

stand up! sit down!

Workplaces can form sedentary habits. By practicing some of the simple behaviors, you may find it easier to achieve a healthier mind and body.



At Your Workstation

Set a calendar alert or timer.

Get up and move frequently for simple tasks:

- go to the bathroom
- fill up your water bottle
- stand up to stretch
- take a short walk
- do ankle or wrist circles



Give your eyes a break.

Use the **20-20-20 Rule**: look 20 feet away for 20 seconds, every 20 minutes.

Listen to your body. Tapping toes, fidgeting or feeling sluggish are cues to move more.

Fight Fatigue

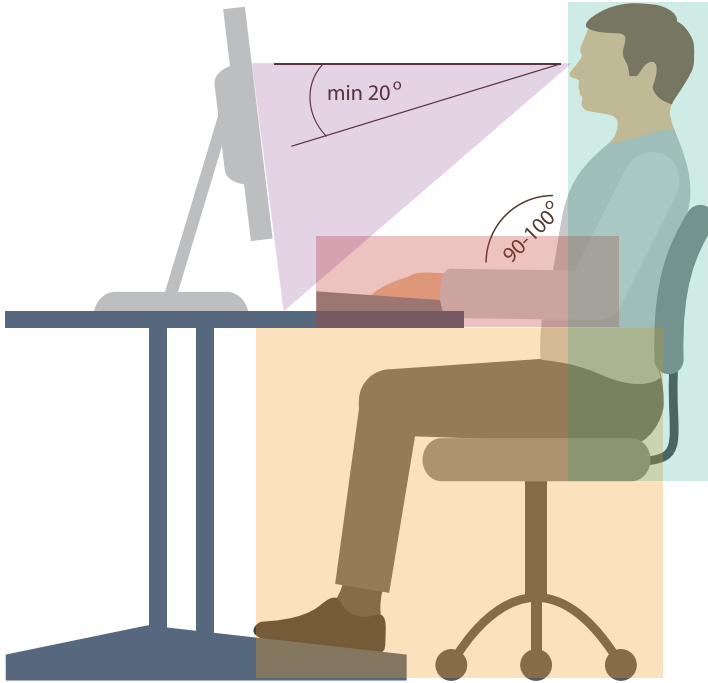
- **Close your eyes and envision a pleasant place.** Take several deep breaths and relax your muscles. This short vacation will be the refresh you need!
- **Take a brisk walk to boost your energy level.** Just 10 minutes is enough to boost your mood and energy for one to two hours.
- Take a moment to do **deep breathing** or **muscle relaxations** to release built up tension and anxiety.
- **SQUEEZE** a stress ball or play with Silly Putty.

Download an app to help you remember to take breaks and move:

- Move It
- Stand Up
- Evo or Eysel to reduce eye strain
- Posture Man Pat
- Big Stretch Reminder



pay attention to your posture



As soon as you notice a lean to one side, slouching or crossing legs, take steps to return to correct posture.

Head, Neck, Torso

- Sit tall: 90° at elbows, hips and knees
- Back rest should support up to the shoulder blades
- Place monitor at eye-level
- Arm rest should be adjustable for height and width
- Use a headset or phone cushion to maintain neutral position of neck
- Body in alignment from head through torso to legs and feet

Arms & Hands

- Elbows should be at 90° and close to body
- Use an adjustable keyboard tray or pad
- Place mouse next to keyboard with wrist rest
- Keep frequently used items within reach, or be sure to stand rather than bend and reach for items

Legs & Feet

- Adjust seat height for 90° in hips and knees
- Set tilt and depth to have 3" - 4" space behind knee and chair edge
- A footrest can be added to assist hips/knees at 90°
- Keep 2" - 3" knee clearance under work surface
- When standing, spread weight through the corners of the feet and soften your knees, you can even stagger your stance for better balance

Eyes

- View your monitor from about arms distance (18" - 30")
- Set top of screen at eye level
- Tilt your monitor to decrease glare

