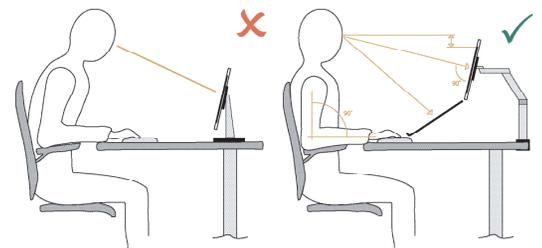


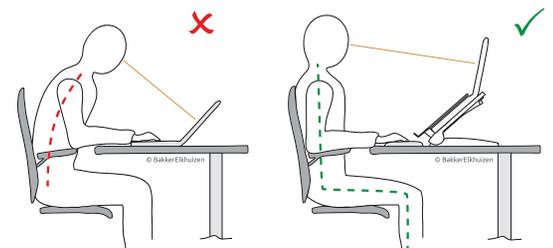
## Good seating position

- 1 Chair height: feet flat on the ground with your knees at an angle 90-110°.   
💡 If necessary, use a footrest if you are unable to adjust the height of your desk yourself.
- 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 90° and 120°.
- 5 Screen height : top of the screen a little below eye height.   
💡 Use a monitor support or flat screen arm if necessary.
- 6 Distance to screen: at least arm's length.   
💡 Use an external monitor of at least 19 inches, and an external keyboard and mouse.



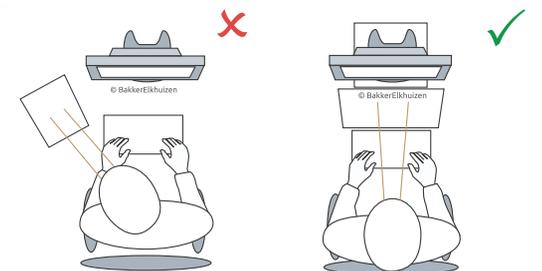
## Healthy laptop use

- 7 Avoid using a laptop for long periods of time (>2 hours a day) without measures to improve comfort.   
💡 Use a laptop holder or additional screen with an external keyboard to reduce the strain on your neck and increase your comfort.



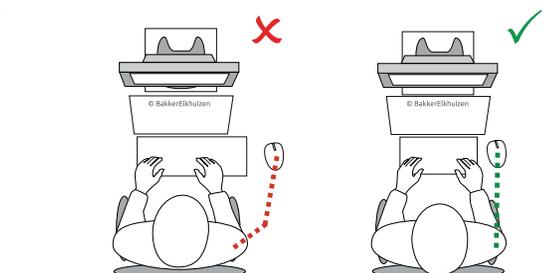
## Work 'in-line'

- 8 Place documents, tablet or smartphone in line with the screen at a slight incline in order to facilitate reading without having to angle or arch your neck.   
💡 Use an in-line document holder.



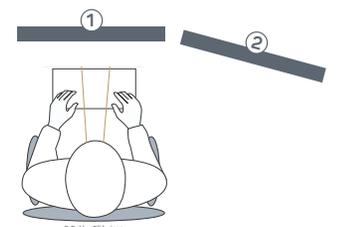
## Mouse in line with the shoulder

- 9 Avoid having to reach for the mouse; use a compact keyboard, with a separate number pad that can also be positioned on the left if necessary.   
💡 Increase productivity by also using a separate compact keyboard when working on a laptop or tablet.
- 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.



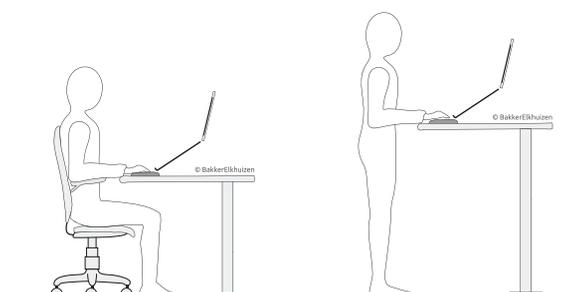
## Multiple monitors

- 11 Work with two monitors if you regularly work with multiple applications at the same time. Place the screen you use most straight in front of you. If you often have to compare data from several applications, then place both screens in front of you.



## Let's WORK & MOVE

- 12 Use a chair with a tilting mechanism.   
💡 Small tilting movements 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.   
💡 Talk 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.



## 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  
 *Find a way to separate home and work life when working from home*



## 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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