



# Make ergonomics part of your work day.

## Take a few minutes in mind.

It's hard to believe that something as simple as sitting in a chair can have such a big impact on your health, but it does. Sitting too long and the way you sit can contribute to health issues, including brain fog, neck and back pain, stiff muscles, belly fat, and poor circulation. It can also increase your risk for certain diseases and even early death. The good news is that there are things you can do every day to easily set yourself up for success against the side effects of too much sitting.

## Putting it into practice.

Here are 10 key actions you can take to prevent strains and stiffness during your work day. How many are you already doing? More important, how many will you start?

- My desk or work surface has plenty of space for my knees, thighs and feet.
- I'm not sitting directly in front of drawers or cabinets.
- My back feels supported by my office chair, and my knees are level with my hips. If I need extra support, I use a cushion or pad.
- When I'm typing, my wrists are straight, my elbows are close to my body and my hands are even with my elbows.
- My screen is at eye level and an arm's length away.
- I use a hands-free phone whenever possible, as well as a tablet or document stand to keep things at eye level.
- My workspace has good lighting (natural light if possible) and I make sure I don't have glare on my computer screen.
- I get up from my desk often to take one-to-two-minute breaks throughout the day and give my muscles a break from sitting.
- I give my eyes a break from staring at a screen every 20 minutes by changing my focus and allowing them to rest.
- I keep my feet flat on the floor to help support good posture.