

### THE ULTIMATE GUIDE

TO CREATING AN ERGONOMIC WORKSPACE



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# INTRODUCTION

#### WHY IS IT IMPORTANT TO CREATE AN ERGONOMIC WORKSPACE?

Studies have found that workspaces can impact both your health and quality of work, with ergonomic workspaces taking comfort and health into consideration. An ergonomic workspace provides superior comfort and can aid with maintaining concentration and productivity. In this guide, we'll discuss how you can create a workspace that's ergonomic and personal to your needs!



WHAT IS AN ERGONOMIC WORKSPACE?

An ergonomic workspace refers to a home or office environment that has been optimized to best suit the anatomical and psychophysiological traits of each working individual for better health, comfort, and work productivity. Everything from the way you sit, placement of equipment, and how you interact with them, to your daily work routine contributes to an ergonomic workspace. Keep in mind that a small tweak in each of these areas can yield tremendous benefits.

#### BENEFITS OF AN ERGONOMIC WORKSPACE



#### MOST COMMON SYMPTOMS OF POOR WORKSPACE ERGONOMICS



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#### ADJUST YOUR DESK HEIGHT

If you have a desk job, it goes without saying that your desk is the heart of your workplace. A too-high desktop will cause strain on your forearms as you type, while an overly low desk will cause you to hunch over as you work, straining your back and shoulders.

- Your elbows should be bent at a 90-degree angle and be at the same height as your desk.
- Your arms should hang loosely near your torso, with most of the forearms on the desk or the chair's armrests.
- Your wrists should be straight in front of you and remain in a neutral vertical position.
- > The Canadian Standards Association (CSA) recommends a general height desk of 73 cm plus or minus 2.5 cm (28.7" plus or minus 1").



# **1ST SOLUTION**

#### REPLACE YOUR EXISTING DESK WITH A STANDING DESK

Make a change to a healthier workspace by switching to a height-adjustable standing desk. Transform not just your workspace but also your lifestyle by encouraging a wider range of movements throughout your workday. When you buy a Progressive Desk, you can rest assured of the best ergonomic experience combined with the quality, convenience, and risk-free purchase you can feel great about.



- · Lowers risk of weight gain and obesity
- Diminishes the possibility of heart disease
- Reduces back pain
- Improves mood and energy level
- Boosts productivity
- Enhances posture
- · Better circulation and more oxygen

WHAT ARE THE BENEFITS OF USING A HEIGHT ADJUSTABLE STANDING DESK?

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Mini Ryzer		Prime Ryzer		Solo Ryzer		Corner Ryzer	
Motors	Single	Motors	Dual	Motors	Dual	Motors	Triple
Stages	3	Stages	2	Stages	3	Stages	3
Weight Capacity	180 lbs	Weight Capacity	220 lbs	Weight Capacity	270 lbs	Weight Capacity	330 lbs
Height Range	23.1" - 48.6"	Height Range	27.6" to 46.9"	Height Range	23.6" to 49.1"	Height Range	23.6" to 49.1"
Width	17.40"	Width Range	36.7" to 54.7"	Width Range	39.6" to 74.0"	Width Range	42.7" to 72.6"
Speed	1.57"/sec	Speed	1"/sec	Speed	1.57"/sec	Speed	1.57"/sec
Remote Options	Various	Remote Options	1	Remote Options	Various	Remote Options	Various
Memory Positions	4	Memory Positions	4	Memory Positions	4	Memory Positions	4
Collision Detection	Yes	<b>Collision Detection</b>	Yes	Collision Detection	Yes	Collision Detection	Yes
Child Lock	Yes	Child Lock	Yes	Child Lock	Yes	Child Lock	Yes
Energy Saving Mode	Yes	Energy Saving Mode	Yes	Energy Saving Mode	Yes	Energy Saving Mode	Yes
Soft Start & Stop	Yes	Soft Start & Stop	No	Soft Start & Stop	Yes	Soft Start & Stop	Yes
Adjustable Feet	Yes	Adjustable Feet	Yes	Adjustable Feet	Yes	Adjustable Feet	Yes
Install Time	10 mins	Install Time	20 mins	Install Time	20 mins	Install Time	25 mins
						Certification	UL & BIFMA

#### OUR RECOMMENDED PRODUCTS



#### **TIPS FOR STANDING**

- Alternate between sitting and standing
- > Use our Calories Burned Calculator to find out how many calories you can burn by standing.
- Use an Anti-Fatigue Mat to reduce the strain on your legs and backs when standing.
- Stay active throughout your day while boosting productivity with our balance board.
- Mind your posture!



Dimensions: 20" × 39" × 0.75"

- Reduced strain on legs and back while standing
- Standing for longer and comfortably



Anti-Fatigue Mat with Acupressure Massage Dots

Dimensions: 20.5" × 32.3" × 2.0"

- Non-slip design
- Fits most users
- Easy to clean
- 15-year warranty



Balance Board

Dimensions: 16.9" × 13.0" × 3.2"

- Body and mind engagement
- Enhance productivity
- Stay active while working
- Durable multilayer hardwood

# 2ND SOLUTION

ADD A CONVERTER TO YOUR EXISTING DESK

If you're trying to convert your existing desk to a standing desk but don't want to change your existing furniture, our standing desk converters are the perfect solution! Keep your existing desk and simply place the converter on your tabletop for the similar functionality of a standing desk. Achieve your perfect workspace at a lower cost and less heavy lifting.





We have designed these adjustable desk risers to make the experience as seamless as a regular standing desk! Our range includes three desk converters that all have different qualities, sizes, and price points to give you a broad choice. Create an environment that allows you to move while you work – without the need to invest in a full standing desk! Our three desk converter offerings give you the ultimate choice. Each was designed with different purposes and key features in mind as we know every workspace is different! Whether you're searching for a compact standing desk converter, a motorized version, or something that will simply enhance your working experience without breaking the bank – our range has you covered!

If you're not sure which of our standing desks or desk converters is the right fit for you, take *our quiz* to find your perfect standing desk solution.



When deciding between our converters, you need to have key questions in mind when making your choice: are you simply looking for a laptop riser for your desk, or do you need something more heavy-duty that will rise at the click of a button? How much desk space do you have for your converter?

Questions like these will help narrow down your search – if you can't answer them from our site, give our customer service a call and they would be delighted to help!



#### POSITION YOUR MONITOR PROPERLY

An ergonomic monitor arm or a desk shelf to elevate your screen(s) to the perfect height to prevent neck strain are the ideal tools to prevent any injuries. If you are working on a laptop, try our laptop stand, or consider buying an independent keyboard and mouse, or an auxiliary screen to prop on a stand.

A BADLY PLACED MONITOR CAN CAUSE NECK AND SHOULDER PAIN, HEADACHES, AND OTHER SYMPTOMS.



- Your monitor needs to be at an arm's length distance from you.
- Your eyes should be vis-à-vis the address bar of an internet browser page, so your head is in a straight, neutral position.
- The screen should be straight in front of you, protecting your neck from unnecessary torsion.
- > Place your monitor perpendicular to, and about a meter and a half away from, a source of natural light (or any bright light source).

**Monitor Arms** 



#### **Monitor Stands**





#### CHOOSE THE RIGHT CHAIR

According to research, an estimated 50% of people in the industrialized world suffer from some form of back pain, many directly related to poor seat design. Here are the most important factors to consider:



#### **Ergonomic Office Chairs**





- Angle the back of your chair 110° from the seat.
- Raise your chair so that the seat is the same height as your kneecap.
- > Pay attention to how much stress you're putting on the seat, raising or lowering it if needed to evenly distribute weight.
- > If you don't have a desk chair, put a lumbar pillow between your body and the chair back.
- Maintain a slight 90-120° bend in your arms and knees when sitting.
- Back should be straight and supported by chair.

#### SELECT THE RIGHT KEYBOARD AND MOUSE

Your hands and wrists should be in a neutral posture, similar to your head. Extend your arm and hand forward to lay them flat on the table. The hand, wrist, and forearm are practically flush, which is what you want. What you don't want is a hinge at the wrist. You should consider adjusting your ergonomic keyboard height to a position where it rests about one to two inches above your thighs. This position allows your arms to remain relaxed and in a much more comfortable position. This is some of the best ergonomic advice you can receive concerning your keyboard placement.



Using your mouse frequently can result in your wrist undergoing excess stress and can result in some injuries to it. This is a problem that can be solved by taking frequent breaks or by learning to alternate the hand with which you use your mouse.

- Adjust how tightly you hold your mouse. You should have a very loose grip when using your mouse rather than gripping it tightly.
- Consider investing in a vertical mouse as one of these allows the user to place their hand in a neutral position.
- Shake your hands for about 30 seconds every once in a while. This makes a massive difference and even improves the blood flow to your hands, thus minimizing injury chances.

#### ORGANIZE YOUR WORKSPACE

When it comes to our workspace, we all have different styles, different needs, and different tasks to do in the course of a typical workday. Whether you prefer a minimalist space or a bit more clutter, your desk is your dashboard. Things that you use all the time have to be comfortably within reach, and resources you use less often need to be easy to find. Experts recommend that you divide your desk into reach zones, arranging items according to how accessible they need to be during the course of your workday. A good way of organizing your workspace will be surrounding yourself with the right tools, these accessories can help to reduce the clutter in your workspace.



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Drawers





#### SET PROPER LIGHTING

Well-designed office lighting can help in keeping the workers healthy, productive, and motivated at the same time. Ergonomics experts recommend good lighting to reduce eye strain and avoid craning your neck at an unnatural angle. Natural Light is the best source of lighting for any space. In an ideal situation, natural light should act as primary lighting and all the artificial lighting should be secondary. The work environment feels welcoming and brighter in the daylight. If you don't have windows in your home office, or when you're working late or on cloudy days, couple overhead lighting with task lighting for the best balance of lighting to help you focus. Lighting should not cause glare on computer screens, which means that many workplace settings should be equipped with softer light systems. Lighting that is good for reading printed material is not necessarily the best lighting for computer displays. To eliminate unwanted dark areas and shadows, use a mixture of both direct and indirect lighting to illuminate your workspace more evenly.





the light upwards. The light is then reflected off of ceiling and walls.

- Position your workstation or chair at a 90-degree angle from large windows to reduce glare from the sun.
- Adjust your monitor brightness to match the brightness of the area directly behind it.
- > Avoid positioning your monitor directly below an overhead light fixture.
- Calibrate color temperature for mood and type of work.
- Use monitor filters or computer glasses to reduce blue light and glare.



Lighting







#### GET UP AND MOVE REGULARLY

Alternate between sitting and standing a few times during the working day. According to research, the golden ratio between sitting and standing lies between 1:1 to 1:3. This means at a minimum, for every hour, stand at least for 30 minutes (1:1 ratio), at a maximum, for every hour, stand for 45 minutes (1:3 ratio).

FOR OFFICE WORKERS, THIS IS PERHAPS THE MOST IMPORTANT TIP ON THE LIST - GET UP AND MOVE AROUND. IT IS JUST THAT SIMPLE.



Once an hour, workers should stand up and take a few minutes to walk down the hall, get a drink, look out the window, anything that gets them out of their chairs. Movement improves circulation, comfort, and performance. It also decreases the risk of injuries. If you're always staring at a screen, your optician may have recommended the 20-20-20 rule. This means that for every 20 minutes you spend gazing at a screen, you should look away at an object that is 20 feet away for a minimum of 20 seconds.

Here are some tension-relieving exercises that you can do throughout the day. You don't need to do all of them at once, but it would be beneficial to do them during each 15-minute break. Think of work as a sport, and that you are stretching out before the game.



#### OTHER EXERCISES



#### SHOULDER EXERCISE

- 1. Touch the fingertips of your hands together just behind the top of your head without letting your hands touch your head.
- 2. Move your elbows in a backward direction.
- 3. Hold the position for 5 seconds and then relax.
- 4. Repeat this exercise 3 times.

#### WRIST EXERCISE

- 1. Bend your wrists down as far as they will go while keeping your elbows straight.
- 2. Hold the position for 3 seconds and then exchange positions by extending your wrists back as far as they will go.
- 3. Repeat this exercise 5 times.



#### EYE EXERCISE

- 1. Close your eyes for a minute.
- 2. Refocus by looking away from your monitor at something in the distance.
- 3. Roll your eyes up and down, left to right.
- 4. Practice blinking often and take frequent rest pauses throughout your day.



#### HAND EXERCISE

- 1. Tightly close both of your hands into a fist.
- 2. Release by fanning out all your fingers.
- 3. Repeat this exercise 3 times.

#### LEG EXERCISE

- 1. Position yourself to be seated at the edge of your chair.
- 2. Keep one foot on the floor with your knees bent at a 90° angle.
- 3. Lift one leg off the floor as high up as you feel comfortable.
- 4. Hold the position for 5 seconds.
- 5. Repeat this exercise 5 times.

#### BACK EXERCISE

- 1. Get up from your desk and stand up straight.
- 2. Place your hands on your hips and gently bend backward at the waist.
- 3. Repeat this exercise 5 times.



#### NECK EXERCISE

#### Chin Tucks

- 1. Tuck your chin in and push your head backward.
- 2. Keep your eyes and head leveled while moving into position.
- 3. Stay in this position for 3 seconds and then relax. 3. Repeat this exercise 5
- 4. Repeat this exercise 5 times.

#### **Neck Rolls**

- 1. Roll your head in circles.
- 2. Stretching more toward each shoulder.
- 3. Repeat this exercise 5 times.



#### USE COLORS, BOOST YOUR MODE

A soothing and comfortable atmosphere with the right combination of colors can truly boost the mood in a workplace. Adding potted plants in an office, viewing the outdoor when possible, and using bright colors are not only invigorating, but studies have also shown that bright colors help increase productivity! At Progressive Desk, we offer our desk frames and tabletops in various colors to help find the perfect combination fit for each person.

Our bamboo tabletops are our best material option when it comes to environmentally friendly furniture. It is a highly sustainable and eco-friendly material for furniture since bamboo is the fastest-growing plant on Earth. For a sleek and premium appearance, take a look at our solid wood and epoxy resin tabletops which offer sustainable quality wood with distinctive character! Personalizing a workspace helps to encourage a positive attitude and further motivation to continue improving work quality and productivity. Displaying a few personal items and aromatherapy are excellent for making a pleasant and comfy setting. Since everyone has different preferences and styles, the perfect tabletop and desk frame colors can vary.



Perhaps the major benefit of using medium-density fiberboard (MDF) is that it does not shrink or swell due to temperature or humidity. This material is also resistant to changes in color due to UV light. If you need an ergonomic curve design to match corner desks, check out our particle board tabletops. For extra protection, our MDF and particle board tabletops are sealed with a layer of laminate. Our 15-year warranty for all tabletops also guarantees their long-term stylish appearance, high durability, and comfort. With all the benefits it offers while being a safe tabletop material, it makes sense why MDF is among the most utilized engineered woods for crafting daily-use furniture items and is the material we use for the majority of our tabletop!



#### MDF TABLETOPS

#### BAMBOO TABLETOPS

#### SOLID WOOD AND EPOXY RESIN TABLETOPS

Light Bla Bamboo Bam Curve Cur	boo Light Matte	Bamboo Dark Gloss	Ash	Walnut	Blue Walnut	Black Ash	
Sustainable	Core mate	erial: Natural	<ul> <li>Sleek ar</li> </ul>	nd premium	Distinctive of	character	
• High quality and c	lurable Bamboo		appeara	nce	Genuine qua	ality	
• Available in 4 opti	ions • Surface fi	nish: Natural	<ul> <li>Availabl</li> </ul>	e in 4	wood		
• Water resistant an	nd Bamboo		options		<ul> <li>Sustainable</li> </ul>		
scratch free	• Warranty:	• Warranty: 15 years		Durable elegance		• Warranty: 15 years	

#### PARTICLE BOARD TABLETOPS

Cool White	White Birch	Sunset Teak	Dark Oak	Midnight Maple
<ul> <li>Easy care</li> </ul>	ic curve design e surface color options	• Surfa	material: Par ce finish: Lar anty: 15 years	ninate

#### COLOR SWATCH KIT



- 9 captivating tabletop shades
- Dimensions (LxWxH): 6.0" × 3.0" × 0.2"
- Weight: 0.1 lbs

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#### SAFETY IN CORD MANAGEMENT

If you have multiple tangled wires around your workstation, wire and cable management accessories will be an essential addition to your workspace. These solutions allow you to declutter your desk, making it clean, tidy, and organized. This not only increases the aesthetics of your standing desk but also helps you boost your productivity! As you will be able to use your workspace more easily, you will spend less time untangling cords, finding a particular wire, or struggling to make space for your new device. Cable management also helps reduce hazards by lowering the risk of tripping over cluttered wires around a workstation.

Here are some perfect wire management solutions and accessories that you may consider to help reduce wire cluttering and damage.

Adhesive Buckle	Heavy-Duty Adjustable	Under-Desk Cable	Cable	
Cable Ties	Cable Management	Trays (Set of 2)	Holder Clips	
	Snake			
<ul> <li>Color: Black, White</li> </ul>	Color: Black, White	Weight Capacity: 11 lbs	Color: Black	
<ul> <li>Material: Nylon</li> </ul>	• Length: 51"	Color: Black, White	Material: Silicon	
Mounting: Adhesive	Material: ABS	• Material: Powder	Mounting: 3M	
Strip	Mounting: Screw	Coated Steel	Adhesive Tape	
<ul> <li>Includes: 10x Adhesive Buckle Cable Ties</li> </ul>	Mount	<ul> <li>Mounting: Screw Mount</li> <li>Includes: 2x Trays, 4x Self-Drilling Screws</li> </ul>	<ul> <li>Includes: 2x Single Rubber Clip</li> </ul>	

#### Standing Desk Cable Management

#### MAINTAIN A HEALTHY LIFESTYLE

We live a big part of our lives at work, whether in our home or an actual office, and it shouldn't mean our health and happiness should be put on pause during this time. You don't necessarily have to revamp your entire life, but take a look through the following suggestions. Chances are that you could make some improvements in at least one of these areas and see positive results.



#### SUMMARY

An ergonomic workspace offers major benefits such as increased productivity, improved overall health, proper posture, and better comfort. By following some of our tips, we hope you too may experience the benefits of an improved workstation with greater ergonomics. We hope you found this as informative and interesting as we did, especially if you looking for ideas and recommendations on upgrading your workspace for greater ergonomics. If you have any queries about our desks or have trouble picking out the right desk accessories to suit your ergonomic workspace, feel free to reach out to us! Our team of representatives is experts in what we do and will be happy to help with any questions