Yoga for the Office

Yoga on the Keyboard - Office Tips

1. Take a long deep breath and exhale with the word "Ah".

2. Stay fluid by drinking lots of water.

3. Nature tends to fill any vacuum and your workspace is no exception. Straighten up your workstation, your desk and your office. Especially all you "clutter-holics". That includes all the files on your computer. Practice letting go. Less clutter means more time, more space and more satisfaction!

4. A splash of cold water under your armpits and on your face works better than a cup of coffee. The process gives you a welcome break from your keyboard, your skin gets hydrated and you avoid the caffeine jitters.

5. We all need to "recharge our batteries". After work or even during your lunch hour, make it a point to visit high-energy places. For example, a park, a body of water, or a walk in a garden. Holy places like churches, temples or shrines are usually open during the day, (nightclubs and bars don't count) It's an instant internal battery charge!

6. Change is the only constant variable throughout life. How you accept, react to or resist change are directly affected by how positive your outlook on life is. Try not to analyze or judge your processes, just observe and stay present with great compassion.

7. Smile, giggle, chuckle, snicker and even laugh. Start your day by reading the comics, tell jokes during the day and at night watch live comedy. Laugh at yourself! Don't take life so

seriously.

8. Posture affects how you feel and how you feel affects your creativity level. Invest in a good chair that gives your comfort and proper back support. Keep both feet planted into the floor at all times. Adjust your monitor so that it is at eye level. Be sure that your forearms are supported and your wrists are straight when you are working on your keyboard.

9. If you're in a cubicle remember "no one is an island", even if it looks like it from your point of view. You have a valuable purpose or mission to fulfill in your lifetime and so do your co-workers. Treat each other with respect and loving-kindness. Be authentic.

10. Keep spiritual teachings, poetry or pictures by your desk. It only takes a few moments to read an uplifting paragraph or two. It could be as simple as a book of love poems or a picture of your loved ones.

11. Make YogaEverywhere your home page and every time you fire up your computer do a pose or two.

Make your Computer Space a Safe and Supportive Place

Step One: Take the time to Properly Adjust Your Chair

Push your hips as far back as they can go in your chair.

Adjust the seat height so your feet are flat on the floor and your knees are equal to … or slightly lower than your hips.

Adjust the back of your chair to about 100°-110° reclined angle. Make sure both your upper and lower back are supported. Use inflatable cushions or small pillows if necessary. If you have an active back mechanism on your chair, use it.

Adjust the armrests so that your shoulders are relaxed. If your armrests are in the way of this goal, remove them.

Step Two: Adjust Your Keyboard or Writing Desk

An adjustable keyboard tray can provide a more comfortable positioning of your keyboard and mouse. However … make sure that you still have enough leg clearance and the tray should not push you too far away from your desk that you have to stretch to get research materials or your telephone. If you don't have a fully adjustable keyboard tray, adjust your workstation height or height of your chair or use a seat cushion to get in a comfortable position.

Start by pulling up close to your keyboard with the keyboard positioned directly in front of your body, adjusting keyboard height so that your shoulders are relaxed.

Keep your elbows in a slightly open position with wrists straight.

Tilt your keyboard to match your sitting position. Use the keyboard tray mechanism, or more simply the keyboard feet, to adjust keyboard tilt so that it is comfortable. If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.

Wrist-rests help maintain neutral postures and pad hard surfaces. However, the wrist-rest should only be used to rest the palms of the hands between keystrokes. Don't rest on the wrist-rest while typing.

Place your mouse as close as possible to your keyboard.

Step Three: Properly position your Monitor

Incorrect positioning of the screen and source documents can result in awkward postures. Adjust the monitor and source documents so that your neck is in a neutral and relaxed position.

Center the monitor directly in front of you above your keyboard.

Position the top of the monitor approximately 2-3″ above seated eye level. (If you wear bifocals, lower the monitor to a comfortable reading level.)

Sit at least an arm's length away from the screen and then adjust the distance for your vision.

Reduce glare as much as possible by careful positioning of your monitor.

- o **Place screen at right angles to windows**

- o **Adjust curtains or blinds as needed**

- o **Adjust the vertical screen angle and screen controls to minimize glare from overhead lights**

- o **Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights**

Position source documents directly in front of you, between the monitor and the keyboard, using an in-line copy stand. If there is insufficient space, place source documents on a document holder positioned adjacent to the monitor.

Place your telephone within easy reach. Telephone stands or arms can help.

Use headsets and speaker phone to eliminate cradling the handset.

Step Four: Be sure to Take breaks

Correctly and mindfully setting up your computer work station or writing desk area is a gran start however, no matter how perfect your environment is … prolonged, static postures at the keyboard or with pen in hand will inhibit blood circulation and has the potential to take it's toll on your body … decreasing your effectiveness as a writer.
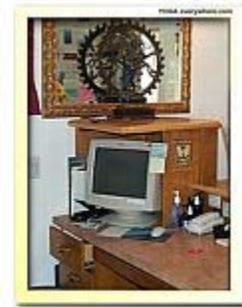
Take short one to two minute stretch breaks every twenty to thirty minutes. After each hour of work, take a break or change tasks for at least five to ten minutes. Always try to get away from your computer during lunch breaks.

Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the monitor and focus on something in the distance or rest your eyes by covering them with your palms for fifteen seconds. Take an extra minute and practice **Yoga for Your Eyes.**

Use correct posture when working. Keep moving as much as possible.

And finally … please remember to RELAX your feet flat on the floor beneath you.
Use a foot stool if you have short legs.