Make MINI BREAKS a Part of Your Daily Routine

It is important to take short breaks to stretch. Incorporating some of the following stretches into a daily routine of mini breaks every hour will get your blood moving and relieve muscle tension. Always remember to report any work-related pain or discomfort to your supervisor.

Shoulder shrug: Move shoulders up, hold and relax.

Shoulder roll: Roll shoulders up and back, hold, then switch directions.

Small arm circles: Move arms in small circles from the shoulder, then switch directions.

Hand stretch: Make fists and hold. Open hands wide. Repeat movement to the front, sides and above head.

Wrist stretch: Gently bend your wrist upward and then downward and hold it.

Neck stretch: Hold top of head and bend your neck gently to the side and hold. Switch sides.

Rotation stretch: Reach arms high above head and rotate as the hips in both directions.

Backward bend: Place hands on hips and bend your back, shoulders and head backward.

Hand and Wrist Exercises: Perform the exercises in cycles of five—both hands at the same time. Repeat the cycles three to four times per day.

This guide is intended for general information purposes only and does not constitute medical, legal or coverage advice on any specific matter.
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YOUR GUIDE

A Comfortable Workstation

Minnesota Counties Intergovernmental Trust

Your Posture

While seated at your workstation, your posture should be relaxed and comfortable.

Review and Adjust

- ☐ Head and neck upright and straight when using phone
- ☐ Ears, shoulders and hips aligned, maintaining the back's natural curves
- ☐ Shoulders relaxed
- ☐ Elbows close to your body
- ☐ Forearms parallel to the floor
- ☐ Wrists straight
- ☐ Knees even with or slightly lower than your hips, creating a 90 degree to 110 degree angle

Your Chair

Your chair has a number of adjustments to help support good posture. Familiarize yourself with these features. A properly adjusted chair can help prevent back and neck pain, circulation problems and fatigue.

Review and Adjust

- ☐ Chair height adjusted so your forearms and thighs are parallel to the floor
- ☐ Lower back fully supported (use extra lumbar support if necessary)
- ☐ Armrests used only to help you get out of your chair, not to lean on while you are working
- ☐ At least 1 to 2 inches between the front of the seat and the back of your knees
- ☐ Feet resting comfortably on the floor or a footrest

Your Work Space

Proper positioning of your workstation can help reduce reaching and straining.

Review and Adjust

- ☐ Monitor directly in front of you at about arm's length
- ☐ Top of screen at or slightly below eye level
- ☐ No glare on the monitor
- ☐ Copy stand at same height and distance as screen
- ☐ Wrist rest, if necessary, to support your wrists and keep them straight (do not rest wrists while typing)
- ☐ Mouse is adjacent to and level with the keyboard
- ☐ Objects you use frequently within easy reach

IF YOU USE DUAL MONITORS, POSITION THEM SO THE SCREEN YOU USE MOST FREQUENTLY IS MORE DIRECTLY IN FRONT OF YOU. IF YOU USE BOTH MONITORS EQUALLY, POSITION THEM SO YOUR LINE OF SIGHT IS EQUAL BETWEEN THEM.