



Ergo Challenge

3-week challenge



Welcome to the Ergo Challenge!

Overview: Join our three-week Ergo Challenge designed for office workstation employees to learn and adopt practices that reduce physical stress on their bodies. Each week focuses on a different aspect of ergonomic health with daily tasks to complete. In Week One, employees will optimize their desk setup and improve posture. Week Two emphasizes the importance of movement and regular breaks to alleviate strain. Finally, Week Three is dedicated to establishing long-term healthy habits that promote ongoing well-being. By participating in this challenge, employees will gain valuable knowledge and practical skills to enhance their comfort and productivity at work.

Your Goal: Simply check off the tasks you complete each week. You will earn a prize raffle ticket for every task you've checked!





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Week One: Desk Setup and Posture

Day 1: Assess Your Desk

- Check the height of your chair, desk, and monitor. Make sure your screen is at eye level, and your feet are flat on the ground. *(see pg. 7 & 8 for details on neutral posture)*
- Take a photo of your current setup.

Day 2: Ergonomic Adjustments

- Adjust your chair height so your thighs are parallel to the floor and your feet are flat on the ground.
- Ensure your monitor is directly in front of you at eye level. *(see pg. 7 & 8 for details on neutral posture)*

Day 3: Keyboard and Mouse Position

- Position your keyboard and mouse so your elbows are at a 90-degree angle and close to your body.
- Use a wrist rest if needed.

Day 4: Posture Check

- Set a timer to remind you to check your posture every hour. Sit up straight with your back against the chair, shoulders relaxed, and arms at your sides.

Day 5: Stretch Break

- Take a 5-minute break every hour to stretch. Focus on neck, shoulder, and back stretches.

Give yourself 1 point for every blue box you've checked this week.

Add that number up here _____

Earn a prize raffle ticket for every blue box you check



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Week Two: Movement and Breaks

Day 1: Stand Up and Move

- Stand up and walk around for at least 5 minutes every hour.
- Try a standing desk if available.

Day 2: Stretch Routine

- Follow a [guided stretching routine](#) focusing on office-friendly stretches. (See pages 5 & 6)

Day 3: Exercise at Your Desk

- Incorporate [desk exercises](#) like leg lifts, seated marches, and seated twists.
- If accessible, utilize an under-the-desk seated peddler or take a stroll on a walking pad.
- Do 3 sets of each exercise throughout the day.

Day 4: Eye Care

- Follow the 20-20-20 rule: Every 20 minutes, look at something 20 feet away for at least 20 seconds.
- Adjust screen brightness and reduce glare.

Day 5: Hydration

- Drink a glass of water every hour.
- Use a water bottle with time markers to track your intake.

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Week Three: Healthy Habits

Day 1: Healthy Snacks

- Replace sugary snacks with healthier options like fruits, nuts, and yogurt.

Day 2: Mindfulness

- Practice mindfulness or meditation for 5-10 minutes during your break.
- Use apps like Headspace or Calm if needed.

Day 3: Ergonomic Accessories

- Consider using [ergonomic accessories](#) like a footrest, lumbar support pillow, or standing mat.

Day 4: Workstation Clean-Up

- Declutter and organize your workspace.
- Remove any unnecessary items and keep your desk tidy.

Day 5: Walk Outside

- Go for a 10 minute walk outside on your lunch break.

Give yourself 1 point for every blue box you've checked this week..

Add that number up here _____

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Stretches & Exercises

Neck Stretches and Neck Circles For neck stretches, simply tilt the head slowly to each side to feel a stretch in your neck muscles and hold the position where you feel the stretch with no pain.

For **neck circles**, circle the neck slowly through a wide range of motions to feel a dynamic stretch through all the neck muscles.

Wrist stretches Interlock your hands together and move your hands and wrists in a figure 8 motion. Move through the wrist joint in a comfortable dynamic motion that is pain-free.

Use a flat surface or apply pressure with one hand onto the other – slowly extend your wrist back to feel a stretch in your hand and forearm.

Single-leg knee extensions Sit seated in a chair with both feet on the ground and weight evenly distributed on both hips. Starting with your knees bent at about a 90 degree angle, slowly extend one lower leg until that leg is straight. When your leg straightens contract your quadriceps for 2 seconds and then slowly lower your leg to the starting position and repeat for the allotted rep range.

Back stretches While seated in your chair, use your arms to help you twist / rotate both directions. While doing this keep both hips on the chair. As you rotate you should feel a stretch through your low and mid back. (rotation)

While standing up, with your arms in the air or on your hips, extend your back. While you do this your hips should shift forward to maintain balance. Now while standing, with your knees slightly bent, bend down through your spine to feel stretch in your low back. All of these should be performed with just bodyweight.

Balance on one leg While balancing on one leg, your weight should be evenly distributed through your foot. To help balance, pretend like your feet are grabbing the ground, this will increase proprioception through the foot. Also keep the knees and hip slightly bent. Incline push-up & wall push-up Try to find somewhere you can do the push-up at about 45 degrees. Set up with your hands shoulder width apart. As you lower yourself in the pushup, keep your elbows at a 45 degree angle to your torso. Also maintain a straight line from your shoulders to your hips and to your feet while you ascend and descend.





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Stretches & Exercises, cont.

Band hip abduction Use mini resistance band for this exercise. The band should be placed around your thighs, just above where your knees bend. Sit upright in your chair and perform hip abduction by moving your knees outward. Perform the rep range slow and controlled, you should feel your gluteus Medius / hips working during the movement.

Overhead chest stretch Place your palms on your head. Retract and depress your shoulder blades. Now move your elbows back and hold the stretch for a few seconds. Rep in and out of the stretch about 10 times or for the allotted rep range.

Band shoulder external rotation First, place the mini band around your wrists. Now, position your elbows at your sides and your palms facing up with your thumbs facing outward. Using small steady motion, externally rotate your arms.

Shoulder stretches / shoulder rolls Using one hand, grab the elbow on your other arm and pull across your body. Hold this stretch for about 30 seconds and repeat on the other side. Interlock your fingers and hand together. Now rotate your wrists so your palms are facing outward. With your hands together, raise your arms above your head as high as you can to feel the stretch through your shoulders. To perform shoulder rolls, dynamically bring your shoulders up, back and then down and repeat.





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Good Working Positions

The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, forward facing, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.
- Perform some of your tasks in standing: computing, reading, phone, meetings.

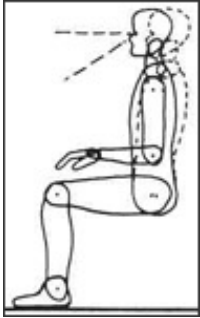




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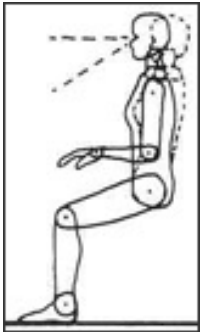
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These four reference postures are examples of body posture changes that all provide neutral positioning for the body.



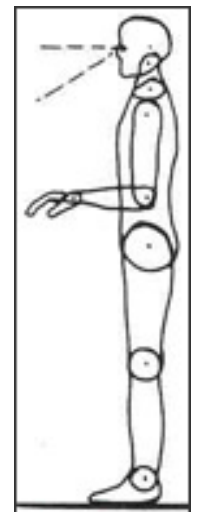
Upright sitting posture.

The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.



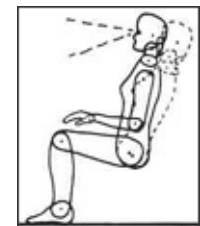
Declined sitting posture.

The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical. This position should not inhibit the ability to easily reach the keyboard or view the monitor.



Standing posture.

The user's legs, torso, neck, and head are approximately in-line and vertical with feet slightly apart. The user may also elevate one foot on a rest while in this posture.



Reclined sitting posture.

The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.