Ergonomic Tips for Office Wellness

**Check your Posture!**

- Keep feet flat on the floor
- Avoid rounding lower back, shoulders or neck towards computer screen
- Forearms should be parallel to the floor
- Chin should be slightly tucked and parallel to the floor

**Assess your Workspace!**

- Chair cushion should support lower back
- Top of the monitor should be aligned with eye level
- Keyboard and mouse should be reached with elbows bent at right angle and forearm parallel to the floor

**Change your Routine!**

- Get out of your chair every 45-60 minutes—move your body!
- Set a time each day to stretch and use the clock as your reminder (i.e. 10am, 12pm, 2pm, 4pm stretches)
- Eat lunch outside, walk, or run errands on your lunch break
- Drinking plenty of water throughout the day will naturally result in more trips away from your desk

**Move your Body!**

Perform shoulder stretches every 1-2 hours (10x each).
Hold each pose for 5 seconds:
1. Shrug shoulders up towards ears
2. Slowly release shoulders by pulling them down away from ears
3. Squeeze shoulders back (and together) while looking up