

## Stand and Move

### Subject: Stand and Move: Week 1

Subject: Welcome to a new way to work!



Welcome to you and your new sit/stand desk. This is a good week to just assess how it feels to stand some and what adjustments you might like made to your overall workspace.

#### The best position is the next position

Let your mantra be “the best position is the next position”. Having an adjustable-height computer desk does NOT mean you should stand all day. Get used to alternating between sitting and standing (and walking) throughout your day. Eventually it would be great to not sit for more than 4 hours per day.

Consider moving more in the following 3 ways:

1. Shift positions often
2. Take a mini-break (1-2 minutes) every 30 minutes.
3. Take a substantial break (1-5 minutes) every hour.

Contact facilities with concerns, comments, or changes you might need to make your sit/stand desk work for you!

### Subject: Stand and Move: Week 2

#### Don't Sit So Much!



Scientists are beginning to understand the hazards of sitting. In fact, a new field of study is emerging called *sedentary physiology*. Even if you exercise regularly, sitting for a long period of time appears to be an independent contributor to cardiovascular disease, back pain, metabolic syndrome, hypertension, obesity and type 2 diabetes.

### Subject: Stand and Move: Week 3

Hi! Congratulations for adding more standing to your workday for the last 2 weeks!



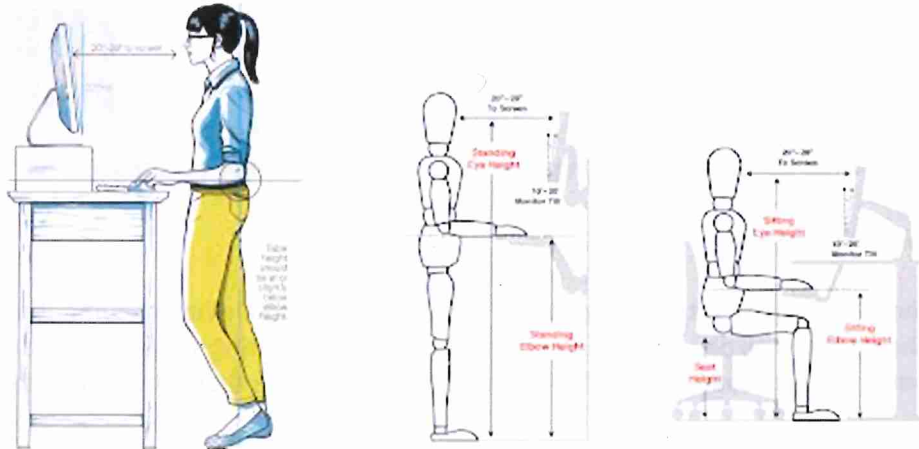
Here are two ideas to consider this week:

#### 1. The Ergonomics of Standing

Here is some info on proper standing positions.

Remember always, the best position is the next position, so shifting between feet, and between sitting and standing is the best position.

Table height should be at or slightly below the elbow  
20-28" to screen



## 2. Use Your Village

You have probably heard the saying that it takes a village to raise a child. Changing a behavior, such as moving from always sitting at your desk to sitting and standing, may take social support to achieve and maintain.

Whether at work or at home, you likely have a social network of coworkers, friends and family who would be proud to help you reach your goal.

Here are some ways to consider for building support around your goal to stand and move more:

- Set up a recurring walk or stretch break with a coworker.
- Tell someone your goal and ask them to check in with you once a week.
- Ask someone to join you in meeting your goal each week-inspire positive change in others!
- Use a social network site-blog your progress and gain from others' experiences.

### Connect to more:

Livestrong: <http://www.livestrong.com/>

SpartPeople: <http://www.sparkpeople.com/>

### Subject: Stand and Move: Week 4

Wow, 4 weeks into your sit/stand desk.

Please feel to contact Facilities with any questions or tips.



## Subject: Stand and Move: Week 5

Hi! Welcome to Week 5!

Thanks again for being a leader in the movement to stand while you work.

Here's another way to reap the benefits of moving more...



### Walking Meetings

“Thinking, talking, and walking are inextricably linked through history. It is only a recent idea that we meet around tables, seated in chairs.”

(Source: Feet First)

Walking while you meet can lead to fresh perspectives; generate new ideas; refresh the mind, body and soul; and build rapport with your co-workers as well as with people you may not know well.

### Connect to more:

Feet First's Guide to Walking Meetings : <http://feetfirst.org/walks/walking-meetings>

Please feel to contact Facilities with any questions, or tips you may have for other sit/stand users.

## Subject: Stand and Move: Week 6

### Other Ways to Move More

Shift positions often:

- Alternate tasks.
- Stand when you receive a phone call or sit if already standing.
- Set a reminder on your calendar or email.
- Consider different parts of your desk to be designated to certain job tasks to move between tasks.

Take a mini break (1-2 minutes) every 30 minutes:

- Stretch.
- Walk to throw your trash away.
- Walk to get and drink water.
- Use the restroom on another floor.

Take a substantial break (1-5 minutes) every hour or two, always move during break time:

- Take the stairs.
- Take small meetings standing or walking.
- Walk around the floor or building. If nice outside, go out and take a deep breath.
- Walk before or after or during lunch.



**Subject: Stand and Move: Week 7**

Welcome to Week 7

Thanks again for being a leader in the movement to stand while you work.

If you would like your workstation adjusted or removed, please contact Facilities.

Thanks again. Be your best,

