

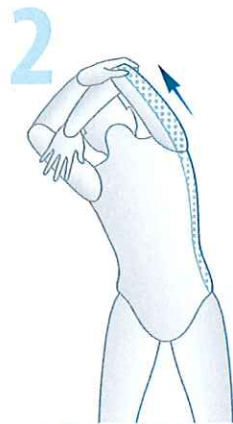
# OFFICE SET-UP CHECKLIST

## COMPUTER & DESK STRETCHES (Approximately four minutes)

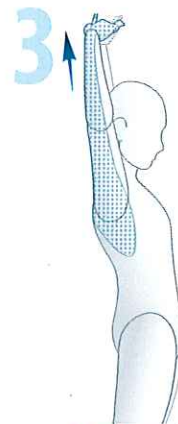
Sitting at a computer for long periods often causes neck and shoulder stiffness and, occasionally, lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You'll feel better!



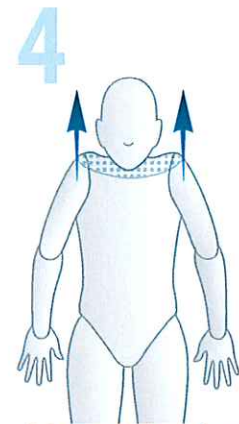
10-20 seconds, two times



8-10 seconds, each side



15-20 seconds



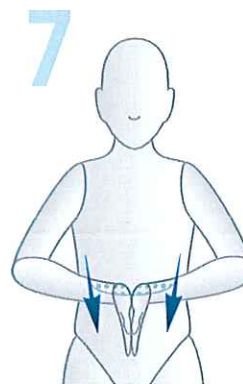
3-5 seconds, three times



10-12 seconds, each arm



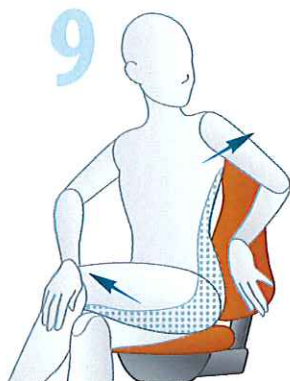
10 seconds



10 seconds



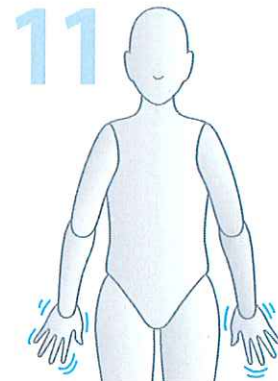
8-10 seconds, each side



8-10 seconds, each side



10-15 seconds, two times



Shake out hands, 8-10 seconds