

# Organize Your Work/Computer Space For Good Back and Neck Health!

## ✓ Head & Neck

Upright, relaxed & balanced b/t shoulders

## ✓ Hands & Wrists

Relaxed and straight without bending or twisting

## ✓ Eyes

About an arm's length from the

## ✓ Low Back

Supported by chair with good lumbar support

←18-30 inches→



## ✓ Monitor

Directly in front of you, centered, and free of glare—  
Top of screen slightly below eye level

## ✓ Hips & Knees

Both should be angled at ~90 degrees

## ✓ Keyboard

Positioned such that shoulders and arms are relaxed and elbows are close to the body

## ✓ Feet & Legs

Feet resting flat on the floor or on a footrest with legs uncrossed—  
legs should have freedom of movement beneath the desk

## ✓ Document Holder

Close to monitor screen and at the same height

## ✓ Project Resources

Within easy reach

# REST YOUR EYES

## Use adequate lighting to avoid eyestrain!

If you were asked to stand with your arms extended out to the sides at shoulder height, palms facing up, how long could you hold a bottle of water in each hand? Can you hold this water as long as you sit at your computer without taking a break? This is what you are asking your eye muscles to do when you study in one position for long periods of time. Two sets of eye muscles have to work when you read or look at a computer so that you can focus properly:

- ✓ Constrict your pupils
- ✓ Cross your eyes, such that both eyes are “looking” at your nose

These muscles need rest, just as your arms and shoulders need rest after holding those bottles of water. Standing up on your toes, taking a deep breath, and reaching for the sky does help activate and reset your spinal muscles. Do this 3–4 times an hour— it only takes a few seconds. But to allow your eyes muscles this same courtesy, walk away from your computer for **at least** 5 minutes each hour. Get a drink. Go to the bathroom. Walk once around your home or office building.

If it has been a few years since your last eye exam, please see an eye doctor. Those who already wear glasses or contacts should go every 1–2 years. **Those of us who are blessed to see often take this gift for granted, forgetting until it is too late that our eyes need good health care.**

# ERGO-CISE For Wellness

Exercising while working at your computer/desk can help prevent or ease pain that can build up in your wrists, elbows and spine. These exercises should be performed gently, paying attention to head and body position as you go through the various stretches. Consult your medical practitioner before performing these exercises if you have had a serious injury. **Stop if you feel pain at anypoint!**

<h2>Neck</h2>			
<u>Side-to-side</u> <ul style="list-style-type: none"> <li>○ Relax your shoulders and put your head in a neutral position, facing forward</li> <li>○ Tilt head side-to-side, aiming your ear towards your shoulder, holding 5 seconds</li> </ul>	<u>Chin Tuck</u> <ul style="list-style-type: none"> <li>○ Hold head in a neutral, upright position</li> <li>○ Gently (try to) touch your chin to your chest</li> <li>○ Hold for 5 seconds, return to relaxed upright posture</li> </ul>	<u>Turning</u> <ul style="list-style-type: none"> <li>○ Hold head in a neutral position</li> <li>○ Relax your shoulders and turn your head slowly to the left, holding 5 seconds</li> <li>○ Switch direction, turning to the right</li> </ul>	<u>Lateral Neck Stretch</u> <ul style="list-style-type: none"> <li>○ Head in a neutral upright position</li> <li>○ Place left hand on right shoulder</li> <li>○ Tilt left ear towards left shoulder, hold</li> <li>○ Relax, then switch sides</li> </ul>
<h2>Shoulders</h2>			
<u>Shoulder Roll</u> <ul style="list-style-type: none"> <li>○ Relax shoulders, allowing your arms to hang naturally</li> <li>○ Slowly rotate shoulders in a forward motion 10 seconds</li> <li>○ Reverse direction, rotating shoulders backwards 10 seconds</li> </ul>		<u>Back and Shoulder Stretch</u> <ul style="list-style-type: none"> <li>○ Lock hands behind head, elbows pointing out to the sides</li> <li>○ Pull shoulder blades together, holding 5 seconds</li> <li>○ Relax, the repeat stretch</li> </ul>	
<h3>Back</h3>		<h3>Hands</h3>	
<u>Back Bend</u> <ul style="list-style-type: none"> <li>○ Place hands on low back, standing with feet shoulder width apart</li> <li>○ Gently lean back until you feel a pull on the stomach</li> <li>○ Hold 5 seconds, relax , then repeat</li> </ul>		<u>Hand Spread</u> <ul style="list-style-type: none"> <li>○ Make a fist with both hands</li> <li>○ Hold tightly for 3 seconds</li> <li>○ Spread your fingers as far as possible</li> <li>○ Hold 3 seconds</li> </ul>	
<h3>Wrists</h3>		<h3>Elbow</h3>	
<u>Loose Golfer</u> <ul style="list-style-type: none"> <li>○ Extend arms in front of you, palms facing each other</li> <li>○ Make a fist with left hand</li> <li>○ Keeping left arm straight, cup right hand around left</li> <li>○ Gently use right hand to bend left wrist in towards your forearm</li> <li>○ Hold 5-10 seconds</li> <li>○ Switch hands and repeat</li> </ul>		<u>Tennis Elbow Stretch</u> <ul style="list-style-type: none"> <li>○ Extend arms in front of you at shoulder height, palms down</li> <li>○ Bend elbows to 90 degrees</li> <li>○ Make a fist with both hands</li> <li>○ Slowly straighten both hands</li> <li>○ Slowly straight arms at elbows, then relax hands; repeat</li> </ul>	
<h2>Lower Body Stretch</h2>			
<ul style="list-style-type: none"> <li>○ While seated, place both hands around the back of your thigh</li> <li>○ With knee bent, pull your leg toward your chest, leaning forward slightly to touch chest to knee</li> <li>○ Hold 5 seconds, rotating your ankle in a circular motion</li> <li>○ Relax, resuming upright seated position</li> <li>○ Repeat 3 times, then switch legs</li> </ul>			