

# Office Worker Health Guide

This playbook provides a systematic approach for individuals with sedentary office jobs to mitigate the adverse health effects of extended periods of sitting and excessive screen time. It outlines key preventive strategies and daily routines aimed at promoting physical health and wellness.

## Step 1: **Ergonomic Setup**

Adjust your workspace to promote good posture and minimize strain. Ensure your chair supports your lower back, your computer monitor is at eye level, and your keyboard and mouse are positioned to keep your wrists straight.

## Step 2: **Frequent Breaks**

Set a timer to remind yourself to stand up and move every 30 minutes. Short breaks to stretch or walk around help stimulate circulation and reduce muscle stiffness.

## Step 3: **Eye Care**

Every 20 minutes, follow the 20-20-20 rule: look at something 20 feet away for 20 seconds to reduce eye strain. Adjust screen brightness and use anti-glare screens if necessary.

## Step 4: **Daily Exercise**

Incorporate at least 30 minutes of moderate exercise into your daily routine. This could include brisk walking, jogging, cycling, or any activity that increases your heart rate.

## Step 5: **Healthy Diet**

Maintain a balanced diet rich in fruits, vegetables, lean proteins, and whole grains. Stay hydrated and limit the intake of sugary snacks and high-calorie beverages.

## Step 6: **Proper Hydration**

Keep a water bottle at your desk and drink water throughout the day. Aim for 8 glasses or approximately 2 liters of water daily to stay properly hydrated.

## Step 7: **Stress Management**

Use relaxation techniques such as deep breathing, meditation, or yoga to manage work-related stress. Taking short mental breaks can also be refreshing and improve productivity.

## Step 8: **Regular Check-ups**

Schedule annual medical check-ups to monitor your health. Regular screenings can help detect potential health issues early and provide peace of mind.

# **General Notes**

## **Variety in Movement**

Change your working position regularly to avoid maintaining the same posture for long durations. Alternate between standing and sitting if possible.

## **Workspace Lighting**

Ensure adequate lighting in your workspace to prevent eye strain. Position lights to reduce glare on your screen and create a comfortable working environment.

## **Engage in Social Activities**

Social interaction and laughter are beneficial for mental health. Engage with colleagues during breaks and participate in social activities outside of work.