

MAKING A BETTER AND MORE PRODUCTIVE WORKPLACE


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WITH EAKES OFFICE SOLUTIONS

OPEN DIALOGUE...

- What do you feel makes you more productive during the day?
- What do you feel makes you less productive during the day?
- What is lacking from your current work environment that would make you more productive?




HEALTH, WELLBEING AND ENGAGEMENT

- The success of businesses today depends on the health , wellbeing and engagement of employees
 - Are you Actively Engaged, Engaged, Disengaged or Actively Disengaged?
 - Actively Engaged – jumping in and going towards the end goal
 - Engaged – doing what is asked but taking a step back so not putting in full effort
 - Disengaged – don't put any effort into the task
 - Actively Disengaged – use resources to work against the organization or goal
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WAYS TO MAKE YOUR WORKSPACE BETTER

- **Make the Workspace Attractive to You**
 - You should feel good about how your workspace looks to you by adding a couple of personal items
 - Add some photos, knick knacks, etc.
- **Do Not Keep the Workspace Cluttered**
 - This can make you feel stressed or overwhelmed
 - Leave only your current task at hand on your desk.
- **Make Sure Your Space is Comfortable for You**
 - If you get hot or cold easily, add a fan or space heater
- **Establish Uninterruptible Periods**
 - Make sure you have time to focus, each day, on your tasks at hand.
 - Put up a “Do Not Disturb” sign if needed for your quiet, focused time
- **Make Sure Your Workspace is Set Up for Productive Work**
 - You need to make sure your space is ergonomically set up for the way you need to work productively.

TIPS FOR INCREASING PRODUCTIVITY

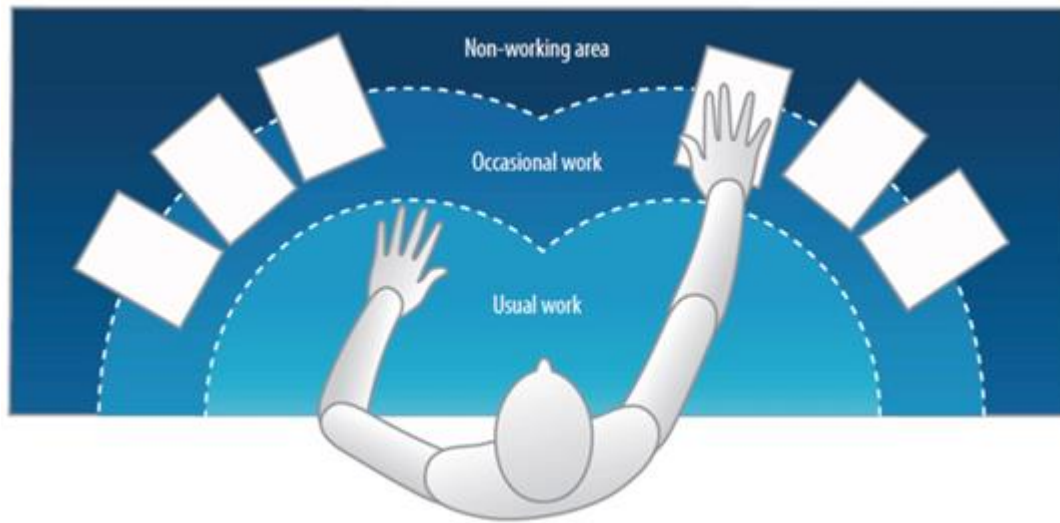
- Get up and move throughout the day
 - Move between collaborative and private environments, based on your task
 - Schedule specific times throughout the day to check emails
 - Find ways to display key information for easy reference
 - Take notes by hand
 - Make sure your space is set up to the way you work
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YOUR WORKSPACE SET UP

- 15 minutes of every hour should be spent standing
- Take frequent micro-breaks
- Make sure your chair is set up for you properly
- Be ergonomically correct in your workspace set up
 - Ergonomics is the science of fitting the task to the worker to maximize productivity while reducing discomfort, fatigue and injury.
- Not every workspace is going to fit every person

ESSENTIAL ERGONOMIC CONCEPTS

- Bring work tools within the neutral reach zone



PROPER SEATING ERGONOMICS

- Chair lowered
- Corrected seat pan depth
- Lowered keyboard height
- Keyboard sloped negatively
- Keyboard closer to body
- Arms supported at palm
- Corrected monitor height and depth



QUESTIONS?

