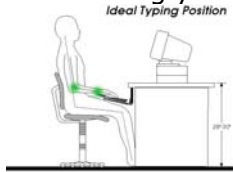




12 ERGONOMIC TIPS TO AVOID FATIGUE

1. Avoid resting your elbows on armrests while keying. Your elbows should be at your side, free to move, if needed.
2. If you use a mouse, place it as close to the keyboard or as close to you as possible. If you don't have room next to the keyboard, try putting your mouse on a clipboard in your lap periodically.
3. Don't squeeze the mouse! Gripping your pointing device with too much force causes unnecessary strain on your upper extremities.
4. Avoid bending your wrist to the side while using a mouse. Keep your wrist in a neutral position. Don't plant your wrist and twist your hand when pressing the "Enter" key.
5. Avoid tilting your keyboard toward you: Try a backward slope.



6. Avoid pounding on the keys when you type.
7. Long nails tend to make you use awkward postures while keying. Keeping nails trimmed will help you use neutral postures.
8. Shake your hands out periodically and perform stretches regularly to relax muscles and promote blood flow.
9. Break up computer tasks, if possible.
10. Place your hands in your lap periodically to rest your arms and hands.
11. Stay fit! Regular exercise can benefit your posture, circulation, concentration, and relieve stress.
12. Try Stretch Reminder Software on your computer. This gently reminds you to take regular breaks