

QUICK AND EASY TENSION BUSTERS

There are many factors that can lead to feelings of muscular tension and fatigue at the end of a workday. Designing your workstation to be ergonomically safe is one step to take to avoid tension and fatigue. However, no workspace arrangement or equipment will eliminate problems if your body is not correctly positioned and cared for. By incorporating the strategies listed below, you can help reduce the possibility of ending your day with tired, tense muscles.

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| Add movement to your day: | <ul style="list-style-type: none">-stop frequently during the day and perform simple desk stretches-extend your legs while seated at your desk-point and flex your toes, rotate your ankles-walk to the printer, copier, water fountain-stand up while talking on the phone |
| Alternate work tasks | <ul style="list-style-type: none">-alternate computer work with filing, copying, writing, phone calls, etc.-try to rotate work tasks as much as possible |
| Shift positions frequently | <ul style="list-style-type: none">-find a few comfortable positions and alternate them-alternate sitting and standing |
| Keep your eyes healthy | <ul style="list-style-type: none">-have regular eye exams-practice the 20/20 rule: every 20 minutes, focus on an object 20 feet away-blink frequently to keep eyes lubricated |
| An arm's reach is an easy reach | <ul style="list-style-type: none">-keep frequently used items within an arm's reach |
| Get plenty of exercise | <ul style="list-style-type: none">-exercise aerobically to improve circulation-avoid repeating the same movements used at work while at home |