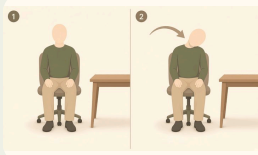


Move at Work

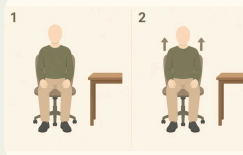
Up every 30 to 60 minutes. Two or three minutes at a time. No sweat, no floor, work clothes are fine.

Healthy Everyday

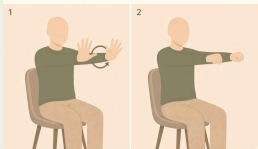
Desk stretches (1 = start, 2 = finish)



1. Neck. Sit tall. Slowly tip your ear towards your shoulder. Hold for 3 breaths. Swap sides. Then gently tuck your chin, like a small nod. Do this 3 times.



2. Shoulders. Lift your shoulders up to your ears, then let them drop. Do this 5 times. Then squeeze your shoulder blades together for 5 seconds, 3 times.



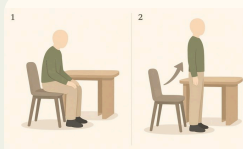
3. Wrists and hands. Hold your arms out in front. Circle your wrists 5 times each way. Spread your fingers wide, then make a soft fist. Do this 5 times. Shake your hands loose.



4. Back and hips. Stand up. Put your hands on your hips and gently circle your hips 5 times each way. Then sit, cross one ankle over the other knee if it's comfortable, sit tall, and hold for 3 breaths. If it feels good, lean forward a little from your hips. Keep your back long. Swap.



5. Calves and ankles. Stand behind your chair and hold it. Rise up onto your toes, then lower slowly. Do this 10 times. Sitting down, circle each ankle 5 times each way.



6. Chair stands. Sit near the front of your chair (one that won't roll). Stand up, then sit down slowly. Do this 5 to 8 times. Use the desk to help if you need to.

Easy habits for the day

- **Up every 30 to 60 minutes.** Set an hourly nudge on your phone or computer. When it goes off, stand up and move for 2 minutes.
- **Stand for phone calls.** Stand up when the phone rings. Walk about if you can.
- **Walk to talk.** Got a quick question for someone nearby? Walk over and ask, instead of sending an email.
- **Water-refill walks.** Use a small glass or bottle, so you get up more often to fill it. Use the kitchen furthest away.
- **Take the stairs.** Take the stairs for a floor or two. Or get out of the lift one floor early.
- **Walking meetings.** For a one-on-one or a short catch-up, walk and talk. Outside if you can.
- **A 10-minute lunch walk.** Eat away from your desk, then walk for 10 minutes. Fresh air and daylight help the afternoon.
- **Rest your eyes: 20-20-20.** Every 20 minutes, look at something about 20 feet (6 metres) away for 20 seconds.

9 am

Settle in

Before you open your emails: shoulders and neck, 2 minutes. Fill your water.

11 am

Get-up break

Stand, march on the spot for a minute, wrists and hands. Water refill walk.

12:30 pm

Lunch walk

Eat away from your desk. Then a 10-minute walk, outside if you can.

2 pm

Afternoon lift

Chair stands and calves. Take your next call standing up.

4 pm

Wind down

Back and hips, neck, and 20-20-20 for your eyes. Take the stairs on the way out.

Team challenge (optional)

- Optional, and just for fun. Nobody has to join.
- Count only minutes moved, or work breaks taken. Nothing personal, ever.
- Each person keeps their own count, and only shares a total if they want to.
- Try it for 2 or 4 weeks. Set a team goal together, e.g. 10,000 minutes in a month.
- Celebrate the team, not the winner: a shared lunch or a walk together at the end.

Tick it off

Each break, tick a box:



Or use the "Work breaks today" counter in your private move log.