Desk Organization Plan

- Clutter, limiting space on the work surface may cause users to place computers and other work devices in undesirable positions. This placement may lead to awkward postures as you reach for a pointer/mouse or look at a monitor that is placed to the side. Awkward postures lead to pain and strained muscles and tendons.
- Remove clutter from desk surface to allow for placing the monitor directly in front of you, at least 20 inches away.
- Avoid storing items, such as a CPU, under desks.
- Inadequate clearance due to clutter or improper storage under the work surface or desk may result in discomfort and performance inefficiencies, such as the following:
  - Shoulder, back, and neck pain due to users sitting too far away from computer components, causing them to reach to perform computer tasks; and
  - Generalized fatigue, circulation restrictions, and contact stress due to constriction of movement and inability to frequently change postures.

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