DESK DOCTOR



DESK DOCTOR GUIDE · ANNUAL REVIEW

Work *efficiency* guide

A three-week annual review to cut repetitive busywork — and the extra desk hours, motions and stress that come with it.

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Fix your setup, too

The free assessment finds the setup issues behind your desk pain.

TAKE THE FREE ASSESSMENT

REDUCE DESK PAIN BY WORKING SMARTER

Why inefficiency *hurts*

Hours spent on unnecessary tasks are hours spent sitting, typing and stressing. That extra exposure adds up in your neck, back, wrists and shoulders.

WHAT HAPPENS

You sit hunched over longer
More time typing means more load on the neck and shoulders.

You repeat the same motions more
Repetitive busywork multiplies clicks, keystrokes and reaches.

You rush and skip breaks
Poor workflows leave you stressed and less likely to move or stretch.

Your stress goes up
Stress raises muscle tension, which lowers how much load you tolerate.

THE SOLUTION

Cut wasted time and you spend less time straining your body.

REMEMBER: EFFICIENCY = HEALTH

Every minute saved is a minute less wear on your body. Working efficiently isn't just getting more done — it's protecting yourself from pain.

THE ANNUAL REVIEW

Complete this guide once a year — ideally alongside your performance review. The goal: find and remove workflow inefficiencies that add desk time and physical strain.

WHAT YOU GAIN

- Fewer repetitive tasks that strain your body
- Less desk time for the same output
- Less rushing and stress
- More room for breaks through the day

TIPS FOR SUCCESS

- **Start small** — don't change everything at once
- **Ask "does this matter?"** — if it adds no value, stop
- **Measure** — time tasks before and after
- **Make it a habit** — calendar it every year
- **Get help** — trade ideas with coworkers

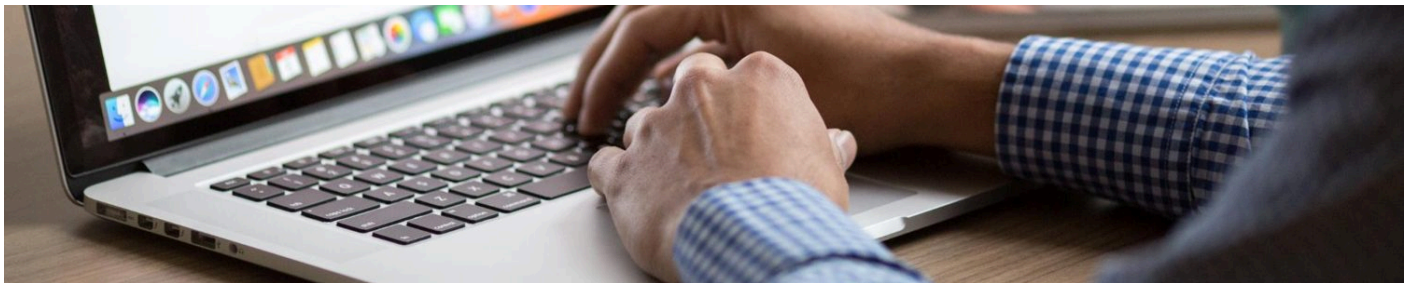
TAKE ACTION NOW

Put "Annual Efficiency Review" on your calendar, then work through weeks 1–3 on the next pages.

Less time is half the equation. Better posture is the other.

The free assessment checks your chair, desk, screens and input devices and emails a personalized fix list.

TAKE THE ASSESSMENT



ANNUAL EFFICIENCY CHECKLIST

Week 1: Track what you *do*

Record your real work patterns for one full week. Don't fix anything yet — just notice.

WEEK 1	WEEK 2	WEEK 3
Track what you do	**Find what to fix**	**Make your plan**
Write down your real work patterns for one full week	Mark what's wasteful or could be automated	Build templates, set up automation, rework your desk

☐ List your main tasks

- What are the 10 things you do most often?
- Time each one with your phone's stopwatch
- Which involve lots of typing, clicking or reaching?
- Which keep you frozen in one position?

☐ Find the busywork

- Which tasks are mindless admin?
- Data entry, filing, scheduling, status emails
- How many hours a week go to it?
- Could any be automated or cut?

☐ Check your communication

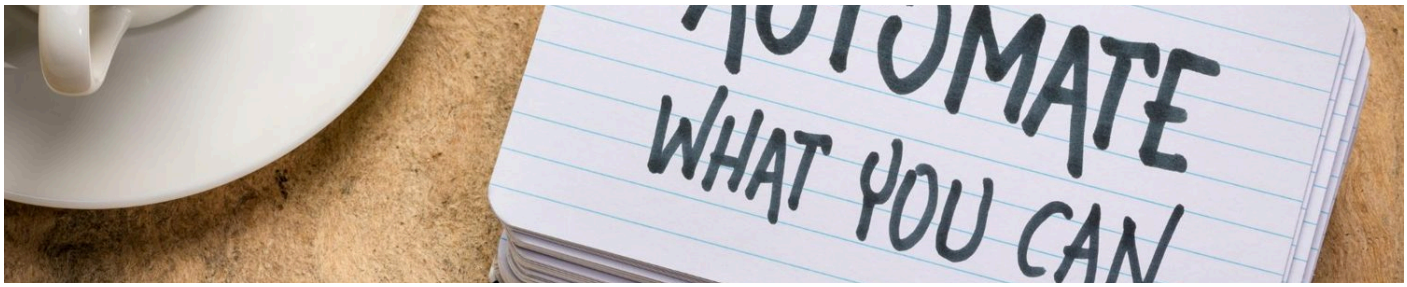
- How many emails do you send and get daily?
- How much of your week is meetings?
- Do you explain the same things over and over?

☐ Watch your movements

- How often do you reach, twist or get up for supplies?
- How many times are you interrupted?
- How often do you switch tasks?

YOUR TOP TASKS — FILL IN

TASK	MIN / WEEK	REPETITIVE?	STATIC?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



ANNUAL EFFICIENCY CHECKLIST

Week 2: Find what to *fix*

Go back through your week 1 list and mark what's wasteful, duplicated or automatable.

WEEK 1	WEEK 2	WEEK 3
Track what you do	**Find what to fix**	**Make your plan**
Write down your real work patterns for one full week	Mark what's wasteful or could be automated	Build templates, set up automation, rework your desk

☐ Cut the waste

- Which meetings could be emails?
- Which steps don't actually matter?
- Where does work get stuck waiting?
- Are you doing anything twice that needs doing once?

☐ Look for automation

- Email templates for common messages?
- Auto-replies or scheduled sends?
- Calendar reminders for recurring items?
- Which repetitive tasks could software handle?

☐ Check your tools

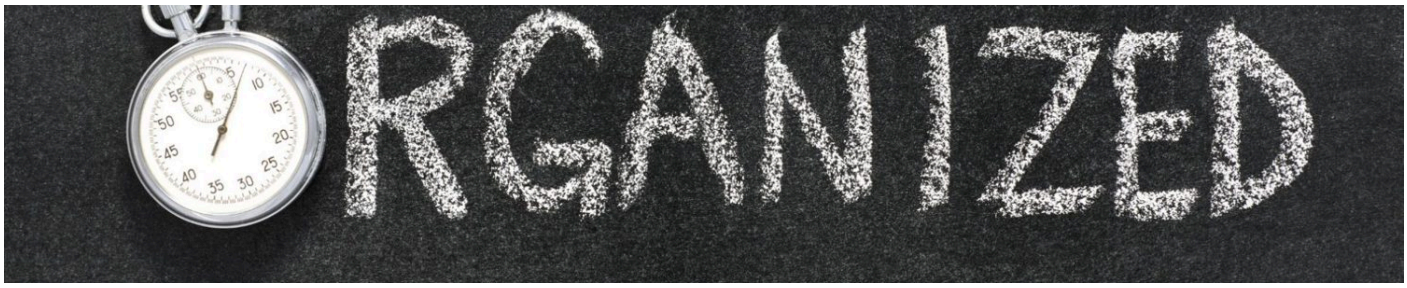
- What software slows you down?
- What tool are you missing?
- Are you using all the features you already have?

☐ Simplify communication

- Which meetings could be a quick check-in?
- Can one email reach everyone at once?
- Are you CC'ing people who don't need it?

YOUR FIX LIST — TICK ONE

TASK	CUT	AUTOMATE	SIMPLIFY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



ANNUAL EFFICIENCY CHECKLIST

Week 3: Make your *plan*

Turn the fix list into changes. Start with the ones that cut repetition and desk time.

WEEK 1	WEEK 2	WEEK 3
Track what you do	**Find what to fix**	**Make your plan**
Write down your real work patterns for one full week	Mark what's wasteful or could be automated	Build templates, set up automation, rework your desk

☐ Pick the biggest wins

- Changes that cut repetitive motions
- Changes that cut total desk time
- Changes that are easy to do
- Changes that lower your stress

☐ Set up automation

- Calendar reminders for regular tasks
- Files organized so they're easy to find
- Tools connected so information flows on its own

☐ Create templates

- Templates for emails you send often
- Checklists for repeated tasks
- A standard way to name and save files
- Step-by-step notes for common tasks

☐ Reorganize your desk

- Things you use often within arm's reach
- Less paper kept around
- No twisting or reaching for daily items
- A second monitor if you switch windows a lot (ranked arms)

UPGRADE YOUR DESK SETUP

The Desk Setup Guide shows the ideal position for every piece of equipment, with ranked picks for each.

Desk Setup Guide →

YOUR PLAN — COMMIT

CHANGE	FIRST STEP	START DATE	DONE
1.			
2.			
3.			
4.			
5.			
6.			