

Workstation Guidelines For Standing and Sitting

1. Find different comfortable positions and move through them during the day.
2. For optimal movement it is recommended to sit for 20 minutes, stand for 8 minutes and stretch for 2 minutes during the workday. (Dr. Alan Hedge, Cornell University)
3. Take time to learn how to adjust your chair to get a proper fit and assist with changing your position during the day.
4. To reduce stress in the back while standing, you may alternate foot placement using a foot rest if available.
5. If you feel discomfort in your legs or feet from extended standing, listen to your body, and sit down.
6. Give your eyes a break by looking away from the monitor. Look 20 feet away (across the room or out the window) every 20 minutes for 20 seconds.

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