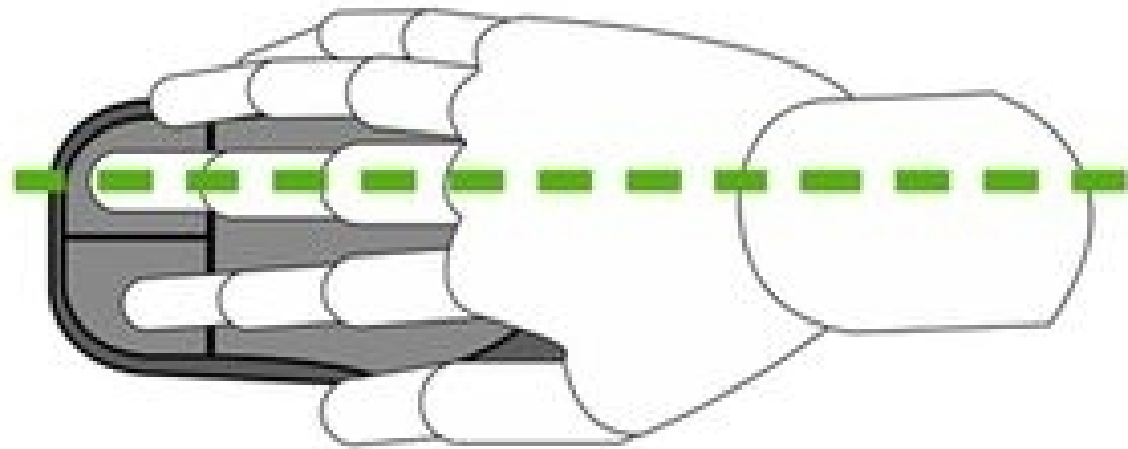
INCORRECT



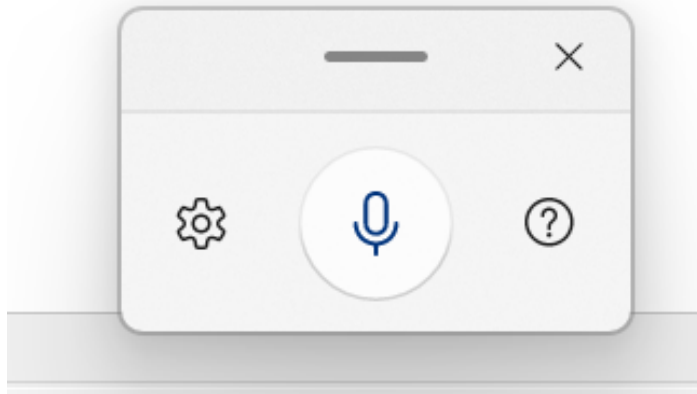
INCORRECT



CORRECT



Give your hands a break!



Win + H
Voice Typing in Windows 11

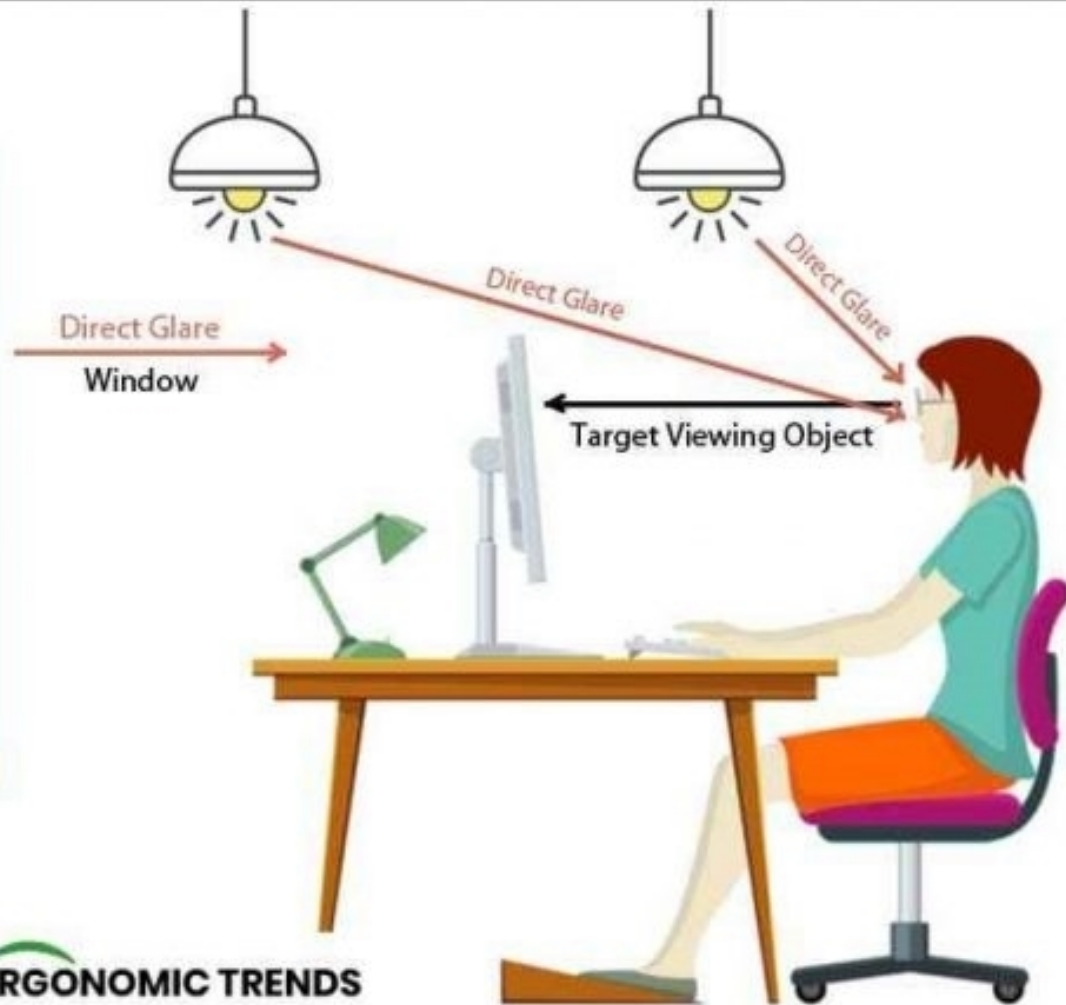
4. Work area and lighting

- Allow ample clearance to move your knees and legs under the keyboard and desk.
- Avoid contact stress with the edge of the desk and keyboard.

To reduce glare and shadows on your work surface:

- Adjust window shades or decrease overhead lighting.
- Adjust the monitor screen or add an anti-glare filter.
- Add a task light to illuminate paper references.

DIRECT GLARE



INDIRECT GLARE



Direct glare is caused by bright lights that are within your field of vision, such as a bright overhead light or floor lamp with a naked light bulb. Windows directly in front of your workspace can also produce direct glare on bright days.

Indirect glare is caused by light reflected off of glossy surfaces such as your computer screen, a shiny desk surface, or windows stationed at certain angles, onto your eyes.

Glare causes eye fatigue by forcing your eyes to adjust to its brightness level, leaving duller areas of your workspace harder to see.

Some Tips to Reduce Direct and Indirect Glaring:

- Position your workstation or chair at a **90-degree angle** from large windows to reduce glare from the sun.
- Install blinds on windows. Use **vertical blinds** for East/West facing windows to block out sunlight depending on its position throughout the day. Use **horizontal blinds** for North/South facing windows to block out general sunlight.
- Adjust your monitor brightness to **match the brightness** of the area directly behind it. A program like flux can help.
- Replace a single high intensity light fixture with several lower intensity ones instead.
- Avoid positioning your monitor directly below an overhead light fixture.
- Equip conventional florescent light fixtures with diffusers to soften the light.
- Cover naked bulbs with shades or louvers to soften and direct the light away from your eyes.
- Use monitor privacy filters that filter out blue light and glare at the same time.

5. Accessories

- Get a headset if you regularly talk on the phone for extended periods. Use a lowered voice.

Use an adjustable document holder to:

- Place reference materials as close to the computer screen as possible.
- Keep materials at the same height and distance as your computer screen.
- Use your ergonomic accessories to support body posture (e.g. lumbar support, armrests, monitor blocks, external keyboard).



6. Healthy computing habits

- Use a softer touch when keying and relax your grip on the mouse.
- Avoid working too long in one position.
- Change your body posture frequently.
- Take frequent breaks and stretch periodically.
- Give your eyes a visual break.



Easy Desk Stretches



SHOULDERS
3-5 seconds / 3 times



NECK
5-10 seconds / 5 times



TURN HEAD
5-10 seconds / 3 times



HEAD UP AND DOWN
5-10 seconds / 3 times

Stretch at Work to Relieve Pain and Stress



BEND
5-10 seconds / 3 times



UP-DOWN LEGS
3-5 seconds / 3 times



BEND FORWARD
5-10 seconds / 3 times



<https://youtu.be/EAWVqB04aBg>

←

Microsoft Store

break reminder

ND

—

□

×

Home

Apps

Gaming

Movies & TV

Library

Help

“break reminder”

Filters


All departments

Apps

Games

Movies


TV Shows




Break Reminder 10

Apps • Health & fitness

Free

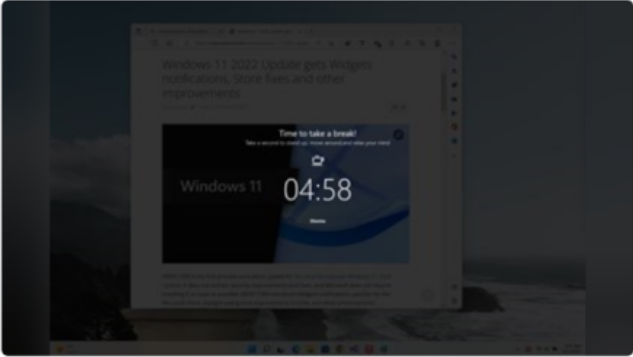





Recess - Take A Break Reminder

Apps • Health & fitness

MXN\$51.00

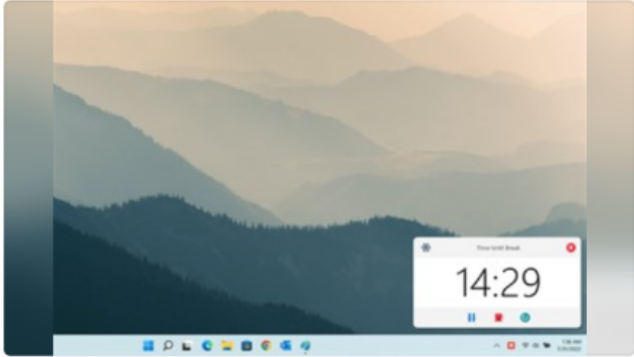





Interval - Elegant Break Reminder

Apps • Health & fitness

MXN\$53.00







Quantum Break

Gaming • Action & adventure +1

★★★★☆ 45

MXN\$359.00





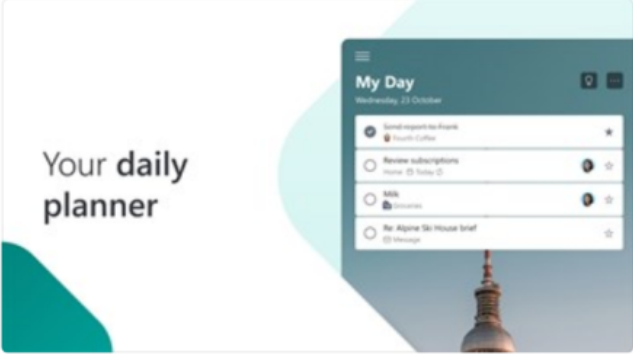
Microsoft To Do: Lists, Tasks & Reminders


Apps • Productivity

Owned

★★★★★ 8K

Your daily planner

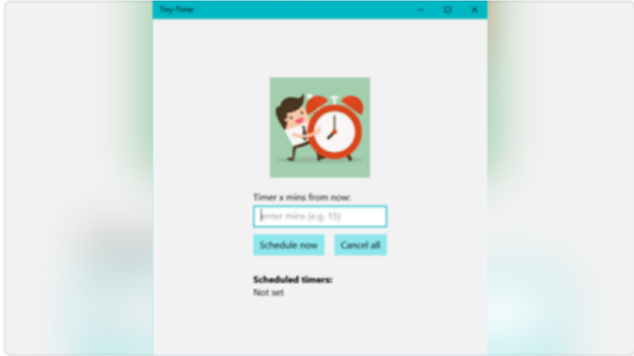




Reminder Queue - Free

Apps • Productivity

Free



20/20/20

TO PREVENT DIGITAL EYE STRAIN



TAKE A
20
SECOND
BREAK



EVERY
20
MINUTES



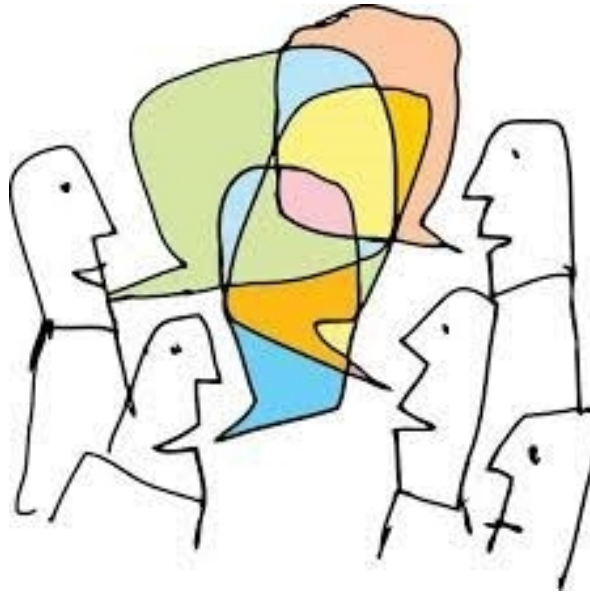
LOOK AT
SOMETHING
20
FEET
AWAY



AMERICAN OPTOMETRIC ASSOCIATION

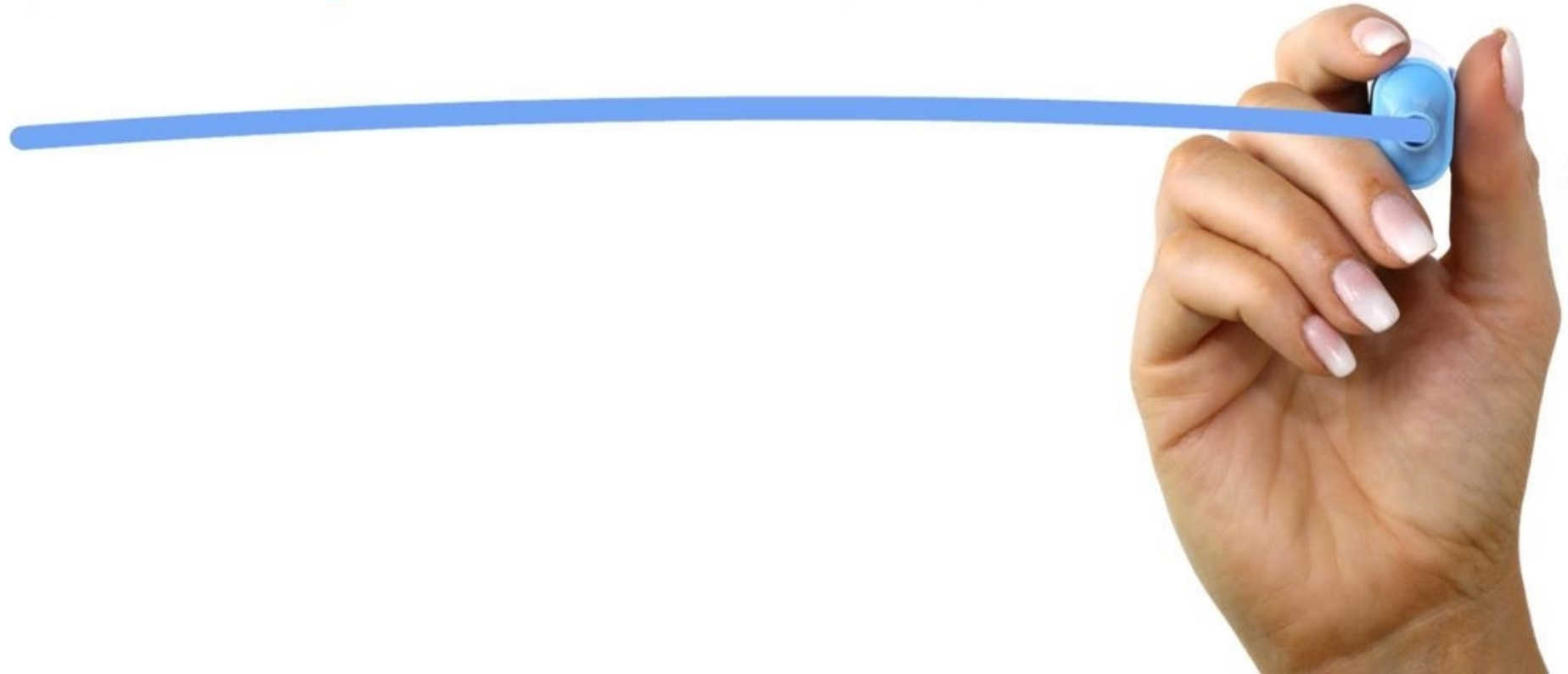






- What is the best ergonomic investment you have made?
- What are you planning to invest in next?

PREVENTION



Thank you!

