

WorkWell — 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 coworker; 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 your co-workers. 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 (better yet, wear comfortable shoes every day!)
- Have an Ergonomics assessment completed to avoid discomfort due to your office environment. Contact the campus ergonomist to set up an appointment today!
- Try creating a standing workstation space in your area so you can periodically stand throughout the day. It doesn't need to be fancy; it could be a simple file box sitting on your desk. Just make sure it is stable and secure.
- 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.
- Office desks are really dirty places! Unless you regularly disinfect them, your keyboard, computer mouse, and phone are covered in germs. Keep some disinfecting wipes at your desk to wipe down your surfaces on a weekly basis. (Maybe right after you tidy your workstation.)
- Spend all day working at a computer? Your eyes need a break too. When you get up to take a short walk around the office, make sure you focus your eyes on something far away and look side to side.
- When you talk on the phone, avoid cradling the phone between your ear and neck. Try using a headset or the speaker phone instead (and stand up too).
- Your muscles get tight from sitting in one position all day. Do some stretches at your desk.

WorkWell — Checklist for Posture & Practices

In addition to having the proper equipment, 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
- My hands “float” when I type or mouse
- I keep my mouse and keyboard close to avoid reaching
- I relax my hands when I am not actively typing or using the mouse

EatWell — Healthy Eating at Work

Roughly half of your weekly meals are consumed during the time you spend at work. Set yourself up for success and make eating healthy a little bit easier even when you are at work. When a snack attack hits at 3 pm, will you be ready?

- Think ahead! If you have nothing else to eat and are hungry, you will get the candy bar out of the vending machine. Choose the marked healthy items in the vending machines.
- Keep popcorn, dried fruit, nuts, or jerky in your desk for easy, healthy snacks that won't spoil quickly.
- But put it away and maybe up high! Research shows that having food sitting in plain sight may lead to eating more, even when you are not hungry.
- Consider keeping some perishable items in the office fridge: yogurt, cheese, and fruit are all great options.
- Bring a reusable water bottle to leave in your office. When you are thirsty, fill it at the fountain instead of grabbing a soda out of the vending machine. Maybe even fill it up in an adjacent building for a few extra steps.
- If you eat at your desk, pay attention to what you put in your mouth. Mindless eating while multi-tasking can lead to overeating without even realizing it.
- Bring your lunch to work. When you plan ahead and pack a lunch before you are hungry, you are more likely to make healthy choices.
- Think about food safety, keep your lunch in the office refrigerator or in an insulated lunch sack to keep your lunch from becoming a bacteria haven.

Healthy options include:

Breakfast	Lunch	Snacks
fresh fruit	vegetable soup (ex. tomato basil, minestrone)	fruit
whole grain bagel thin/toast with peanut butter	romaine or spinach salad	baby carrots
yogurt *	turkey, tuna, or chicken sandwich on whole grain bread/wrap	cheese and crackers
Special K breakfast bar	pasta salad with vegetables	nuts
oatmeal with fruit and nuts	chicken and vegetables	trail mix (no M&M's)
egg sandwich on whole grain bread (no bacon)	leftovers from dinner	popcorn
		yogurt*

*Be careful of the sugar content in yogurt. Yogurt that is packed with sugar is sometimes more like a dessert than a healthy breakfast choice. Aim for 12 g of sugar per 6 oz. container.

FitWell – Move More at Work

One study found that sitting for 11 or more hours each day increased the risk of death by 40%, regardless of any other activity during the day. Unfortunately, even a daily trip to the gym can't undo the effects of an entire day spent sitting. To keep your body functioning properly, you need to move your body in a variety of ways all through the day.

- Stand up to do some tasks. Need to take notes or brainstorm, try standing up.
- Stretch and move during conference calls and webinars.
- Use your cell phone and a set of headphones to walk around campus during a conference call.
- Use the stairs instead of the elevator.
- Attend fitness sessions close to your office. Many campuses offer 30 minute classes that fit conveniently into your lunch schedule.
- Try a walking meeting. Not all meetings need to happen in an office. Creative and brainstorming meetings can be more successful while your body is moving.
- By drinking the minimum eight glasses of water a day, you'll be back and forth from your desk to the water fountain to the bathroom.
- Take breaks and move. You should spend at least 3-4 minutes moving for every hour you spend sitting at your desk.
- Stand while talking on the phone.
- Don't keep a printer in your office. Print to a printer down the hall so you can get up and move.
- Take stairs every chance you get and walk to meetings instead of driving. Many times you can walk quicker than driving to a meeting (we all know parking can be hard to come by).
- Stretch your shoulders, neck and back throughout the day to overcome some tightness from typing on a computer all day.
- Find a walking partner to make walks fun and create accountability!

BeWell – Stress Management at Work

While there is no way to remove ALL of the stress from work, you can take some daily steps to help lower and manage the stress from your job.

- Connect with others in your office and around campus. Developing friendships with co-workers can help you better manage the negative effects of stress.
- If you see the downside of every situation and interaction, you'll find yourself drained of energy and motivation. Try to think positively about your work and avoid negative co-workers.
- In stressful moments, give yourself a 2-minute break from what is bothering you and focus instead on your breathing. Sit up straight, close your eyes, and put one hand on your belly. Slowly inhale through your nose and out your mouth. Try to make your hand on your belly raise and lower.
- A good belly laugh does more than distract you from your stress; it helps you better able to manage it. Laughing lowers your body's stress hormones while increasing chemicals that boost your mood. Have you laughed today?
- Not only does a clean desk help increase your productivity and motivation, but can relieve stress. Spending a little time to get organized can save you time and unnecessary stress.
- Take a few movement breaks throughout the day. Movement gives the body a chance to practice dealing with stress. It forces the body's systems - all of which are involved in responding to stress - to communicate more closely than usual. The more sedentary we get, the less efficient our bodies are in responding to stress.
- Keep a simple stress ball on your desk for those times when stress gets out of hand. It lets you fiddle while your mind wanders, which is good for your hands and wrists as well as your stress level.
- Get other points of view. Talk with trusted colleagues or friends about the issues you're facing. They might be able to provide insights or offer suggestions for coping. Sometimes simply talking about a stressor can be a relief.
- Have an outlet. Set aside time for activities you enjoy — such as reading, socializing or pursuing a hobby.