

C y b e r B r e a k

November 10, 2006



SIGN-UP TODAY!!

How to Design Attention Grabbing Brochures

Friday, November 17, 2006

12 PM – 4 PM

W623

Lunch will be provided!

To RSVP, email Marcie Canal at mcanal@swlaw.edu by 11/15/06.

Stay healthy while working at your desk. You spend a great number of hours sitting at your desk and working on your computer. Below are some tips to help you stay comfortable and avoid strain at your desk!

- **Sit properly.** Your back should be straight, and your head should be looking directly into your monitor. If you have to look down or up, you need to adjust the height of either the screen or your chair.
- **Maintain an ergonomic body posture while typing.** Keep your legs bent at the knees so that the knees are only slightly higher than your hips.
- **Stand up every half hour.** Walk around a few steps, stretch your legs, and give your eyes a break from focusing on your computer screen.
- **Roll your head around your neck periodically.** Avoid rolling your head all the way back. Do the motion slowly clockwise for 1-3 iterations and then repeat in the opposite direction.
- **Roll your wrists regularly** to help prevent carpal tunnel syndrome.
- **Stretch your back.** People tend to hunch in front of the keyboard. To counter that, perform the following exercise: open your arms wide as if you are going to hug someone, rotate your wrists externally (thumbs going up and back) and pull your shoulders back. You will feel a stretch in the scapula area.
- **Stretch your arms, legs, neck and torso while sitting.** This will help prevent you from feeling stiff.
- **Take a few deep breaths.** If possible, get some fresh air in your lungs.
- **While sitting, lift up your legs on the balls of your feet and set them down.** Repeat these until your legs are comfortably tired. Then repeat it again about 10 minutes later. Do this whole routine for about an hour or so. This will exercise your calves.



There is joy in work. There is no happiness except in the realization that we have accomplished something.
- Henry Ford



Feedback: Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to Marcie Canal at mcanal@swlaw.edu.