

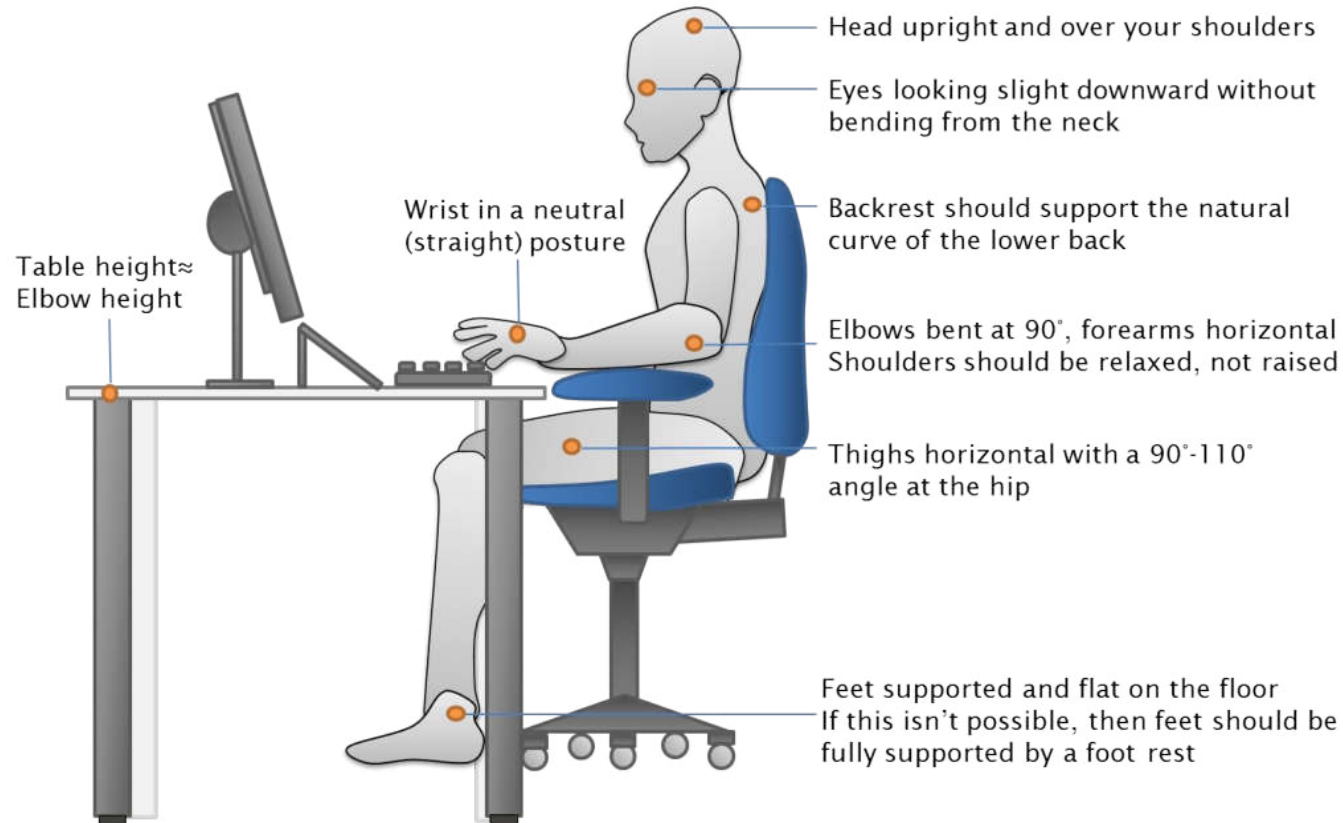
A photograph of a Zen garden with raked sand patterns and two smooth grey stones. The sand is light brown and has several concentric, slightly irregular circular rakes. Two smooth, grey, oval-shaped stones are placed on the sand, one in the upper left and one in the middle right. The background is a solid light blue color.

OFFICE FACTS, ERGONOMICS AND FENG SHUI

Basics for Harmony and Balance

WHAT IS GOOD POSTURE?

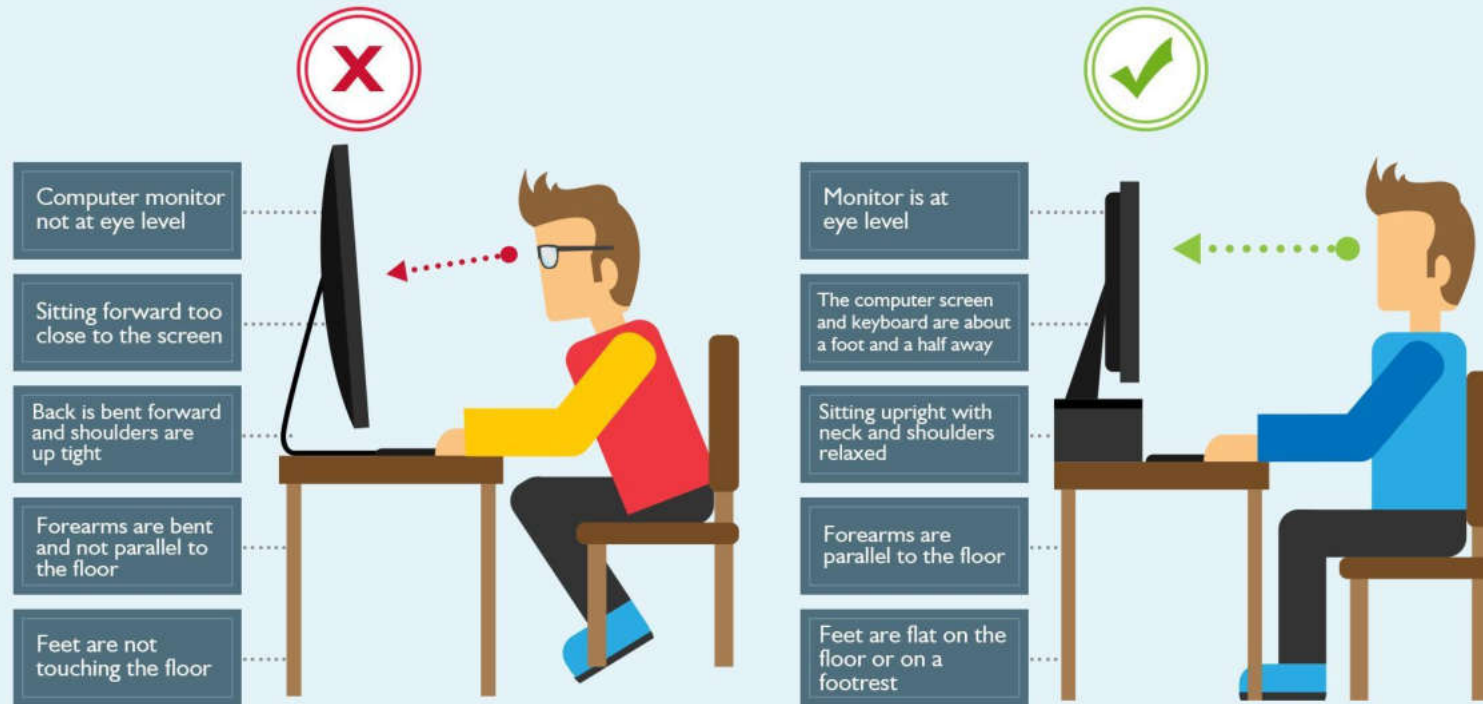
UC DAVIS
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WHAT IS GOOD POSTURE?

Good posture is key to
productivity!

Proper Computer POSTURE



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OFFICE ERGONOMICS TIPS

Use these tips to keep you comfortable and alert throughout your work day!

TIPS for PRACTICAL ERGONOMICS in your workplace



What is ergonomics?

Ergonomics is the study of work, work environment, and work tools. Take an in-depth look at the actual work you do, your environment and what you need to do it well. Set these up to enhance performance.

Ergonomics has an important impact on long term health. Most injuries in the workplace are caused by falls, repetitive movement or bad posture.




Practicing good ergonomics can be a great preventative measure for avoiding issues like headaches, eyestrain, and neck and back pain.



TIP I COMPUTERS


Your hands and wrists will thank you for proper ergonomic set up

COMPUTERS




Try and keep your hands in line with your forearms while typing.


Loosen your grip on your mouse




Give your hands regular rest, especially if you have any uncommon feelings of numbness, cramping, pain, or tingling.



Your hands should be even or slightly lower than the sliding keyboard tray to increase comfort while typing.



Rest your palms on the wrist rest of your desktop or laptop, not your wrists. This can prevent carpal tunnel.



Place your keyboard and monitor in front of you, not to the side.

TIP 2 CHAIRS

CHAIRS



If possible, adjust your armrests so that they support the weight of your arms, rather than your shoulders.



Adjust the height of your chair so that your monitor is at eye level and you aren't bending your neck to look at it.



Adjust your chair so that your posture is upright and your head is above your shoulders. Try to avoid slouching as much as possible.



Get yourself a footrest. Don't dangle your feet.

Adjust your chair so that the natural hollow of your back rests in the bottom half of the chair.

MOVEMENTS



Make sure you're moving around throughout the day. Don't just stay put in one place. Do stretching exercises to make sure your blood circulation stays up.



Don't overload your lunch. Make sure the breaks you take are spaced out throughout the day and not just when you have your free lunch hour.



Make a conscious effort to keep changing up your posture.

TIP 3 MOVEMENT

A body in motion stays in motion

ADDITIONAL TIPS



Use pens with large barrels. They are better for your grip.



Try not to use wrist splints for extended periods of time as they may cause further damage to muscles.



If you are typing a lot, try to keep your nails short.



Make sure you wear glasses if you need them. This can help protect your eyesight and prevent headaches.



Drink water throughout the day. It's good for you and it makes you get up and move around every few hours.



Think about your general comfort in every aspect. You are more likely to function well if you are comfortable.

WHAT IS FENG SHUI?


Also known as Chinese geomancy, Feng Shui is a pseudoscience originating from China, which claims to use energy forces to harmonize individuals with their surrounding environment.





HISTORICAL ORIGINS

- The term Feng Shui literally translates as "wind-water" in English.
- Historically, Feng Shui was widely used to orient buildings, often spiritually significant structures such as tombs, but also dwellings and other structures in an auspicious manner,
- Early orientation was determined by reference to local features such as bodies of water, stars or in more recent times, the compass.
- The history of Feng Shui covers 3,500+ years before the invention of the magnetic compass.

A modern office interior featuring a large window with a city view, a desk with a computer monitor, a black office chair, a potted plant, and a white bookshelf filled with books and decorative items. The text "FENG SHUI TODAY" is overlaid on a dark rectangular area in the center of the image.

FENG SHUI TODAY

The goal of Feng Shui as practiced today is to situate the human-built environment on spots with good qi (pronounced "chee" in English), an imagined form of "energy". The "perfect spot" is a location and an axis in time.

FOUNDATIONAL CONCEPTS

QI (“CHEE”)

Qi stands for the energy in everything. It is a movable positive or negative life force which plays an essential role in Feng Shui.

In Feng Shui, your qi is influenced by many things such as light, color, plants, shapes, the arrangement of furniture, etc. Together these characteristics create the chi of the home and workplace. Chi is maximized when extreme environment characteristics (yin and yang) are in balance

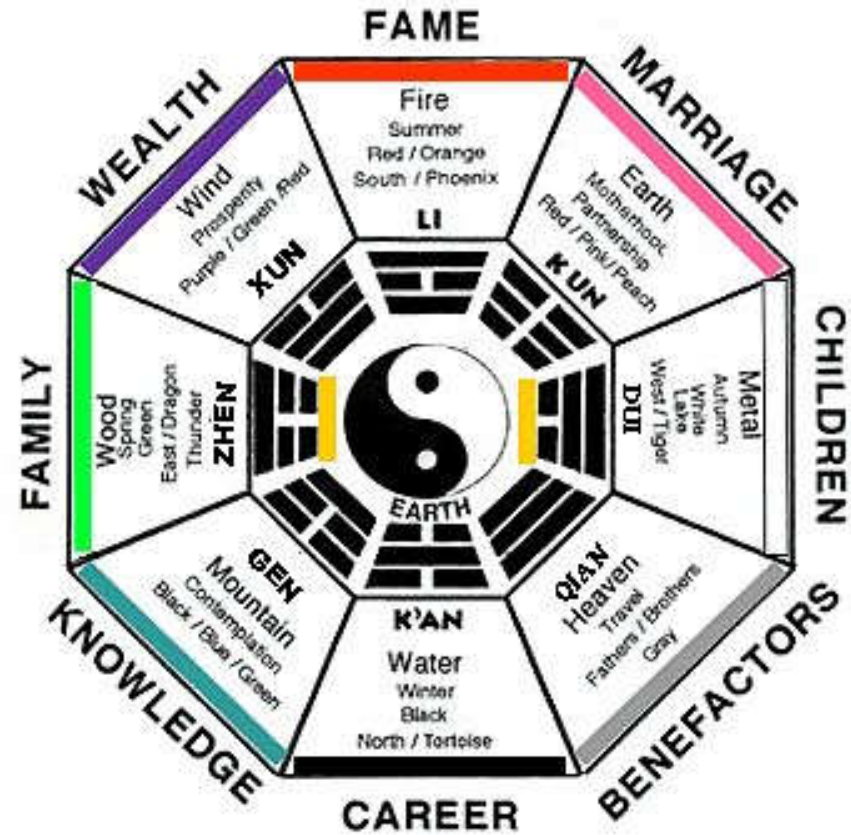
POLARITY

Polarity is expressed through yin and yang, that is, it is of two parts: one creating an exertion and one receiving the exertion. Yang is the force acting and yin is receiving.

The so-called “five elements” of feng shui are water, wood, fire, earth or soil, and metal. These elements are said to be composed of yin and yang in precise amounts. The interaction between the two forces became the foundation for the practice of feng shui and how it is said to strive to achieve balance.

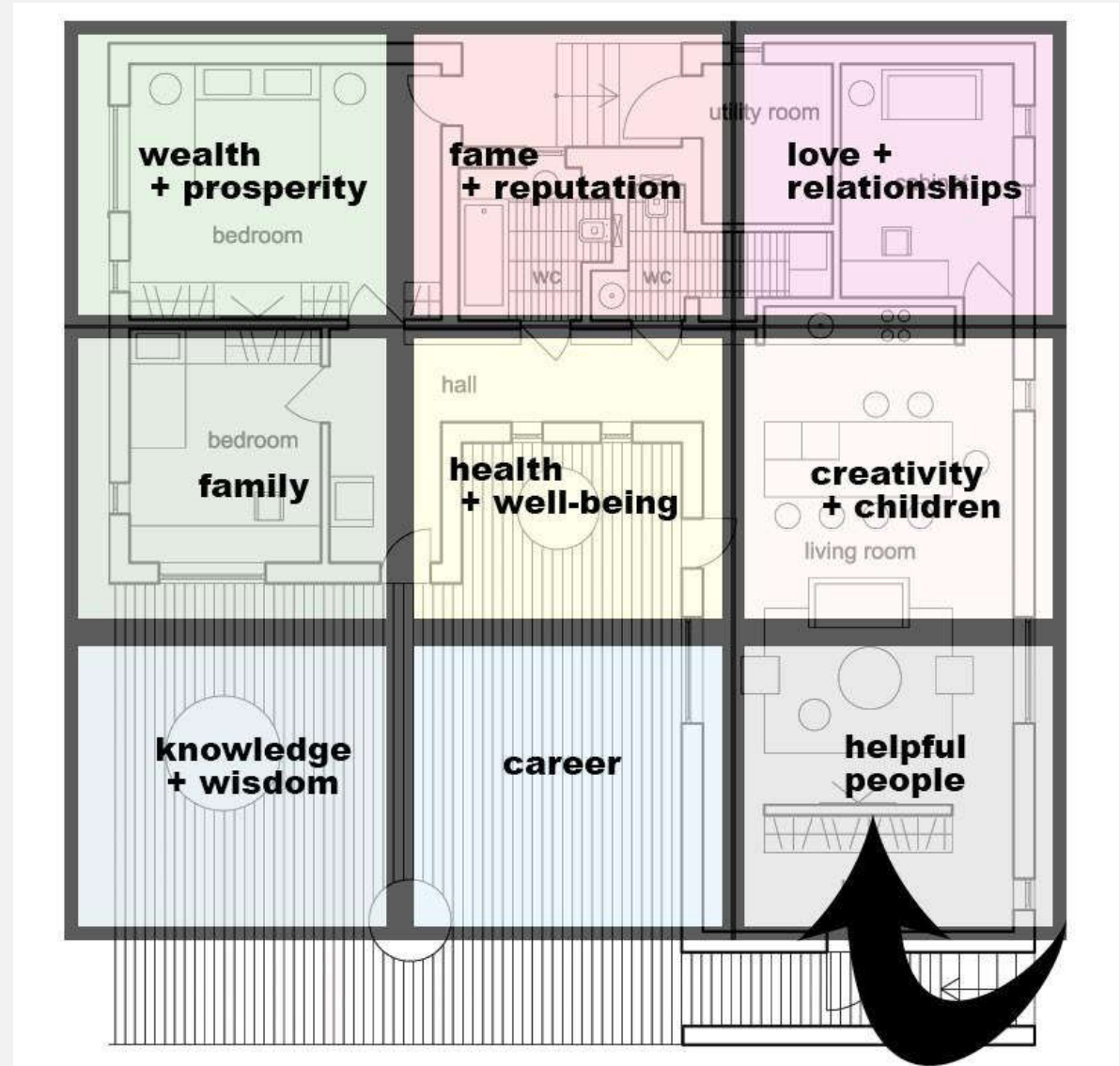
THE BAGUA

The Bagua is the energy map of your space. One of the main tools used to analyze the Feng Shui energy in any given space, translated from Chinese, Bagua literally means "8 areas."



BAGUA DEFINED

- Bagua is regarded as a pattern determining the significance and auspicious qualities of spatial relationships.
- When you know the Bagua, Feng Shui can bring the desired changes into your life.
- Once you have defined your Bagua, you know which areas of your home need more attention in order to improve specific areas of your life, be it love, marriage, career or health.





FENG SHUI
FOR YOUR
HOME

Feng Shui for is easy when you begin with the basics and gradually move on to the more complex Feng Shui levels.



TIPS FOR GOOD HOME FENG SHUI

- Clear Your Clutter - get rid of everything you do not love in your house; it is essential for creating harmonious Feng Shui energy
- Ensure Good quality air and light -open the windows often, introduce air-purifying plants, or use an air purifier. Allow as much natural light as possible into your home,
- Pay attention to the "trinity" that is deeply connected to your health: your bedroom, your bathroom, and your kitchen.
- Use the five Feng Shui elements—Wood, Fire, Earth, Metal, and Water—to create balance and vibrant energy in all areas of your home.
 - Example: if you are working on attracting more prosperity, you can introduce the Feng Shui elements of Wood and Water in the Southeast area of your house. If you need to improve your health, you can place lush plants (representing the Wood Feng Shui element) or pieces of wood furniture in the East area of your home.

COLOR & FENG SHUI

THE ELEMENTS AND THEIR COLORS

Here is the color correspondence of each of the five Feng Shui elements:

Wood: Green, Brown

Fire: Red, Strong Yellow, Orange, Purple, Pink

Earth: Light Yellow, Sandy/Earthy, Light Brown

Metal: White, Gray

Water: Blue, Black

EASY FENG SHUI COLOR TIPS

Once you have the basics under control: no clutter, good organization, good quality air, and light along with practical beauty - it's time to get specific Feng Shui decorating tips.



GREEN

The green color is excellent for improving health and balancing family life when used in the East Feng Shui Bagua area.



BLUE

The color blue is a very good Feng Shui choice in the North Bagua area to support the energy of your career growth or in the East (health/family) and Southeast (wealth/money) areas to water and nourish the Wood Feng Shui element.



YELLOW

Have some strong yellow color in the South Feng Shui Bagua area for happy gatherings and good times.



WHITE

Pure white color in the West Feng Shui Bagua area (creativity and children) will bring supportive energy for all your creative endeavors.



FINAL THOUGHTS...

- Before using specific colors in your home as Feng Shui cures, be sure to study the light patterns throughout the day in the room. Would the color feel good in the morning? How about at night with artificial lighting?
- Be sure the chosen Feng Shui color has a good relationship with the other "inhabitants" of your home, such as your furniture pieces, decor objects, art, etc. You would like all of them to have a good time, rather than argue and continuously fight for your attention.

