

# 5 Steps to the Optimal Workspace



Fill the gaps left in office set-ups and ensure optimal working in the office and at home in 5 simple steps.

As employees begin to transition back to office working, it is likely that a mixture of office and home working is going to become the new normal for many people. For employees, this means they will soon be responsible for ensuring both home and office workstations are properly equipped.

Since many workers were originally sent home with whatever equipment was to hand – most likely with Peripherals and Accessories from office set-ups, essential equipment will now be missing from office workstations.

Ensure users are prepared for healthy and productive working in both the office and at home, with the 5 Steps to the Optimal Workspace.

For more information about BakkerElkhuzen® or to learn more about their full range of products, contact your Hypertec Account Manager today.

[View Mice](#)

**STEP 4**

**Use an External Compact Keyboard**  
Ergonomic Keyboards create a healthier posture lowering the pressure on the lower arms, preventing complaints.

[View Keyboards](#)

Get the Correct Screen Height and Viewing Distance

[View 5 Steps](#)

## 10 tips for mental fitness

### Time management

- 1 Start and end your day at a fixed time.  
*↳ Maintain a fixed pattern.*
- 2 Avoid distractions.  
*↳ Put your smartphone away, turn off (push) notifications and create a quiet working environment.*
- 3 Limit the amount of time you spend on something.
- 4 Create a to-do list.



## ▶ 10 Tips for Mental Fitness

**Keyboards & Mice**  
BakkerElkhuzen develops and delivers high-quality ergonomic keyboard and Mice for more beautiful and healthy workspaces.

**Safety Screens**  
BakkerElkhuzen Safety Screens support Safe Working Environments in an aesthetic, hygienic, affordable, sustainable and circular manner.

**Footrests**  
BakkerElkhuzen footrests provide a comfortable sitting position to help prevent back and shoulder problems. Made from high-grade materials and extremely durable.

## ▶ About BakkerElkhuzen®