

Excerpts from the revised 2009 book, “How to Do Space Age Work with a Stone Age Brain:
Using your brain for small business success with less stress.”

ERGONOMIC DYNAMOS

OUCH! Who is the best person to prevent Repetitive Stress Injury? *That’s right — it’s you!*

The Occupational Safety and Health Administration reports that Repetitive Motion Injury claims increased 1000% in the 1990s. When keyboard use increases from one to four hours daily your probability of getting Carpal Tunnel Syndrome goes from 45% to 92 percent!

Eyes

- Put center of monitor at or slightly below eye level.
- Adjust screen brightness and contrast.
- Place screen between light sources to avoid glare.
- Position yourself 18” to 28” from the monitor.
- Clean your screen often.*

Note: Pay attention to how your body reacts to any changes in your workspace and adjust accordingly.

- Don’t go straight from your computer to your car: give your eyes 15-20 minutes to adjust to seeing things at a distance.

Choosing Monitors

Flat-screen monitors are much better for your eyes. Reduces your visual fatigue, which leads to mental fatigue. Colors appear more clear and bright without as much glare.

A 15-inch flat screen actually has more visual display area than a 15-inch CRT monitor and it leaves one heck of a lot more room on your desk. I could tell how much better my new flat monitor was less than a week after switching!



Staring at a computer screen impairs your depth perception!



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Posture

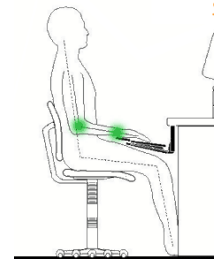
- Keep your chin tucked in.
- Avoid tensing shoulders, stretching your neck forward or twisting your body.
- Do not cross legs at ankle or knee, or shift weight to one side.
- Periodically get up and walk around, stretch and breathe deeply.

Chair

- Adjust chair height to avoid pressure on tailbone (seat too low) or lower thighs (seat too high).
- Best height allows a 90 -120 degree knee angle with feet parallel to the floor and thighs gently sloped.
- Sit back in your chair!

Hands & Wrists

- Position the keyboard to allow hands and forearms to remain straight and parallel to the floor.
- Avoid resting your wrists or hands on hard surfaces or sharp edges.



When you stretch your neck forward just one inch it doubles the weight resting on your neck!

www.ErgonomicsSimplified.com has a free

personalized ergonomic evaluation to teach people how to set up their work area to reduce risks for repetitive strain injuries.

The new gel-filled pads are excellent wrist support. Keep your mouse or Touchpad at your keyboard level.

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Staplers & Hole-Punches

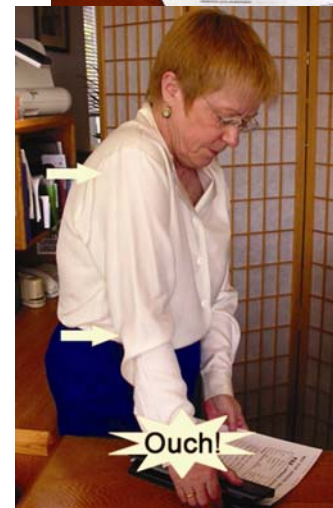
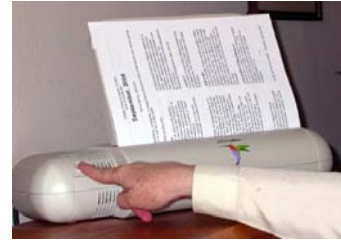
When using a regular 3-hole punch you force the strength of your upper back, shoulder, elbow and arm through the tiny bones in your wrist. It one of the single worst things you can do to your hands ergonomically.

- Switch to an electric 3-hole punch and eliminate that hazard to your wrists and hand.
- Shift to electric staplers and *save 9/10 of the time and 100 percent of the physical strain* to eliminate unnecessary wear and tear on your hands.
- I recommend the battery stapler over the plug-in model because it is portable, lighter and you can easily use it in different positions to staple. The plug-in model is better for thick stapling jobs.

Leverage-handle staplers are better than the standard type, but going electric will do more to save your hands for the computer keyboard.

Rest & Breaks

- Take 10 minute breaks every hour when computing.
- Vary work activity and avoid prolonged periods of continuous computer use.
- Take walks at lunch and 15 minute breaks, morning and afternoon.
- Listening to music not only reduces built up muscle tension, it improves your energy level as well. Toe-tapping rhythms are best and humming along makes it even better!



If you experience any ergonomic symptoms see your physician — TODAY!