Ergonomics

1. **Chair:** An ergonomic chair will help you be more productive -- one that allows you to keep your feet flat on the floor, thighs parallel to the floor, and your back straight with your lumbar curve (low back) fully supported.

2. **Posture:** Conventional wisdom prescribes an **upright posture,** with one hundred thirty degrees or so as an "optimum" angle. The reason? When the hips are straightened, the vertebrae of the lower spine are aligned with each other in a way that reduces and evens out pressure on the intervertebral discs. Further, sitting upright is less desirable than reclining. When reclining, the lower back muscles work less and the spine support's less weight, since body weight is held up by the chair's backrest.

3. **Footrest:** If your chair is too tall in the lowest - meaning that your feet aren't flat on the floor - use a FOOTREST to help you sit in proper posture position.

4. **Computer monitor:** The best distance is "as far away as possible while still being able to read it clearly." Longer distances relax the eyes. Ideally the monitor should be directly in front of you with the top of the screen no higher than eye height.

5. **Keyboard:** should be approximately at the front of the work surface. There's nothing wrong with pushing the keyboard back farther if the forearms are supported, provided the wrist is kept straight and the elbows aren't resting on anything hard or sharp. Usually, to make a pushed-back keyboard work, the worksurface should be higher than elbow height. The work surface should be at elbow height so the keyboard and mouse can be used at elbow height. If the keyboard and mouse are too high, it is best to elevate the chair and use a footrest.

6. **Wrist:** wrists should be kept straight. Best practice is to use a keyboard tray to position your hands properly white working at the computer --your wrists should be FLAT as you type. (Duke does not recommend wrist rests.)

7. **Mouse:** Closer is usually better — next to the keyboard is the goal. Using the non-dominant hand to mouse is also a good idea.

8. **Arm's Reach:** Place everything you need regularly within arm's REACH of your desk -- no excessive bending, stretching,

Desks, Surface & More

1. L" and "U" shaped desks offer the most efficient work **SPACES** -- offering plenty of room to maneuver on all sides of you.
2. Locate your desk so that you don't face the **DOOR** -- this will keep you from catching people's eye and lessen daily interruptions
3. Store all of your **EQUIPMENT** -- phone, computer, etc. -- on one "wing" of your desk and leave the other part(s) free to spread out on while you work.
4. Make sure you have plenty of **DRAWERS** near your desk -- for supplies, small equipment, paper products -- whatever small items you use regularly.
5. Keep only supplies you need on a daily basis on your desktop.
6. Avoid having too many **PERSONAL** items -- photos, knick-knacks, plants -- cluttering up your immediate work area.
7. Create a paper flow system for your incoming documents.
8. Use your in box only for items that haven't yet been reviewed

Supplies

1. Don't waste your space hoarding **SUPPLIES** at your desk -- only keep what you need nearby and put the rest in storage the closet.
2. Use a **DRAWER** tray or low baskets to keep paperclips, letter openers, staples, tape, glue, and other small supplies in order.
3. You can store anything letter or legal-sized -- letterhead, folders, note pads, sheet protectors -- very easily and efficiently in **STACKING** trays.
4. Store greeting cards, small note pads, and envelopes in **VERTICAL** divider racks -- found at your local office supply store.
5. Follow the three-fourths **RULE** -- when you have gone through 3/4 of your supply of any item, it's time to buy more.
6. Create a standard supply **LIST** of items you use regularly -- then, just run down the list and check off supplies you are low on before you head to the store.
7. Insert a **NOTE** about 3/4 of the way through each stack of extra papers, folders, etc. reminding you that it's time to buy more of that supply.
8. If you have the room, buy your supplies in **BULK** to save not only money but also time -- no more running out at the last minute for more paper!

Files

1. Create a filing system with broad **CATEGORIES** ("insurance") divided into subcategories ("auto," "life") and alphabetized within each category.
2. Begin file folder headings with a **NOUN** rather than a verb or adjective -- "clients: current" instead of "current clients."
3. Creating a file **INDEX** -- listing the location of each category and folder -- will make it easier to find documents when you need them.
4. Flag any items that require immediate attention with a red sticker and / or put them into a folder marked **URGENT**.
5. **FINGERTIP** files are those that you refer to all the time -- phone lists, school/work directories, and catalogs -- and should be kept at your desk.
6. If you have limited space, consider allowing a document storage company to store your old records in an **OFF-SITE** facility.
7. Clip multiple-page documents together with **STAPLES** or a binder clip -- but avoid paper clips because they get caught on other pages.
8. Set up a **TRASH** near the spot where you tend to sort incoming paper -- and immediately toss out anything that you don't need.

Time Management

1. Sort your incoming paper **DAILY** -- and try to decide what you need to do with each piece of paper the first time you touch it.
2. As you sort through your paper, divide **TO-DO'S** into folders according to what you have to do to them -- "to read," "to pay," "to file," etc.
3. Keep paper that requires an **ACTION** on your part stored separately from items that you are keeping just for reference purposes.
4. Set aside time each **WEEK** to go through to-do" files and take care of any action items that have accumulated.