

Home Office (Week 4)

Santa's 2008 MSI Prevention Plan

- One of the difficulties when working from home can be the lack of interruptions. In the office, meetings, co-workers and coffee breaks can provide the stimulus to break up the workday. While most of us don't complain and can get a lot more done at home, the lack of breaks can also add up to discomfort.
- As you take a look at your physical workstation this season, consider giving your body a Christmas gift by making a commitment to some of the following work habits in 2008. These are some simple gifts that keep on giving:
 - Break up your workday by standing or walking around when you're on the phone
 - Break up your workday by going for a short, brisk walk outside, even for 10 minutes.
 - Never work for more than an hour without getting up from your chair. Rather, try to get in the habit of standing or taking a stretch break at least every 30 minutes and giving your muscles a break (even 30 seconds worth), every 10 minutes
 - Load up some free microbreak software on your computer (e.g. www.workrave.org) to get you in the habit.
- As you approach the New Year, consider resolving that you will end 2008 in less discomfort than you start with.
- Happy Holidays and we wish everyone a happy, healthy 2008!



Shortcut Tip In MS Excel, Use Ctrl + Space Bar to select a column OR Shift + Space Bar to select a row