

# Desk Workstation Self-Help

Hendricks Ergonomic Team:

Cindy Myers, PT

Christen Gaunt, OT

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Feeling not so great at the end of the day?

- Have you wondered how to make your workstation to fit you?
- Follow along step by step as your HRH ergonomics team takes you through setting up your workspace to fit you, and gives you tips to feel better at the end of your workday

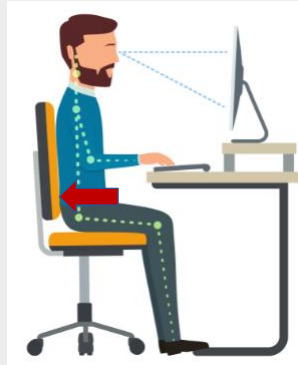
Slide 1

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Chair

1. Sit fully back in the chair, so that **your back and thighs are supported by the chair**



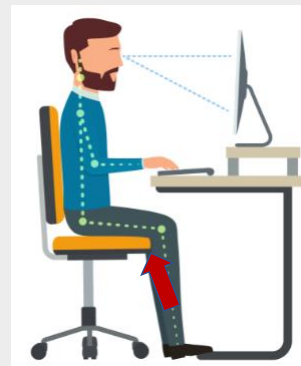
Slide 2

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Chair

2. Now assess if you have 2 fingers-width of space between the back of your knee and the front edge of the chair
  - a. **If yes, that's good!**
  - b. If you have more than 2 fingers-width, your chair seat is too small
  - c. If you have less than 2 fingers-width, or no space, your chair seat is too deep



**See next slide for corrections**

Slide 3

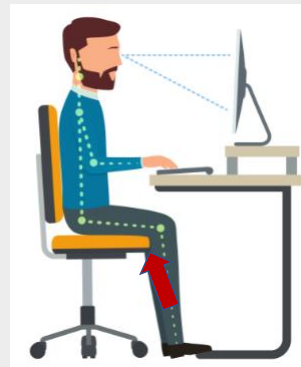
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Chair

### If your chair seat is too small:

- And is adjustable, slide the chair back out OR the seat pan forward until you have 2 finger-widths
- If not adjustable, you might be able to find a sturdy seat cushion you can place on top of the seat pan to extend it, OR you might need a new chair.



Slide 4

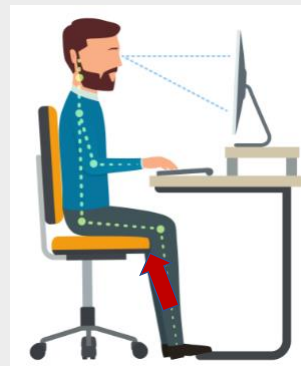
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Chair

### If your chair seat is too deep:

- And is adjustable, slide the chair back in OR the seat pan backward until you have only 2 finger-widths
- If not adjustable, you can fill in the extra space with a posture cushion that supports your back in a neutral position (contact Cindy Myers at [cynthia.myers@Hendricks.org](mailto:cynthia.myers@Hendricks.org) for suggestions if needed)



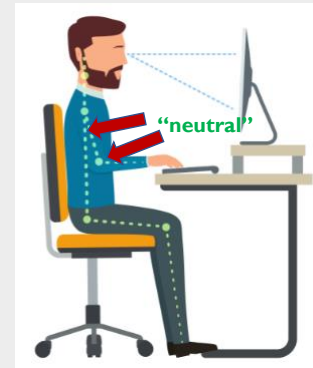
Slide 5

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Arms

3. Now relax your arms so that the upper arms are vertical or nearly vertical (NOT reaching forward), and your elbow is bent NO MORE than 90 degrees. In this position (called “neutral”), the position of the keyboard should be right under your fingertips.
  - a. If yes, that’s good!
  - b. If your keyboard is too high, your chair is too low
  - c. If your keyboard is too low, your chair is too high



**See next slide for corrections**

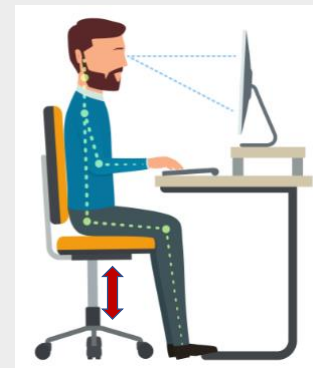
Slide 6

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Keyboard

- If your keyboard is too high, adjust your chair upward (usually pulling up with the lever under the seat)
- If your chair doesn’t go up any further, you might be able to find a sturdy seat cushion you can place on top of the seat pan to elevate you, OR you might need a new chair
- If your keyboard is too low, adjust your chair downward



Slide 7

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

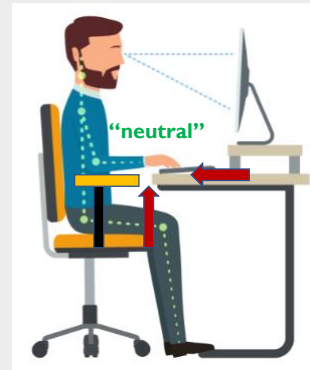
## Desk Workstation Correction-Keyboard



4. Now check the front/back position of your keyboard in order to keep your arms in that neutral position
  - If you are reaching out (most common position), pull your keyboard back toward you
  - If your armrests keep you from moving into the desk closely enough to keep your arms by your sides, you may need a keyboard tray (contact Cindy Myers at [cynthia.myers@Hendricks.org](mailto:cynthia.myers@Hendricks.org) for further analysis if needed)



Slide 8

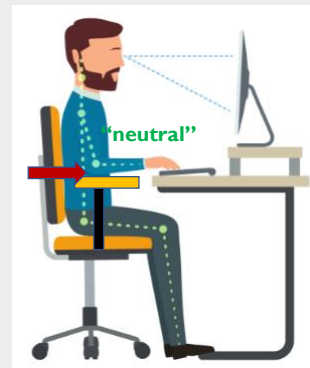


RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Armrests



5. Now check the position of your armrests:
  - Armrests are not there to lean on, but **to pause on in-between typing, writing, reading and other tasks.** This allows your hard-working muscles to take short breaks.
  - With your arms in neutral, the armrests should be at or slightly higher than the bottom of your forearms, and at the same height or slightly lower than your keyboard, **in order to keep your arms in neutral--If yes, that's good!**
  - If not, adjust the armrests up or down to correct
  - Pivot in or out to keep **arms in neutral when resting**



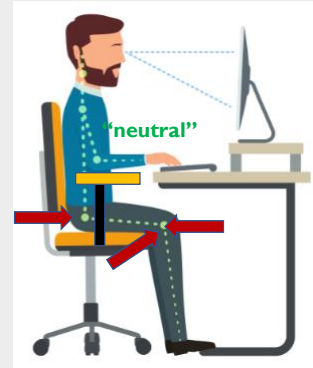
Slide 9

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Legs

6. Now see if your legs are in a good position:
- With your chair adjusted and your arms in neutral, your **knees should be level with or slightly lower than your hips**, and your **knees bent no more than 90 degrees**.



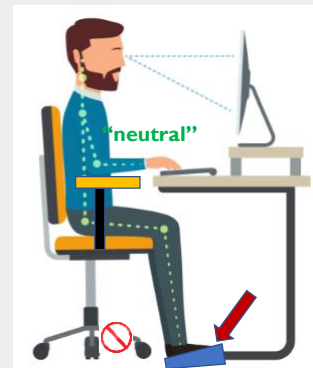
Slide 10

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Feet

7. Now check if your legs are resting comfortably on the floor.
- If your feet do not rest comfortably on the floor, you will need a footrest to fill in the space.
  - **Do not consistently rest your feet on your chair feet as this can cause leg discomfort.**



Slide 11

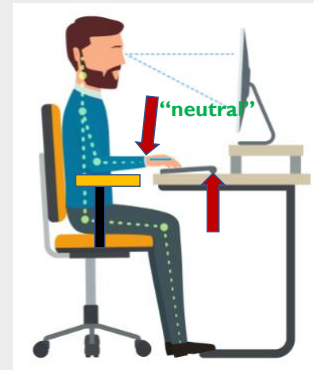
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Keyboard



8. Now check a few other items with your keyboard now that you're positioned well:

- Your wrists should be in a **neutral, flat position** when using your keyboard
- You should **flatten the feet of the keyboard to make it as flat as possible**
- Make sure your chair is adjusted as previously described (chair too high will bend your wrists down, too low will bend them back)



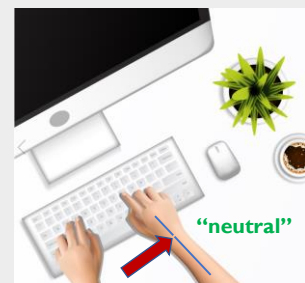
Slide 12

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Keyboard



- Your **wrists should be in a straight line with your forearms** when using your keyboard, not bent in or out
- Making all the adjustments so far will likely help your wrists be in neutral
- If not, contact Cindy Myers at [cynthia.myers@Hendricks.org](mailto:cynthia.myers@Hendricks.org) for further analysis



Slide 13

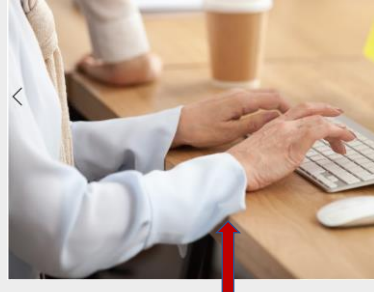
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY





## Desk Workstation Correction-Wrists

- Your wrists should NOT be touching a sharp or hard edge. If they are, use a memory foam or gel wrist rest



Slide 14

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Mouse



9. Now check your mouse:
  - The same correct positions for your keyboard also apply to your mouse:
  - No reaching (arm should be in neutral by your side, and mouse by keyboard)—if mouse is corded, make sure cord is long enough
  - Wrists in neutral
  - Use a wrist rest



Slide 15

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY





## Desk Workstation Correction-Mouse

### • Additional mouse checks:

- Are you doing lots of repetitive clicking or clicking and dragging?
- Think about training your other hand and switch back and forth to that one can rest while the other is working



Slide 16

- Think about switching to a roller mouse, that allows your hands to stay in neutral and doubles as a wrist rest

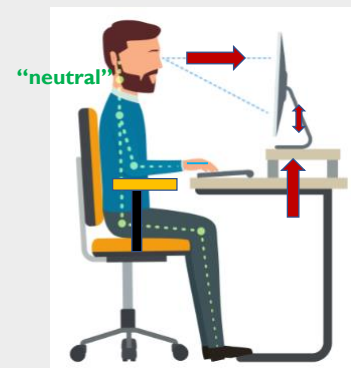
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Monitor

### 10. Now check your monitor:

- Sitting upright with your head in neutral (all the way back in chair so that your ear is right over your shoulders), is your **monitor at or slightly lower than your eyes?**
- **If yes, that's good!**
- If not, adjust your monitor by
  - Raising up or down if on an adjustable stand
  - Raise with a stand, books, ream of paper, or other common items



Slide 17

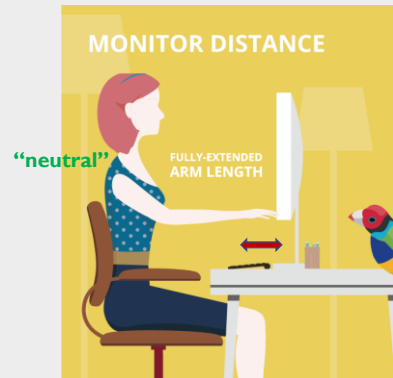
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Monitor



11. Now check how far away the monitor is:

- Sitting upright with your head in neutral (ear right over your shoulders), is your monitor an arm's length away from you?
- **If yes, that's good!**
- If not, adjust your monitor by moving it in or out



Slide 18

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Monitor



• Other monitor checks:

Does your monitor screen have glare?  
If yes, try these corrections:

- If the office set-up allows, position desk so that the **monitor is perpendicular to windows**
- Add window treatments or anti-glare film to the windows
- Adjust tack lighting so that it does not reflect directly into the screen
- Apply an anti-glare screen to your monitor



Slide 19

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Vision

- Do you wear bifocals?
  - Position your monitor lower than usual to let you look at the monitor without tipping your head to see
  - Speak to your eye clinician about getting glasses specifically for use with your computer



Slide 20

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Monitors

- Do you use dual monitors?
  - If you use both equally, they should be the same ideal height, and same ideal distance away from you.
  - Adjust them so that their outer edges are no more than 35 degrees to the right and left of center
  - Turn both monitors slightly inwards
  - Move them further away than arm's length in order to not constantly turn your head, and increase the font size if difficult to see



Slide 21

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Monitors



- If you use one monitor than the other, position the primary screen directly in front, and the secondary screen to the side of your dominant eye angled slightly in
- Not sure which eye is dominant? Check out this quick video:

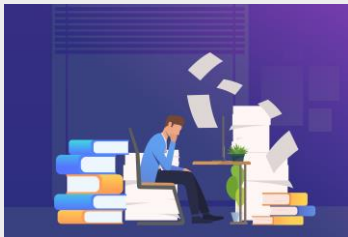
<https://www.allaboutvision.com/video/dominant-eye.htm>

Slide 22

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

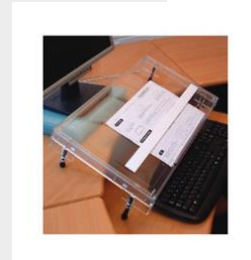


## Desk Workstation Correction-Paper



12. Do you work with papers, books or binders?

- Use a document, binder or book holder
- Position in a location that does NOT require head turning or tipping to use the documents and screen easily together



Slide 23

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Phone



13. Do you keyboard while simultaneously keying?
- If your workspace is quiet, use your speaker phone option
  - If only doing this occasionally, get a handset shoulder rest
  - **If using both frequently, use a headset.** Headsets have many features that affect price, so make sure you analyze your specific needs vs. the headset features



Slide 24

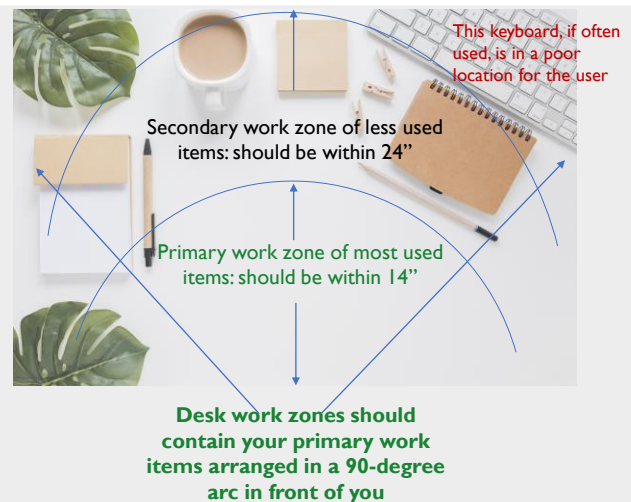
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



## Desk Workstation Correction-Setup

14. Are your most used work tools right in front of you?

- Ensure that your **most used items are within 14 inches in an arc in front of you:** for example, if the user of this desk was often on the phone, they will be reaching/leaning far out of their natural comfort zone in order to talk
- Less used items should still be within the arc, but further away
- Items rarely used can be placed outside of the arc



Slide 25

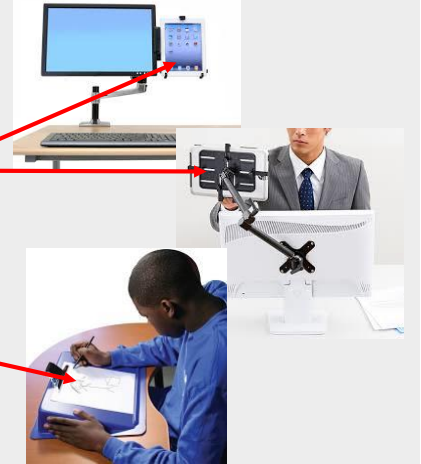
RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Handhelds



### 9. Are you frequently using handheld devices for work?

- If your handheld is functioning as a second screen, make sure to use a tablet stand or arm in order to bring the tablet level with your other screen
- Place tablet on the side of your dominant eye (see dual screens above)
- If using the screen and tablet individually, still consider a slant board for table use to minimize glare and neutralize neck and head position



Slide 26

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

## Desk Workstation Correction-Clutter



### 9. Are you drowning in clutter?

- If your desk or office is filled with clutter, take a couple hours to organize it—your mind will thank you!
- Ensure that, even with other material on your desk, that your primary work zone is clear expect for most used items
- Clean everything out from under your desk—your feet and legs need adequate space for proper positioning and support of your body all day

Slide 27

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



# Additional Tips and Tricks



**Finally, you can't be your best without work breaks!** Did you know that taking routine breaks increases your productivity while also helping you to feel better? Consider using some of these apps to help you build breaks into your schedule:

| App Name       | Reminder to break for:   | Rating | Features  | Comments  |
|----------------|--|--------|---|---|
| Work Break     | Allows you to create an automated schedule for break reminders during your workday.                  | 4.6    | Set up your own workday with customized breaks; allows you to see an overview for the next 2 hours; alarms with notifications and audio reminders | Can also incorporate hydration, eye breaks as well as times move and eat                    |
| Break Reminder | Helps you manage your work time by using a timer to break down work into intervals of focus and rest | 3.8    | Sound and vibration notification, LED light notification, gender options  | The app must be opened to stop/start breaks; very easy to use and best app in this category |

Slide 28

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

# Additional Tips and Tricks



| App Name             | Reminder to break for: | Rating                | Features  | Comments   |
|----------------------|------------------------|-----------------------|---|--|
| Drink Water Reminder | Hydration              | 4.9                   | Reminds user to drink adequate water based on gender, weight, and activity level; Auto-records hydration history; allows you to sync data with other health apps and customize your cup size  | Must open the app to note intake—no widget to date; easy and intuitive to set up and use |
| Water Drink Reminder | Hydration              | 4.8—Best of 2016 apps | Reminds you to drink enough water based on weight—update the app each time you drink, and it will remind you when to hydrate again; allows customized cup size; syncs with Google Fit and other health apps; spaces out water intake based on the times you wake up and go to sleep | Allows backup of water data  |

Slide 29

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



# Additional Tips and Tricks



| App Name            | Reminder to break for:   | Rating | Features   | Comments   |
|---------------------|--|--------|--|--|
| Eye Reminder        | Take eye rest breaks (increases eye lubrication and decreases fatigue) | 4.4    | Reminds you to take short breaks every 20 minutes (optimum frequency for best eye health) focused on eye health; includes daily eye exercises  | "even though I only rest my eyes for short moments every 20 minutes, the impact is felt" |
| 100 Office Workouts | Move!  | 4.6    | A collection of no-equipment routines for the office regardless of time and space available or attire. Includes "no-sweat" cardio, chair routines, 60 second HIIT circuits, step-away microcircuits, office yoga000 and stretching for a desk job. | No ads   |

Slide 30

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY

# Additional Tips and Tricks



| App Name                                 | Reminder to break for: | Rating | Features   | Comments                                   |
|--|------------------------|--------|--|--|
| 100 Office Workouts Champion             | Move!                  | 4.9    | Completely identical to the free version above.  | Costs .99 and supports the resource        |
| Office Workout                           | Move!                  | 4.2    | Has a sequence of exercises for a day at the office divided into 1 <sup>st</sup> through 8 <sup>th</sup> hour workouts that include stretching and strengthening. Workouts incorporate your desk and chair as tools. | Has one ad when first opening the app.     |
| Office workout-Lose Weight at the office | Move!                  | 4.7    | Like it's sister, Office Workout, this app has hour-to-hour exercises, and a custom workout can be created. Contains a weight and calories graph. Contains 18 different office workout exercises.                    | Also has one ad when first opening the app |

Slide 31

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY



# Desk Workstation Self-Help

Please contact the Hendricks Ergonomic  
Team, Cindy Myers, PT  
([Cynthia.myers@hendricks.org](mailto:Cynthia.myers@hendricks.org))

or Christen Gaunt, OT  
([christen.gaunt@hendricks.org](mailto:christen.gaunt@hendricks.org))

if you have any questions about this self-  
help module



Slide 32

RESPECT • COURAGE • ENGAGEMENT • COLLABORATION • EMPATHY • INTEGRITY • LOYALTY