

Office Stretches

Neck



Sit or stand tall. Slowly move left ear toward left shoulder. Keep shoulders relaxed, away from ears. Hold 5-10 seconds. Repeat on right side. Repeat both sides 3-5 times.



Sit or stand tall. Slowly turn your head to the left until you feel a stretch. Hold 5-10 seconds. Repeat on right side. Repeat both sides 3-5 times.



Sit or stand tall. Slide your head back until it feels like you have a double chin. Hold 5-10 seconds. Repeat 3-5 times.

Shoulders



Place hands on lower back. Take elbows straight out to the side. Move elbows to center line of body, toward each other, until you feel a stretch in front of shoulders. Hold 5-10 seconds. Repeat 3-5 times.



Gently pull left elbow across chest toward right shoulder until you feel a stretch in back of shoulders. Hold 5-10 seconds. Repeat 3-5 times. Repeat with right arm.



Slowly roll your shoulders backward five times in a circular motion. Slowly roll your shoulders forward in a circular motion.

Wrists



Grasp left hand. Keeping left elbow straight, slowly bend wrist upward until you feel a stretch. Hold 5-10 seconds. Repeat 3-5 times. Repeat with right hand.



Make fists. Slowly circle wrists one direction. Repeat circles in opposite direction.



Grasp left hand. Keeping left elbow straight, slowly bend left wrist downward until you feel stretch. Hold 5-10 seconds. Repeat 3-5 times. Repeat with right hand.

Adjusting Your Hardware



1 Screen location

The top of the visual field when looking at the monitor should be at one-third of the way down on the monitor. This will help minimize eye movement. Tilt screen back about 10 to 20 degrees for easier viewing, provided it doesn't increase glare. Viewing distance should be at, or slightly more than, arms-length away when sitting up straight. Contact corporate health services if you wear bifocals because your screen will need to be adjusted differently.

2 Keyboard placement

Elbows should form comfortable 90 degree angle. Arms will hang comfortably at your side, taking the strain off neck and shoulders.

3 Chair position

Should be at the proper height where you do not feel excessive pressure on your legs from the edge of the seat. Knees should be at 90 degrees. Remember to keep your back supported and your feet either flat on the floor or on a footrest.

Frequently-used items (50/50 split)

Place your phone, mouse, writing utensils, drink and other frequently-used items within easy reach from where you sit. Evenly split the items so that they are not all located on your dominant side. This will avoid overreaching, which causes strain on the body.