

Keep items like your phone, scanner, calculator, etc. on your non-dominant side to “spread out” hand/arm use and decrease strain on your body

Items used often, you can keep closer to you to limit reaching. Keep less used items, like your cell phone or coffee cup, further away.

Other tips include:

- Prevent glare by positioning a desk so any windows are to the side (no behind or in front of you).
- If a glare is present, try adjusting light sources (for example, use a desktop source instead of an overhead light), use blinds on windows or attach a filter on the monitor.
- Use a document holder for viewing papers
- Position double monitors based on the viewing percentage for each. See diagram below.

