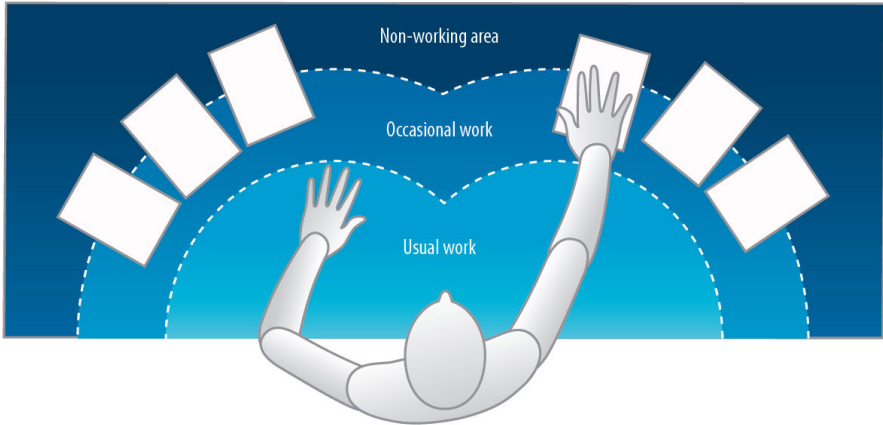




# Work Areas

How to organize your work environment



Arrange objects around your computer to decrease the distance you have to reach for them. This minimizes strain on your back, neck, and shoulders.

- **Usual Work Area**

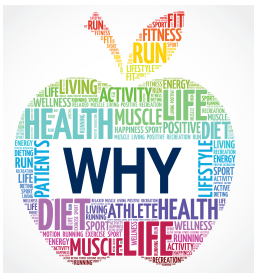
The area from your elbow to your hand. Objects used most frequently. Examples may include mouse and keyboard.

- **Occasional Work Area**

The area within an arms reach. Objects used frequently but not needed at all times.

- **Non-working Area**

The area outside an arm's reach. Objects used least often.



## Why Does it Matter?

- Sitting in a slumped posture puts increased strain on your spine, including the ligaments, muscles, discs, vertebrae and nerves.
- Using upright posture with a neutral spine position minimizes the strain to your back, neck and shoulders.

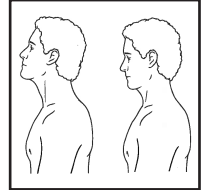
# The Simple Six

## Quick Desk Exercises

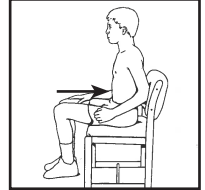
Incorporate these exercises during your day to promote a neutral spine and relieve strain/tension.

- **Start exercises by sitting with upright posture (see page 1).**
- **Complete each exercise slowly.**
- **No exercise should cause pain. Complete in a pain-free range.**
- **Do each exercise 5-10 times/day.**

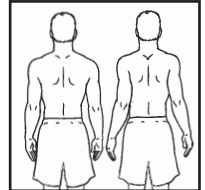
**1) Chin Tuck:** Bring chin straight back while keeping eyes looking forward and head/ears level as if you are making a 'double chin'. Hold 5 seconds. Relax. Repeat 5 times.



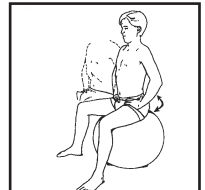
**2) Ab Set:** Tighten abdomen muscles by pulling belly button up and in toward spine. Keep muscles tight for 5 seconds. Relax. Repeat 5 times.



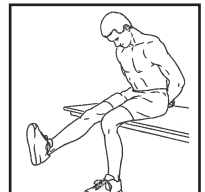
**3) Scap Set:** While seated, gently pull shoulder blades down and together without arching your lower back. Hold 5 seconds. Relax. Repeat 5 times.



**4) Pelvic Clock:** Slowly rotate pelvis up and arch back. Then tighten stomach muscles and slowly rotate pelvis downward. Repeat 5-10 times each way. Hold each position 1-2 seconds.



**5) Hamstring Stretch:** Sitting with upright posture, place heel on floor with toes pointed upward and knee straight. Keeping back straight, lean forward until stretch is felt in back of thigh. Hold 30 seconds, repeat 2-3 times each leg.



**6) Trunk Extension:** Stand with hands on hips and slowly bend backward, hold 1-2 seconds. Return to starting position, repeat. Repeat 5-10 times.

