## How to Buy a Desk



Choose a non-reflective surface. Use colors that reduce glare to make your work easier to read while reducing eye strain.

Get a desk that lets you look ahead. A modular desk is easy to set up initially and then reorganize or reconfigure later to adapt to future needs.

Avoid tangles. Make sure your desk has at least one grommet hole to keep computer and telephone wires out of the way. A hutch should have a sweep that manages computer and telephone wires.

Island worksurfaces let you meet with more than two people at once with ample leg room for all.

Choose one a height/angle adjustable keyboard tray to go with your desk. Your arms can maintain a comfortable position, reducing shoulder, back and neck strain.