



Advanced Spinal Fitness

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Tips for Office Fitness

- **Move the wastebasket to a different spot every day (never within easy reach)**
- **Place the phone console on the far side of the desk (but make sure this varies in position regularly)**
- **If you are right handed, answer the phone with your left hand**
- **When possible take calls standing up**
- **When put on hold, inhale and exhale deeply using your diaphragm for the duration of the visit**
- **Make a point to stand when a colleague enters your work area to conduct a conversation**
- **Stand at the end of each discrete task**
- **Change the height of your desk chair every day**
- **Switch the style of desk as often as possible**
- **Change your monitor position morning and afternoon**
- **Raise and lower keyboard daily**
- **Rearrange furniture in your work area at least once a month**
- **Place frequently used materials on the bottom shelf of a book case**
- **Use a restroom that is upstairs, downstairs or in an inconvenient spot**
- **Take a walk for half your lunch, or go to the gym to work out**
- **When the boss isn't looking lean back and put your feet on the desk**