16 tips for good workplace design

**Good seating position**
1. Chair height: feet flat on the ground with your knees at an angle 90-110º.
   - Use a footrest or keyboard tray if you are unable to adjust the height of your desk.
2. Desk height: at elbow height so that you sit in a relaxed position.
3. Armrest height: just below desk height so that you can move close enough to the desk to work comfortably.
4. Tilt the backrest of your chair back a little for good support. The backrest should be set at an angle of between 90º and 120º.
5. Screen height: the top of your shoulder should be a little below eye height.
   - Use a monitor riser or monitor arm if necessary.
6. Your screen should be at least an arm’s length away.
   - Laptop users; use an external monitor with an external keyboard and mouse.

**Healthy laptop use**
7. Avoid using a laptop for long periods of time (>2 hours a day) without measures to improve comfort.
   - Use a laptop riser or additional screen with an external keyboard and mouse.

**Work ‘in-line’**
8. Place documents, tablet or smartphone between the keyboard and your screen, at a slight incline to assist with reading without having to twist your neck.
   - Use an in-line document holder.

**Mouse in line with the shoulder**
9. Avoid reaching for your mouse; use a compact keyboard and bring the mouse closer.
   - If you regularly enter numbers use a separate 10 key numeric pad and position is out of the way when not in use.
10. For extra comfort, use a large heat-insulating mouse mat. The mouse cursor moves smoothly across the screen on any table and the mouse hand stays warm.

**Multiple monitors**
11. Use two monitors if you regularly work with multiple applications at once. Place the screen you use most in front of you.
   - If you often compare data between applications, place screens equally either side of your mid-line.

**Let’s WORK & MOVE**
12. Use a chair with a tilt mechanism.
   - Small tilting movements help keep you fit.
13. Alternate between standing and sitting.
   - Use a sit-stand desk.
14. Leave your workstation regularly and take a short walk. This increases your concentration and mental agility.
   - Take a walk of at least 3 minutes every hour.
15. Choose a workstation that suits your activities.
   - From a meeting to brainstorming, from focused work to teamwork.
16. Give your brain an opportunity to exercise and relax.
   - Regular pit stops increase your energy levels, concentration & performance.

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10 tips for mental fitness

Time management
1. Start and end your day at a fixed time.
   - Maintain a fixed pattern.
2. Avoid distractions.
   - Put your smartphone away, turn off (push) notifications and create a quiet working environment.
3. Limit the amount of time you spend on something.
4. Create a to-do list.

Work & private balance
5. Take sufficient recovery moments
   - Take a regular break, go for a walk, take time for lunch or grab a cup of coffee, for example. By taking short pit stops you make sure that you are energized and your head is clear.
6. Mental and physical movement
   - By taking regular mental and physical movement moments, you will increase your productivity, staying focused and energetic.
7. Keep work and private life separate
   - Don’t think I work at home, find a way to separate work and home life.

Working environment
8. Provide your own workplace
   - Choose a space in your home and make it your workplace. Agree with your family if you’d rather not be disturbed when working.
9. Work with the right tools
   - Try to use an external keyboard, mouse and laptop stand when working with a laptop. If possible a good chair and a nice desk.
10. Make sure the space is well adjusted.
    - Ensure a comfortable temperature and ventilation.

Would you like more information?

If you would like more information about a good people-oriented workplace, want more tips on how to successfully work at home, or if you have questions about our products, please contact us.

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