

Work Well—Healthy Habits at Work

Creating healthy habits that you incorporate into your day is an essential component to living a healthy life. Once you develop a habit, you don't have to think about making that healthy decision continuously or rely on willpower. It will become automatic. Your habits may be different than those of your colleagues; the key is to find a few that fit into your day and help you reach your individual goals.

- Take time to get to know the people you work with. People with a strong social network and support system are better able to manage stress.
- Keep a pair of walking shoes at your desk so you never have an excuse not to take a walk.
- Try creating a standing workstation space in your area so you can periodically stand throughout the day.
- Research shows that an organized office increases productivity and motivation. If your desk is cluttered and messy, take a few minutes each day or week to organize your workspace.
- Keep some disinfecting wipes at your desk to wipe down your area on a weekly basis.
- Spend all day working at a computer? Your eyes need a break too. When you get up to take a short walk around campus, make sure you focus your eyes on something far away and look side to side.
- Avoid cradling the phone between your ear and neck. Use a headset or speaker phone instead.
- Your muscles get tight from sitting in one position all day. Visit www.healthycampus.ucr.edu for some stretches that you can do at your desk.

Healthy Work Habits Checklist

Maintaining good posture and adopting healthy work habits help keep you comfortable at work and reduce your risk of injury. To evaluate your postural and behavioral practices, please check all of the following that apply to you:

- I take short hourly breaks
- I leave my desk at lunchtime
- I rest my eyes regularly when working on the computer
- I stretch throughout the day
- I avoid forward head posture and keep my ears over my shoulders
- I sit upright and do not slouch or lean forward
- I sit back in my chair rather than perch on the edge of my seat
- I rest my feet on the ground or a footrest, not on the base of my chair
- I keep my mouse and keyboard close to avoid reaching
- I relax my hands when I am not actively typing or using the mouse

How did you do? Most people could find ways to improve their work habits to be healthier. Review your answers and discuss strategies on how to improve your scores.