

EXERCISES FOR THE OFFICE

1. a) Start with your hand open.



b) Make a fist. Keep your thumb straight, not tucked. Hold 10 seconds and relax.

- Repeat 3 times.



c) Slide your finger tips up your palm so the tips of your fingers are near the base of your fingers and you should feel a stretch. Do not force your fingers with your other hand if something is painful.

- Repeat 3 times.



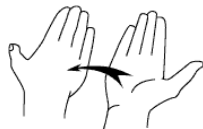
2. With your hand open and facing down, gently bend wrist from side to side, as far as possible. Hold for 10 seconds.

- Repeat 3 times.



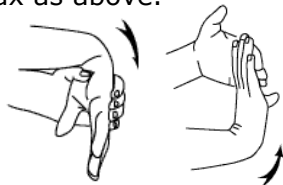
3. Start by stretching your arm and hand out and slowly rotate the wrist down until you feel a stretch. Hold for 10 seconds. Next, rotate the palm up until you feel a stretch. Hold for 10 seconds.

- Repeat 3 times.



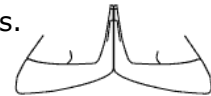
4. With elbow straight and hand in front of you. Grasp your hand and hold your fingers with the other hand. Slowly bend your wrist down until you feel a stretch.

- Hold for 10 seconds. Relax. Repeat 3 times.
- Then slowly bend your wrist up until you feel the stretch. Hold and relax as above.



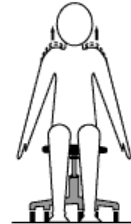
5. Sitting with your elbows on the table and palms together, slowly lower wrists to the table until you feel a stretch (your elbows will move outward a bit). Be sure to keep your palms together throughout the stretch. Hold 10 seconds. Relax.

- Repeat 3 times.



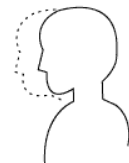
6. Shoulder Shrug: The purpose of the shoulder shrug is to relieve early symptoms of tightness or tension in the shoulder and neck area.

- Raise the top of your shoulders towards your ears until you feel slight tension in your neck and shoulders. Hold for 10 seconds. Then relax your shoulders downward into their normal position.
- Do this 3 times.

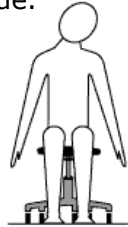


7. Head Glide: The head glide helps to stretch your chest, neck and shoulder muscles.

- Sit or stand upright. Without lifting your chin, glide your head straight back. You know you are doing this exercise right if it gives you the feeling of a double chin.
- Hold for 10 seconds and repeat 3 times.



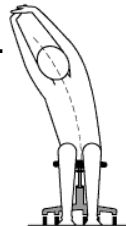
8. Neck Relaxer: This exercise helps to relax the neck.
- Drop your head slowly to the left, trying to touch your left ear to your left shoulder. Hold for 10 sec. Repeat on the right side and hold 10 seconds.
 - Repeat 3 times on each side.



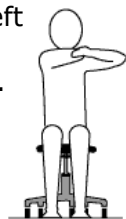
9. Shoulder Roll: This exercise will help relax the shoulder muscles.
- Slowly roll your shoulders backward 10 times in a circular motion. Next, roll your shoulders forwards 10 times.



10. Back / Side Stretch:
- Interlace your fingers and lift your arms over your head, keeping the elbows straight. Press arms as far back as you can. To stretch your sides, slowly lean to the left, hold for 10 seconds. Then lean to the right and hold 10 seconds.
 - Repeat 3 times on each side.



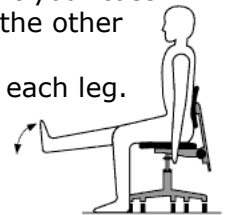
11. Middle / Upper Back Stretch:
- Hold your right arm with your left hand just above the elbow. Gently push your elbow toward your left shoulder. Hold for 10 seconds. Repeat with your left arm.
 - Repeat 3 times on each side.



12. Back Curl (will also stretch your legs):
- Grasp your shin. Lift the leg off the floor. Bend forward (curling your back), and reach your nose to your knee. Hold 10 seconds. Repeat with the other leg.
 - Repeat 3 times with each leg.



13. Ankle Flex and Stretch:
- Hold one foot off the floor with your leg straight. Alternately flex your ankle (point your toes up) and extend (point your toes down). Repeat with the other leg.
 - Repeat 3 times with each leg.



14. Leg Lift:
- Sit forward on the chair so that your back is not touching the chair's back. Place feet flat on the floor. With a straight leg, lift one foot a few inches off the floor. Hold momentarily, and return your foot to the floor. Repeat with the other leg.
 - Repeat 3 times with each leg



Adapted from:
 "Office Ergonomics Safety Guide, 4th Edition" by CCOHS, 2001.
Centre canadien d'hygiène et de sécurité au travail/Canadian Centre for Occupational Health and Safety