



U-First

unum

movement matters

Workshop exercises and further information

WELLBEING TECHNIQUES

- Get away from desk at lunch
- Take regular breaks away from technology
- Set S.M.A.R.T. goals
- Maintain consistent sleep routine
- Eat a balanced nutritious diet
- Take regular exercise
- Take walking meetings
- Do desk stretches
- Take phone calls standing
- Use your sit/stand desk
- Walk or cycle all or part the way to work
- Take the stairs
- Walk to a colleagues desk rather than e mail
- Use a step/activity tracker
- Use a phone headset/earphones
- Download an exercise app
- Drink 2 litres of water per day
- Manual Therapy 'MOT'
- Optimise own desk set up
- Use a laptop bag or rucksack when travelling

WARNING SIGNS

LIFESTYLE

AT WORK

EMOTIONAL

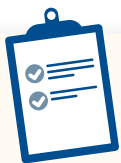
What 2 things will you do to improve your physical wellbeing at work?

What 2 things will you do to improve your physical wellbeing at home?

S.M.A.R.T. goals

Making sure your goals are S.M.A.R.T. is an important wellbeing technique. When writing your goals, use concise language and be positive when answering the following questions as these are designed to help you succeed:

Specific	What do you want to accomplish?
Measurable	How can you measure progress?
Achievable	Do you have the skills required to achieve the goal?
Relevant	Why am I setting this goal now?
Time-bound	What's the deadline?



Resources for Movement Matters

Unum Wellbeing Podcast:

<https://thewellpodcast.podbean.com/>

Preventing MSD's:

<https://e-modules.unum.co.uk/musculoskeletal-disorders/modules/4>

Self Management resources:

<http://online.positiveimagesuk.com/unum/images/UP3340.pdf>

Workstation Assessment:

<http://online.positiveimagesuk.com/unum/images/UP3342.pdf>

Lifeworks:

<https://login.lifeworks.com/>

Exercise is good for your brain:

https://www.ted.com/talks/wendy_suzuki_the_brain_changing_benefits_of_exercise?language=en

Driving Position:

https://www.physiomed.co.uk/uploads/guide/file/21/Physiomed_Sitting_Guide_-_Driving_Digital.pdf

Movement matters

It's easy to spend too much time sitting at our desks, so it's vital we set up our workstations properly. But did you know that making time to stand and walk is just as important to our wellbeing?



The 40-20 rule

In every hour, you should only sit for 40 minutes max. Spend the other 20 minutes standing for 10, and moving and stretching for the other 10.

40 minutes sitting

10 minutes standing

10 minutes moving/stretching

Are you sitting comfortably?

- Sit with back supported
- Adjust seat height, back height, tilt and lumbar support
- Keep feet flat on floor or use footrest if needed
- Make sure forearms are roughly horizontal
- Top of screen should be at eye level
- Desk should be approx 70cm high



I like to move it, move it

- Take a walk to the canteen, kitchen or around the office
- Go and see a colleague at their desk instead of emailing, messaging or phoning
- Do some desk exercises or stretches
- Walk during your breaks or lunch time
- Take the stairs



More hints and tips

- Avoid glare on your screen from lights or the sun
- Carry out a Display Screen Equipment (DSE) assessment
- Try walking meetings or shorter meetings to avoid extended sitting
- Have regular eye tests if using a screen
- Use a laptop stand