

# **Top Ten Recommendations for the Office**

1. Sit with your feet flat and your knees higher than your hips.
2. Throughout the day, slightly round your upper back and feel your ribs move down (don't round your shoulders). Sit, "slouch", breathe and reach.
3. Occasionally breathe in through your nose and perform deep exhalation through your mouth (sigh). Pause 3-4 seconds after exhalation. Continue this breathing cycle for 3-4 breaths.
4. Shift back into your left hip while sitting. (Your left knee should be behind your right knee.)
5. Shift and stand on your left leg.
6. Arrange your desk so that you occasionally reach with your left arm in order to facilitate rotation of your upper body to the right.
7. When writing, round your back slightly and side-bend your trunk to the left. (Your right shoulder will be higher than your left.)
8. When rising from your chair, shift into your left hip and push up through your left heel with your foot flat on the floor.
9. Cross your right leg over your left leg.
10. When you begin to walk, lead with your right leg and left arm.

