

# MINI MOMENTS TO POSTURE YOURSELF FOR A SAFE WORKDAY

**Build microbreaks** into the workday for improved health outcomes.

**Apply the 20-20-20 technique.** 20-20-20 is a microbreak innovation designed to ease strain. If you find yourself deep in work (e.g. staring at a computer screen, intently focused on a task-at-hand, or physically carrying out repetitive work) remember the 20-20-20 rule. This quick routine may ease tension and improve focus.

- Take a pause after every 20 minutes of work.
- Pause, and glance at something at least 20 feet away for 20 seconds.

**Sitting or standing stationary all day is not health promoting.** Be certain to reduce stagnation and move more. A quick guideline: after sitting for 20 minutes, walk around for 2 minutes.

**Remember proper posture** when walking or standing. Harvard Health recommends:

- chin parallel to the floor
- shoulders even, and relaxed (roll your shoulders up, back, and down to help achieve this)
- neutral spine (no flexing or arching to overemphasize the curve in your lower back)
- arms at your sides with elbows straight and even
- abdominal muscles contracted or pulled in
- hips even and level
- knees even (not locked) and pointing straight ahead
- body weight distributed evenly on both feet



## Remember proper posture when sitting.

- When sitting down, keep your chin parallel to the floor; your shoulders, hips, and knees at even heights; and your knees and feet pointing straight ahead.

### Telephone

If you frequently talk on the phone and type or write at the same time, place your phone on speaker or use a headset rather than cradling the phone between your head and neck.

### Keyboard and mouse

Place your mouse within easy reach and on the same surface as your keyboard. While typing or using your mouse, keep your wrists straight, your upper arms close to your body, and your hands at or slightly below the level of your elbows. Use keyboard shortcuts to reduce extended mouse use. If possible, adjust the sensitivity of the mouse so you can use a light touch to operate it. Alternate the hand you use to operate the mouse by moving the mouse to the other side of your keyboard.

### Chair

Choose a chair that supports your spinal curves. Adjust the height of your chair so that your feet rest flat on the floor or on a footrest and your thighs are parallel to the floor. Adjust armrests so your arms gently rest on them with your shoulders relaxed.

### Desk

Under the desk, make sure there's clearance for your knees, thighs and feet. If the desk is too low and can't be adjusted, place sturdy boards or blocks under the desk legs. If the desk is too high and can't be adjusted, raise your chair. Use a footrest to support your feet as needed. If your desk has a hard edge, pad the edge or use a wrist rest. Don't store items under your desk.

### Monitor

Place the monitor directly in front of you, about an arm's length away. The top of the screen should be at or slightly below eye level. The monitor should be directly behind your keyboard. If you wear bifocals, lower the monitor an additional 1 to 2 inches for more comfortable viewing. Place your monitor so that the brightest light source is to the side.

### Key objects

Keep key objects — such as your telephone, stapler or printed materials — close to your body to minimize reaching. Stand up to reach anything that can't be comfortably reached while sitting.



Source: Mayo Clinic

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