

Your Wellbeing @ Work Fast Checklist: 20 Work Environment Enhancers

- **Ventilate.** Science confirms that fresh air gives you positive energy.
- **De-clutter.** A tidy work environment de-stresses you subconsciously.
- **Control Temperature.** Feel comfortable and wear the right clothes.
- **Personalise.** A few personal touches to your workplace boost your spirit.
- **Ergonomic Computer Positioning.** Seek advice/diagrams to get it right.
- **Keyboard Energiser.** If you type a lot then stretch and massage fingers/hands.
- **Blink Often.** This keeps eyes moist, especially if doing computer work.
- **Type Safely.** Keep your wrist straight and arm relaxed. Research it further.
- **Take Frequent Breaks.** Move as often as possible, change position and stretch.
- **Seek out Sanctuaries.** Find places to work quietly and uninterrupted if needed.
- **Plants.** Improve your working environment visually and psychologically.
- **Risk Assessment.** Conduct regularly for your specific workstation/environment.
- **Smart Products.** A super investment e.g. ergonomic keyboard, filters, chairs etc.
- **Good Lighting.** Make sure you always work in good (preferably natural) light.
- **Safe Posture.** Sit properly in a chair, small of the back supported. Do research.
- **PC Monitor Eye-Level.** Upper frame of monitor at eye level, arm's length away.
- **Be Proactive.** Improve your work environment and do your colleagues a service.
- **Look out of the Window.** Look out for a relaxing break for your eyes and mind.
- **Stay Aware.** Be conscious of your environment all day and rectify immediately.
- **Keep Machines Off.** They emit "bad fumes" so keep them off when not in use.

Warning: please take medical advice before making any changes to your habits or lifestyle.