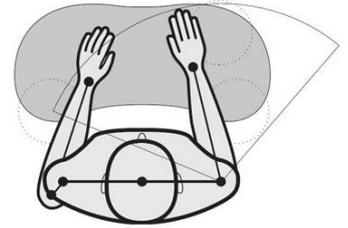


What is the Easy Reach Zone?

The Easy or Easy Reach Zone is simply the area of your desk which is easily reached without having to stretch to access frequently used tools. Simple enough, right? Generally speaking this is the area within an arc of about 4060 cm of where you are sitting. It should have all your frequently used stuff within it. Beyond this area is where you should place less frequently used items.



Why is the Easy Reach Zone important?

Think of this area as your own personal cockpit. It's the hub of where all your work is performed. So if there is a key piece of equipment that is outside this area you're going to waste time reaching for it throughout the day. More importantly, you're going to be placing unnecessary strain on your muscles as you keep stretching for it.

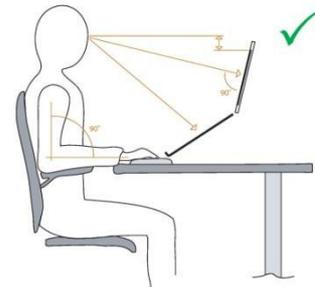
Continual movement while working in the office is absolutely vital for a healthy body. What we're trying to avoid here is making unhealthy stretches and contortions to get to the key things we need. Over the course of a day, a week, or a decade these unhealthy movements and positions add up.

How do you set up your Easy Reach Zone?

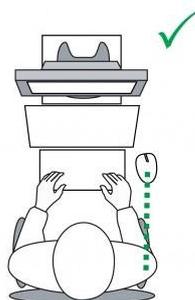
Setting up your own personal Easy Reach Zone is largely a case of common sense. Begin by observing how you work during the day. What tasks do you do and what tools or equipment do you use to do them?

This will probably include things like:

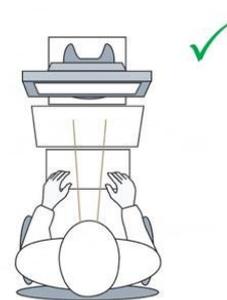
- Keyboard
- Mouse
- Monitor
- Reference Documents
- Phone
- Pen and paper
- Multiple coffee cups.....



Whatever it is you use frequently during the day needs to be part of your neutral zone.



Mouse Positioning



Document Placement

Once you know the items you can then set about placing them conveniently on your desk. So the **first thing would be to get your office chair adjusted to the right height** and in a comfortable working position.

Next set up your monitor so that your **eyes are level with the top of the screen**. Making sure you can read the screen's content easily without craning your neck, typically about an arm's length away. From there **place your keyboard so you can type with your wrists in a neutral Position**. Position your mouse so it's close at hand and you can use it without having to move your arm too far to reach it. Position documents between your keyboard and monitor using an **In-Line Document Holder** if appropriate.