

## GET UP AND MOVE!

### Simple Tips for Primary Sitting or Standing Work Settings

1. General Guidelines: Change position 3-5 minutes of every hour you are doing sustained sitting or sustained standing.
2. Ideas to keep you moving during the day:
  - Walk down the hall to talk to a peer versus emailing.
  - Take the stairs to and from your workspace at beginning and end of the day and at breaks.
  - Instead of eating lunch at your desk, find and walk to a different location of interest.
  - Schedule “stand up breaks” in meeting agendas.
  - Find a walking buddy to help encourage one another to move at breaks and before or after work.
  - Turn informal conversations in to an opportunity to “walk and talk” or try using a phone headset and walk while you talk at home or work.
  - Place the printer across the room.
  - Think of phone call as an opportunity to practice balance; stand-up and balance on one foot then the other.
  - Engineer activity into your day by looking for “work cycles” as natural times to take stretch breaks or change positions.
  - Use a laptop, iPad, or tablet in standing. Place the item on a shelf, on top of a bookcase or any other surface that is about elbow height. Use for 15-30 minute periods as a change in position.
  - If you read books, magazines or other paperwork, place the reading materials on a tilted holder on a shelf or podium that is slightly above elbow height.
3. Remind yourself to move more:
  - Set up an Outlook Calendar recurring hourly meeting to get reminders on your monitor screen for stretch breaks or set an alert on your smart phone.
  - Place 6-10 sticky notes on the side of your screen and remove one every time you stretch or change position.