



01

Always start by **setting up your chair and workstation** to your specific needs

02

Ensure your workstation is not cluttered and everything you need is **In The Zone**

03

Always try and be aware & conscious of your posture and seating position.

04

Follow the **20-20-20 Rule**
Look away from your screen for 20 secs, every 20 mins, 20 feet away

05

Take **regular breaks** to stretch and move around. Stand up and walk around for a few minutes every hour

Work In The Zone



Create an ergonomic workspace by keeping frequently used items within easy reach in the **primary zone** directly in front of you.

Place less used items within arm's reach in the **secondary zone**.

Avoid overreaching and **maintain a comfortable posture** to reduce the risk of injuries and promote productivity.

Regularly assess and adjust your setup for optimal ergonomics.

