

OFFICE STRETCHES

MAKE
"TAKING CARE
OF YOURSELF"
A PRIORITY

GENERAL OFFICE GUIDELINES

Blink

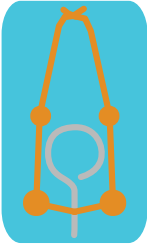
You blink less when looking at a monitor, so consciously try to blink more regularly.

Focus Change

Throughout your day make sure to look away from your screen to objects at varying distances.

BACK

OVERHEAD



EXECUTIVE



FEET

FOOT ROTATION



TOE POINTS



SHOULDER

SHOULDER ROTATION



SHOULDER SHRUG

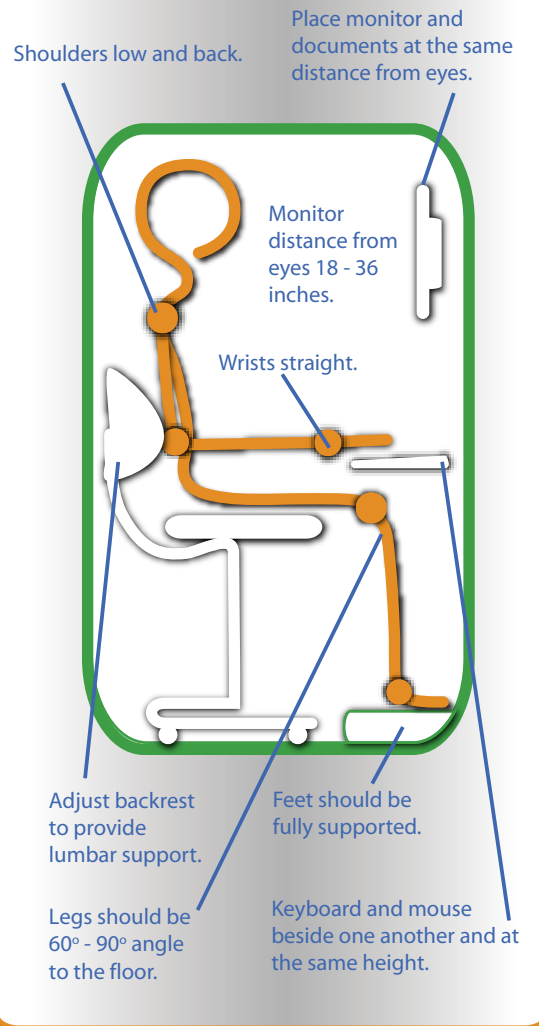


HANDS

FINGER STRETCH



HANDSHAKE



Are you
doing the
same task for
long periods of time?

- Do these exercises **every 45 minutes**.
- Do not rush them. Take your **time**.
- Remember to **breathe**. Breathing reduces fatigue.
- Hold stretch to the comfort point for a **count of 10**.
- Maintain good **posture** while stretching.
- Discontinue a stretch that causes abnormal **discomfort**. (Initial tension should lessen with a stretch not increase.)