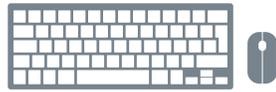


10 TIPS AND TRICKS TO BE MORE ERGONOMIC WHILE TELEWORKING

1 Use auxiliary equipment with your laptop



2

Use headphones when using your mobile device

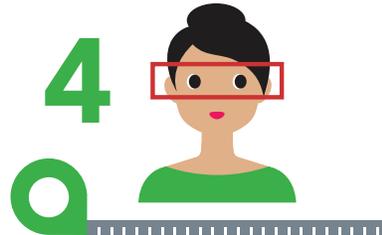


3



Keep the equipment frequently used nearby

4



Apply the **20-20-20 rule**:
Every 20 minutes, look away at a distance of 20 feet (6 metres) for 20 seconds



5

Progressive lenses?
Lower the screen to view it without moving your head

2 screens? Set them up side by side on the same level

If the same % of use, put both screens in front of you

If not the same % of use, put the lesser-used screen on the right



Get up at least once every hour

7



6

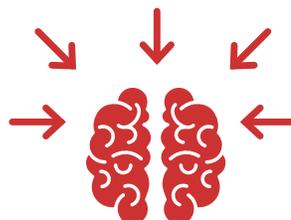


8 Frequently vary your working position during the day



9

Choose a room that will minimize distractions and promote concentration



10

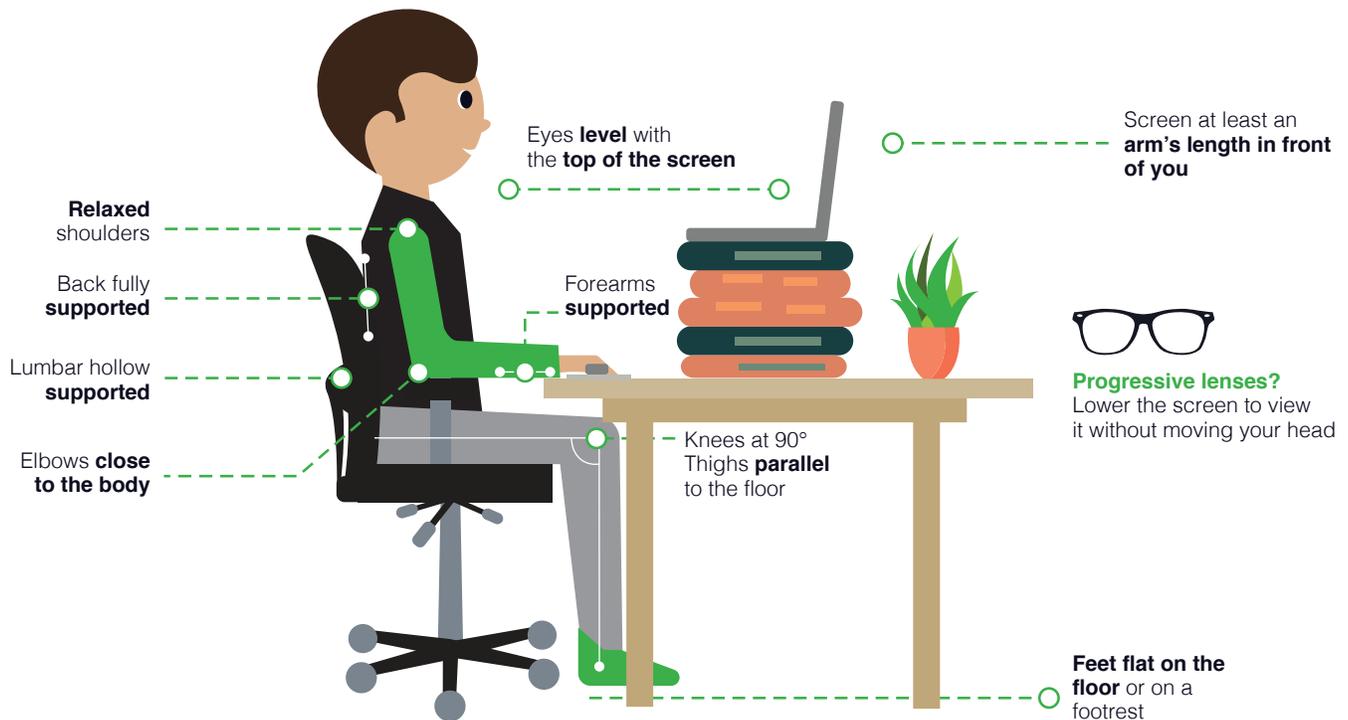
Be creative!

Use what you have on-hand to optimize the position of your equipment and promote neutral postures





ERGONOMICS AND TELEWORKING



STRETCHING EXERCISES

Four rules to follow:

Stretch regularly during the day



Hold the stretch for a minimum of 15 seconds



Avoid sudden movements



Feel muscle tension but no pain

