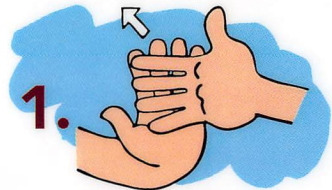


TIME OUT for Busy Hands

Caution: If you have any pre-existing conditions, check with your doctor before doing the following exercises. If you feel any discomfort during the exercises, stop immediately and check with your provider.

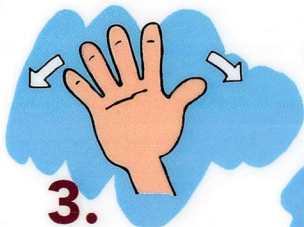


1. Grasp palm and fingers; gently bend back wrist. Hold 5 counts.

Press hands together at chest height. Lower hands toward lap until you feel stretch in wrists. Hold 5 counts.



2.



3.

Spread fingers wide. Hold 5 counts.

Gently pull thumb back and down until you feel the stretch. Hold 5 counts.



4.



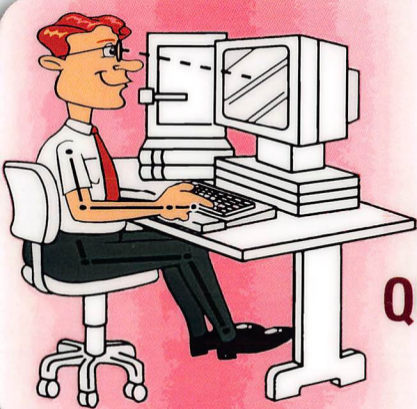
5.

Curl fingers into a fist starting with little finger. Then, curl wrists. Hold 5 counts.

Massage inside and outside of hand with thumb and fingers. Shake out.



6.



ERGO QUICKCHECK

Keenan
Associates

✓ **Head & Neck**

Upright & relaxed, balanced between shoulders

✓ **Hands & Wrists**

Relaxed and straight without bending up, down or sideways

✓ **Knees**

At about hip level - may be slightly higher or lower depending on comfort and preference

✓ **Eyes**

About an arm's length or more from screen

✓ **Low Back**

Supported by chair's forward curve or lumbar roll

✓ **Monitor**

Centered directly in front, free of glare; Top of screen slightly below eye level

✓ **Primary Work Tools**

Within easy reach without leaning forward or twisting

✓ **Feet**

Flat on floor or footrest; legs uncrossed; legs can move freely under desk.

✓ **Document Holder**

Close to screen and at same height

✓ **Keyboard**

Low enough so arms hang naturally at sides; elbows close to body

Caution: If you have any pre-existing conditions, check with your doctor before doing the following exercises. If you feel any discomfort during the exercises, stop immediately and check with your provider.