

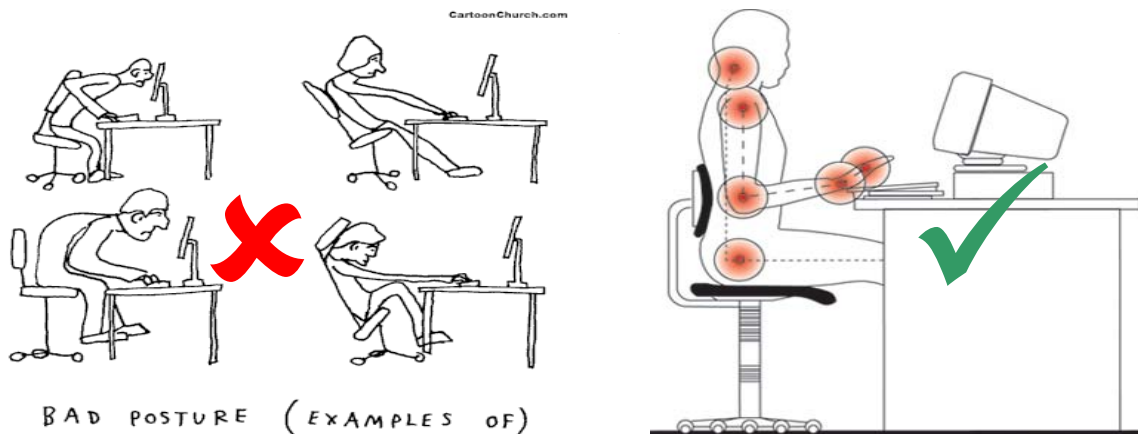
POSTURE IS IMPORTANT!

GOOD POSTURE: Ensure that your knees and hips are even and parallel with the floor. Sit tall and do not allow your shoulders and upper body to slump forward. Ideally there should be a slight inward curve of the lower spine, a slight outward curve at the mid point of the back and another slight inward curve just below the head and neck area. This position allows the greatest ease since it requires the least amount of muscle energy. Do not worry if this feels "unnatural". It may take a bit of practice to re-adjust your posture.

ADJUST YOUR COMPUTER: Make sure that you are not reaching for your keyboard or straining your neck trying to look up or down at the screen. It should be set at eye level.

CHANGE YOUR WORKSTATION AROUND: Move items you commonly reach for, to a closer / more convenient position, to prevent muscle imbalances due to repetitive stress.

CHANGE EARS: If you consistently use the same ear when you answer the telephone, make sure to switch periodically. Most people rest the phone on their shoulder causing shoulder and neck muscles to tense. This can lead to headaches and neck and shoulder stiffness.



TAKE MANY SMALL BREAKS: Take a short walk to the coffee machine or restroom. Take a flight of stairs up or down instead of the lift. This conscious light exercise not only gets the circulation going, but also gives your brain a break from the mental stress, of sitting in front of your computer all day.

DRINK PLENTY OF FLUIDS: This helps keep your body hydrated and working most efficiently. Dehydration can cause you to be tired and sluggish. Drinking more water also forces you to take short breaks.

LEAVE THE OFFICE: During your lunch break leave the office and go for a walk, or have lunch in a park 15 minutes walk away. This will get your circulation moving and give your muscles, and brain, a chance to relax.