

Take your full **lunch break** and get away from your desk - and preferably the building. Go for a **walk** at least once a week, or sign up for a lunchtime class, like aerobics, dance or martial arts.

> Do some **easy exercises** every hour or so, like bicep curls with a small water bottle.

Keep your office **well-lit** and set the right temperature - don't waste your body's energy being too hot or cold.

• Don't **wedge** the telephone between your ear and shoulder.

Regularly sit up tall and take **deep breaths** to refresh all the air in your lungs.

Vary your tasks to give your body a range of postures.

Don't skip meals and do drink water regularly keep a 750ml bottle on your desk and try to refill it at least three times a day.

Strike a sensible **balance** between sitting still, standing, and moving around. Sit facing straight ahead, feet flat on the floor or a footrest, with your legs **uncrossed**.

Seek advice and treatment for suspected health problems **early**. Where possible, use office equipment like water fountains or photocopiers on a **different** floor.

Be strict with yourself about taking **regular** micro-breaks from your desk or PC. Take the **stairs**, not the lift.



