

## WorkWell — Healthy Habits at Work

Creating healthy habits that you incorporate into your day is an essential component to living a healthy life. Once you develop a habit, you don't have to think about making that healthy decision continuously or rely on willpower. It will become automatic. Your habits may be different than those of your coworker; the key is to find a few that fit into your day and help you reach your individual goals.

- Take time to get to know your co-workers. People with a strong social network and support system are better able to manage stress.
- Keep a pair of walking shoes at your desk so you never have an excuse not to take a walk (better yet, wear comfortable shoes every day!)
- Have an Ergonomics assessment completed to avoid discomfort due to your office environment. Contact the campus ergonomist to set up an appointment today!
- Try creating a standing workstation space in your area so you can periodically stand throughout the day. It doesn't need to be fancy; it could be a simple file box sitting on your desk. Just make sure it is stable and secure.
- Research shows that an organized office increases productivity and motivation. If your desk is cluttered and messy, take a few minutes each day or week to organize your workspace.
- Office desks are really dirty places! Unless you regularly disinfect them, your keyboard, computer mouse, and phone are covered in germs. Keep some disinfecting wipes at your desk to wipe down your surfaces on a weekly basis. (Maybe right after you tidy your workstation.)
- Spend all day working at a computer? Your eyes need a break too. When you get up to take a short walk around the office, make sure you focus your eyes on something far away and look side to side.
- When you talk on the phone, avoid cradling the phone between your ear and neck. Try using a headset or the speaker phone instead (and stand up too).
- Your muscles get tight from sitting in one position all day. Do some stretches at your desk.

## WorkWell — Checklist for Posture & Practices

In addition to having the proper equipment, maintaining good posture and adopting healthy work habits help keep you comfortable at work and reduce your risk of injury. To evaluate your postural and behavioral practices, please check all of the following that apply to you:

- I take short hourly breaks
- I leave my desk at lunchtime
- I rest my eyes regularly when working on the computer
- I stretch throughout the day
- I avoid forward head posture and keep my ears over my shoulders
- I sit upright and do not slouch or lean forward
- I sit back in my chair rather than perch on the edge of my seat
- I rest my feet on the ground or a footrest, not on the base of my chair
- My hands “float” when I type or mouse
- I keep my mouse and keyboard close to avoid reaching
- I relax my hands when I am not actively typing or using the mouse