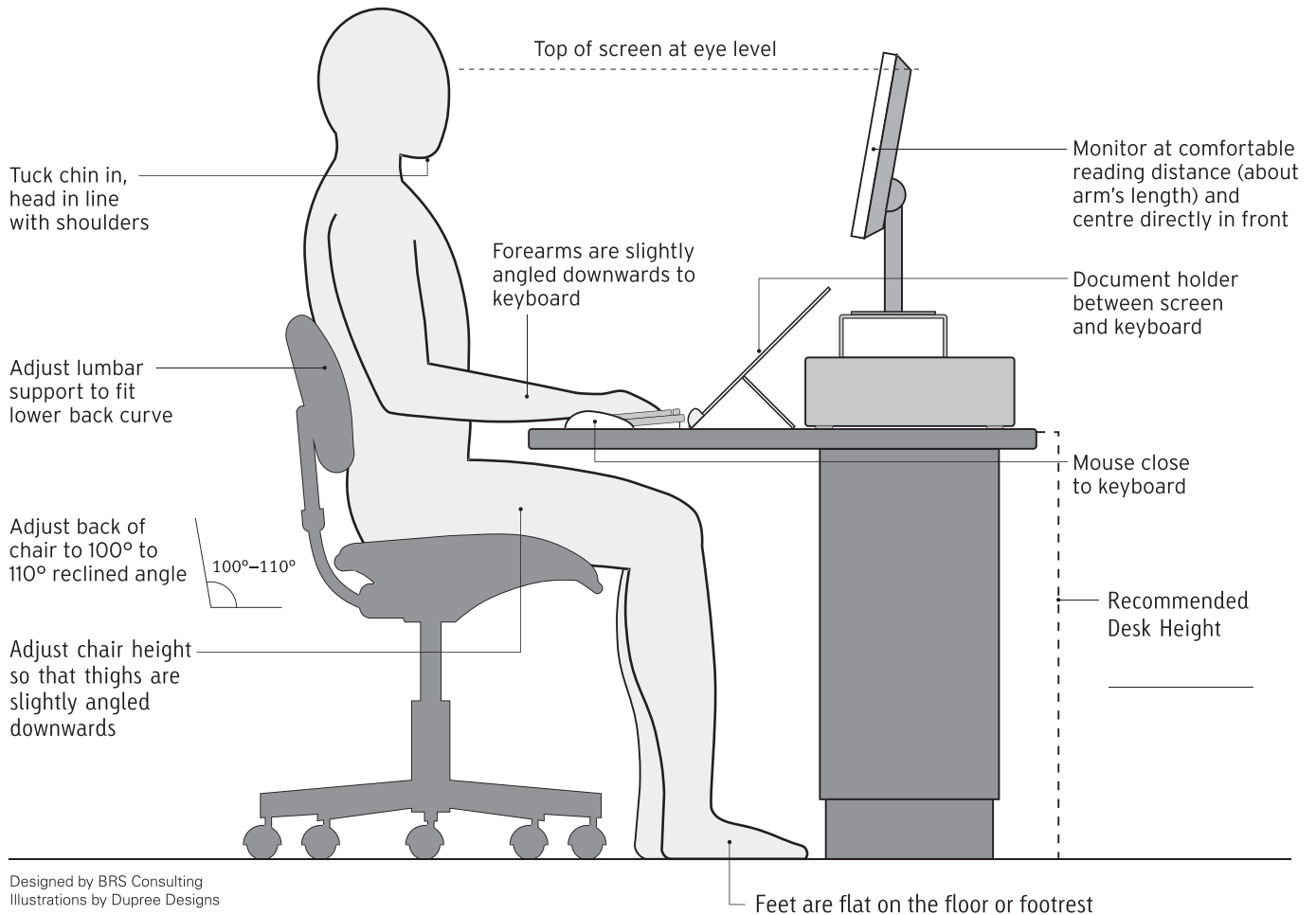


# Workstation Set Up and Healthy Habits for the Office



## Healthy Habits

- Ensure regular pause breaks to stretch and vary posture
- Have a lunch break away from your desk
- Keep hydrated by drinking plenty of water during the day

## Keyboard

- Position keyboard so that your shoulders are relaxed, elbows by side and wrists straight
- Learn to touch-type

## Desk

- Consider use of document holder
- Keep frequently used items within easy reach
- Avoid cradling the telephone between the ear and the shoulder

## Mouse

- Maintain relaxed hand and finger position
- Alternate mouse between left and right hand when possible
- Keep mouse within easy reach

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