

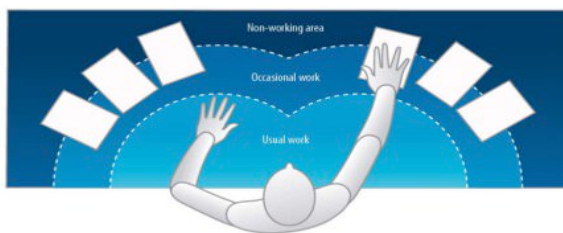
## How to Work Your Best with Your Body and Mind Less Stressed...



workright  
at home

### HOW TO FIND THE PERFECT DESK CHAIR HEIGHT

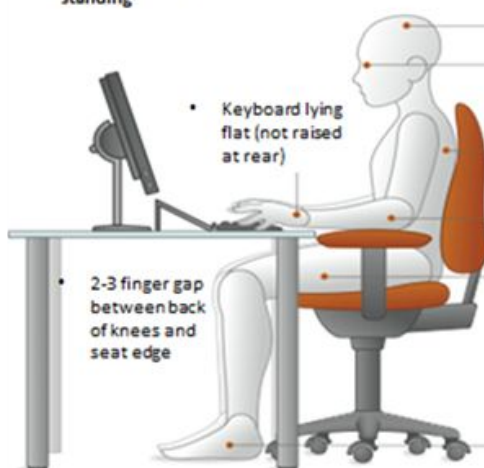
- 1 Stand in front of the chair.
- 2 Adjust the chair so the top of the seat or cushion hits the spot right below your kneecap.
- 3 Be comfortable!



Ensure the work or items that you reach to the most is within the closest area of arm reach. Avoid over stretching arms.

### Workstation Set-up

• Same upper body posture for sitting and standing



1. Desk/keyboard at elbow height
2. Chair at a height where thighs are parallel to floor, or knees slightly lower than hips
3. Feet flat on floor, or on a footrest
4. Top of screen at eye level, or just below
5. Tilt screen up so it faces you fully
6. Head and neck facing forward, looking slightly down on screen. No arching neck back, or extending chin forwards or bending neck down
7. Shoulders relaxed & symmetrical
8. Lower curve of chair backrest fits snugly in small of back
9. Don't sit upright at ninety degrees...relax back so hip angle is 100-120 degrees
10. Elbows close to body
11. Wrists close to mid-line and keyboard

### STAY HEALTHY AT WORK...

STAND UP or change posture and work task for a few minutes every 20-30 minutes –set a reminder on screen

AVOID twisting back from side to side or leaning forwards in your chair

USE a telephone headset or hands free facility if speaking for over 20-30 minutes at a time

Drink 8 glasses of water or fluid a day

Get fresh air, take a walk or take a break from your desk or work at lunchtime

Use your chair and equipment correctly and as shown

Report any aches or pains or other health symptoms early. See your GP if required.

### Take a Mindful Moment...

Relax the body and mind ... breathe in more deeply (from your belly) for count of 4 and out for the same length of time a few times every hour

**Take 1 Minute...** after the deeper breathing, then count five things you can see, four things you can hear, three things you could touch or are wearing, two things you can smell and one thing you might taste or recently tasted.

