

Office Ergonomics Workstation Tips

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.
- 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.

What We're Looking For:



