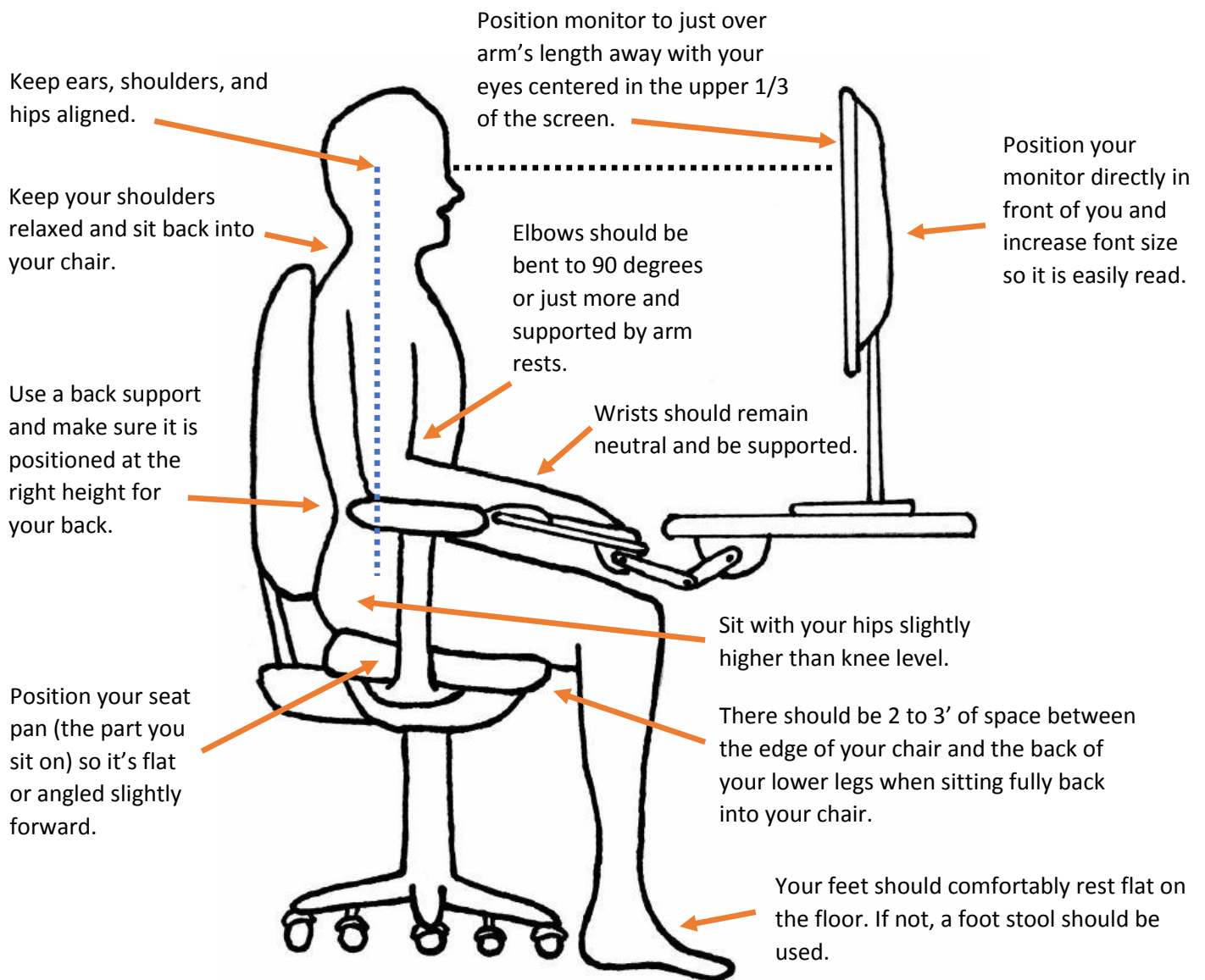


Home/Office Ergonomic Guide

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Use these tips to further improve the ergonomics of your workspace:

- ✓ Position your monitor at a right angle to windows to help minimize glare.
- ✓ Use a document holder to position papers to the side of your monitor for easy viewing.
- ✓ Take a mini break at least twice per hour to release stress and boost energy levels.
- ✓ Change postures frequently while seated.
- ✓ Place frequently used items such as phones, documents, etc. within easy reach.
- ✓ If using a laptop, use a laptop stand and separate Bluetooth keyboard and mouse to achieve the above recommendations.