

CHECK LIST - WORK HABITS AND TECHNIQUES

Techniques and Habits Working on the Computer:

1. A light touch or pounding the keyboard?
2. Do you lean on and put pressure on your wrist rest while mousing and keying?
3. Do you put a death grip on your mouse or holding in loosely in your hand with fingers relaxed?
4. Do you hang on to the mouse while not using it for pointing?
5. Do you take 20-second breaks after every 20 minutes of keyboard activity?
6. Do you give your eyes a break and look at a distance every 20 minutes?
7. Do you take mini-stretch breaks throughout the day?
8. Do you have your work day set up so that you can stand, sit and walk during your shift?
9. Do you have your mouse speed, flicker rate, font size set up optimally to make it easier on your while you work?
10. Do you know how to adjust your keyboard, and your chair?
11. Does your back rest against the back of your chair while you work?
12. Are your neck and head upright and centered over your shoulders while you work at your desk?
13. Are your elbows at a 100-110 degree angle?
14. Are your arms close to your sides?
15. Are your wrists in a neutral position when using the keyboard and mouse e.g. aligned with your forearms?
16. Do you cradle the phone between neck and shoulder while you work?
17. Do you avoid awkward postures as much as possible?