

break it up!

Setting the standard for
ergonomics excellence
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2014

January

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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February

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March

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April

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May

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June

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July

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August

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September

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October

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November

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December

| S | M | T | W | T | F | S |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Take a postural break every 20 minutes.

Choose activities like the ones shown below to vary your work position, in order to let your muscles re-charge.



- ♦ **Squat a lot.** Use every opportunity to strengthen and stretch your muscles. Approach the low drawers, stairs, or a heavy box as "exercise".

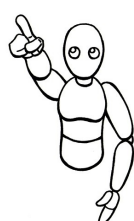
- ♦ **Position your mouse on the left.** Give your right hand a break and free up space for writing on the right.



- ♦ **The toe stretch.** Point your toes down. Hold for 10 seconds, relax, and lift your toes up and hold for 10 seconds. Repeat 3 times. This stretch is especially good for circulatory problems.



- ♦ **Signed, sealed, and delivered.** Instead of emailing or texting, get up and deliver a message to a colleague, face-to-face.
- ♦ **Be chair aware.** Do you know all the features of your chair? Use them to vary your seated posture during the day. Try to sit upright *most* of the time.



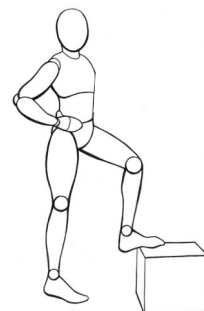
- ♦ **20-20-20.** Every 20 minutes, look 20 feet away, for 20 seconds. Give your eyes a rest!
- ♦ **Can you counter that?** Look for a work surface that is high enough to allow you to periodically work while standing during the day.

- ♦ **The neck check.** Tilt your ear to your shoulder, and hold for 20-30 seconds. Lower your chin to your chest, and hold again. Relax, and repeat 3 times in each direction.



- ♦ **Jump to the bell.** Stand up to answer the phone, and take calls while standing, unless you need to use a computer or take notes.

- ♦ **Raise your foot while standing.** Use a box or footrest to shift your posture by raising one foot now and then.



- ♦ **Disperse your duties.** Break up duties throughout the day to add variety to your working postures. Put infrequently used items, like your printer, where they will force you to stand to fetch them.

- ♦ **Walk and talk.** Walk around your building with a friend at lunch. Avoid eating your lunch while sitting at your workstation.

- ♦ **Make an appointment.** Set a reminder on your computer to take micro-breaks. Stand, stretch, or change posture when the alarm sounds.

- ♦ **Unseat your meet.** Have a standing meeting, instead of sitting around a table.



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