

Sitting at Your Desk

When you sit, try to sit well. But don't sit all day! Consider switching between a sitting desk and a standing desk. And move regularly. There is mounting evidence that moving more throughout the work day enhances productivity and leads to better time management. We suggest:

- **MINI BREAK (minimum 1 min of movement) every 20 mins.** Don't forget to reduce eye strain using the 20/20/20 rule (every 20 mins, focus on something 20 feet away, for 20 seconds).
- **LONGER BREAK (minimum 2 mins of movement/ have a walk) every 60 mins**

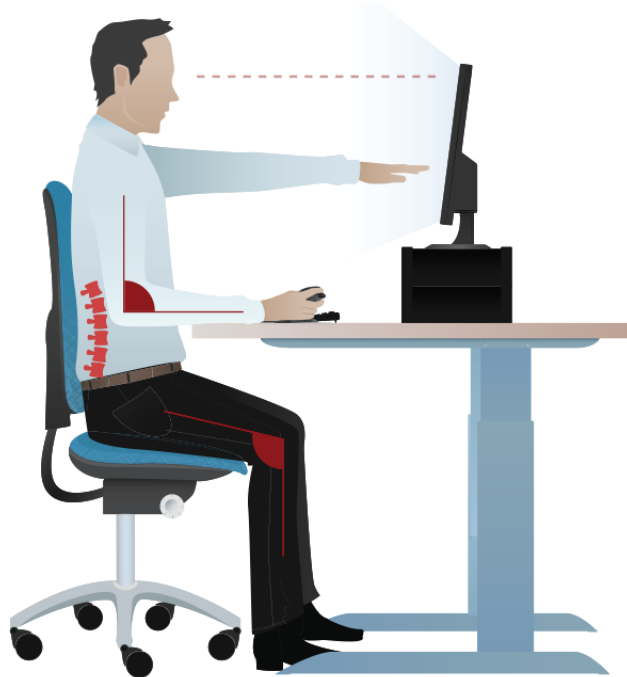
'Ideal' Sitting Posture

You can see all of the monitor without moving your neck. 45-75 cm from eyes to screen is about right

Arms hang relaxed from shoulders. Elbows close to sides

Lower back well supported by chair OR a lumbar roll.

Hips slightly higher than knees (opens up the hips & makes it easier to sit up tall)



Eyes level with top of screen is ideal if you type all day. Slightly lower the screen if you switch between screen and papers on desk all day.

Minimal bend at the wrists

Feet supported on floor OR a foot stool

'Good Enough' Home Working Set-Up

Lower back supported by lumbar roll (a rolled up towel will do nicely)

Seat wedge under the hips, to slightly open up the hips

Use a firm chair that doesn't encourage sitting all day



Laptop raised, but screen should ideally be a bit higher

Separate mouse and keyboard. Alternately, use a separate monitor.

Stripy socks optional!

Chair raised using magazines and placemats! Ideally should have used a few more so that the forearms sit parallel to the ground