



Good Office Mechanics

HEAD:

Head back, Chin tucked
Ears, shoulder and hip aligned.

NECK:

Use headphones, Do not cradle phone between head and shoulder!

ELBOWS:

At sides – slightly more than a 90 degree bend.

CHAIR:

Fully adjustable with lumbar support in the small of the back.

EYES:

Level with top 1/3 of the computer screen.

DOCUMENT HOLDER:

Adjacent to and at the same height as monitor.

KEYBOARD:

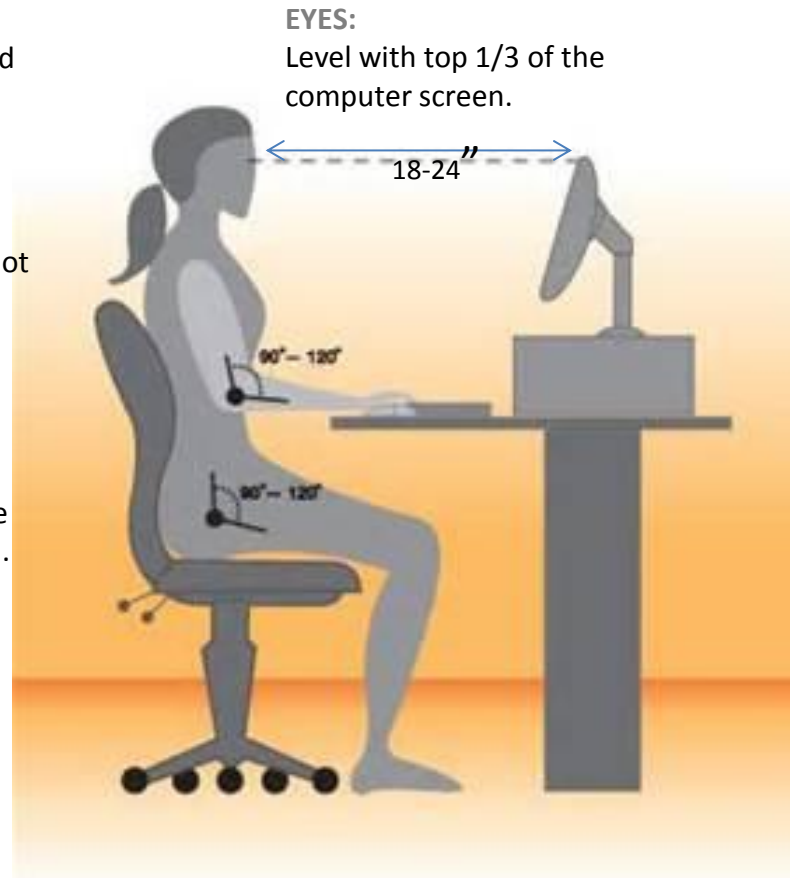
Same height as the elbows with wrists slightly bent.
Use gentle keystrokes.

MOUSE:

Adjacent to and at same height as the keyboard.

CHAIR HEIGHT:

Hips slightly more than 90 degrees, feet flat on the floor.

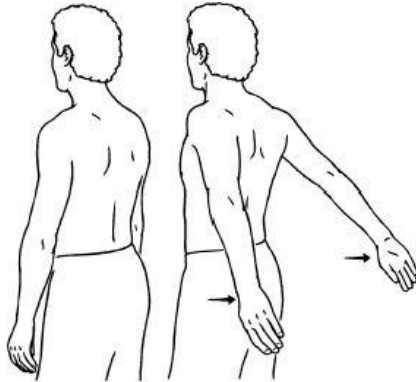


Remember to change your position & move every 30 minutes!



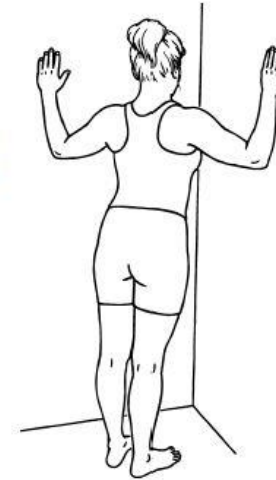
Office Shoulder & Neck Exercises

Extension (Standing)



Bring arms straight back as far as possible without pain.
Repeat 15 times per set.

Corner Stretch



Standing in corner with hands just above shoulder level lean forward until a comfortable stretch is felt across chest. Hold 45 seconds.

Repeat 3 times per set.

Upper Trapezius Stretch

Gently grasp side of head while reaching behind back with other hand. Tilt head away until a gentle stretch is felt. Hold 45 seconds.



Repeat 3 times per set.

Scapular Retraction:
Elbow Flexion (Standing)

With elbows bent to 90°, pinch shoulder blades together and rotate arms out, keeping elbows bent.

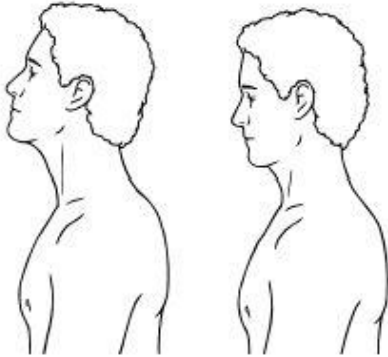


Repeat 15 times per set.



Office Shoulder Exercises

Chin Tucks against a wall.



Lean against wall. With fingers supporting chin, and head in relaxed posture, gently nod head while applying resistance with fingers. Do not bend head forward to complete the motion. Hold for 5 seconds.

Repeat 10 times per set.

Pectoralis Major Stretch



Stand at end of wall or in doorway facing perpendicular to wall. Place inside of arm on surface of wall. Turn body away from positioned arm. Upper chest becomes more stretched with arm lower. Lower chest and pectoralis minor become more stretched with arm placed higher.

Hold for 45 seconds. Repeat 3 times