Track your standing time

If you were asked to increase your daily standing time and track the results, please use this worksheet for 9 working days.

- 1. Start tracking for three typical days at your existing workstation, before you attempt to increase your standing time.
- 2. Standing is usually used as a means to alleviate back discomfort (occasionally other body parts).
 - a. At the beginning of your shift, rate your back and leg/foot discomfort, as slight, moderate, or severe.
 - b. Throughout the work day, colour in the blocks of time when you were standing for at least 10 minutes. (Each block represents 15 minutes. Change the times if your regular day doesn't fit between 8 and 5.)
 - **c.** Mark "stretch" in the blocks if you stand up or stretch at your work station.
 - d. At the end of your shift, rate your discomfort again.
- 3. Find a place where you can stand to do some of your work. Your ideal standing keyboard and screen heights are provided at the bottom of the "measurements" section of this report. Look for a counter or available standing station that you can take a laptop or paperwork to. Stand to take calls or participate in meetings. Stand or walk on your breaks. Please describe how or where you were able to stand (if possible, take a photo):
- 4. Over the course of the next 9 working days, make a conscious effort to increase the amount of time spent on your feet while at work. Start by aiming for at least 30 minutes total per shift, and if possible, increase to 3 hours total per shift.
- 5. Scan or photograph this sheet and send it to the ergonomist, along with your follow-up survey.

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