Busy Staff Stretching + Desk Ergonomics Manual

LEVEL UP Edition (v3)

Icon-guided navigation + clean printable desk setup diagram.

How to use this manual (60 seconds)

Pick ONE routine (2–5 minutes) and do it daily for 1 week.
Use Choose Your Path to jump straight to what you need today.
Print the posters + the Desk Setup Diagram page.

Choose Your Path (Quick Navigator)

1	**Neck/shoulder tension** Targeted Fixes: Neck + Shoulders + Poster: Neck + Shoulder Rescue
2	**Low back tightness** Targeted Fixes: Low Back + Poster: Low Back Reset
3	**Wrist/forearm discomfort** Targeted Fixes: Wrists/Forearms + Poster: Wrist + Forearm Relief
4	**Feet/calf soreness** Targeted Fixes: Feet/Calves + Poster: Feet + Calves
5	**Headaches / eye strain** Eyes + Headaches + 90-second Eye + Neck Reset
6	**Workstation setup** Desk ergonomics checklist + Desk Setup Diagram page
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1. Quick Start: The 2-Minute Reset

1. Posture Stack (10 sec): Feet flat • sit tall • ribs down • chin gently back.

2. Shoulder Blade Squeeze (20 sec): Hold 5 sec x 4.

3. Neck Side Stretch (20 sec): 10 sec/side.

4. Chest Opener (20 sec): hands behind back OR elbows on desk.

5. Hip Hinge Stand-Up (30 sec): 3 slow reps.

6. Calf Raises + Deep Breath (20 sec): 10 raises + 2 slow breaths.

> **Make it automatic**
>
> Tie it to: before students arrive, after lunch, or after your last email.

2. Microbreak System

Use 30–30: every ~30 minutes, do ~30 seconds of movement. Prevention beats pain.

Microbreak Menu (Pick 1)

- Neck reset (chin tuck + shoulder rolls)
- Leg pump (seated marches or calf raises)
- Posture reset (sit tall + shoulder blades back/down)
- Eye break (20–20–20 rule)

3. Stretch Library



Chair Stretches

- Seated twist
- Figure-4 glute stretch
- Seated hamstring reach
- Wrist extensor stretch
- Ankle circles
- Thoracic extension



Standing Stretches

- Doorway chest stretch
- Calf stretch
- Hip flexor lunge stretch
- Side bend reach
- Standing quad stretch

4. Targeted Fixes by Pain Pattern

N Neck + Shoulder Tension

1. Chin tuck (5 reps of 5 seconds)
2. Upper trap stretch (15 sec/side)
3. Shoulder blade squeeze (10 sec x 3)
4. Wall pec stretch (15 sec/side)

> **Pro cue**
>
> Screens at eye level + chin straight back (not down).

B Low Back Tightness

1. Hip hinge practice (5 slow reps)
2. Standing hamstring stretch (15 sec/side)
3. Glute squeeze (10 reps)
4. Gentle backbend (3 breaths)

> **Pro cue**
>
> Activate glutes first—low back often overworks when hips are tight.

W Wrists / Forearms

1. Wrist extensor stretch (15 sec/side)
2. Wrist flexor stretch (15 sec/side)
3. Finger fan + squeeze (10 reps)
4. Shake out hands (10 sec)

> **Pro cue**
>
> Neutral wrists + keyboard close reduces tendon irritation.

F Feet + Calves

1. Calf stretch (20 sec/side)
2. Calf raises (15 reps)
3. Toe lifts (10 reps)
4. Ankle circles (10 each way)

> **Pro cue**

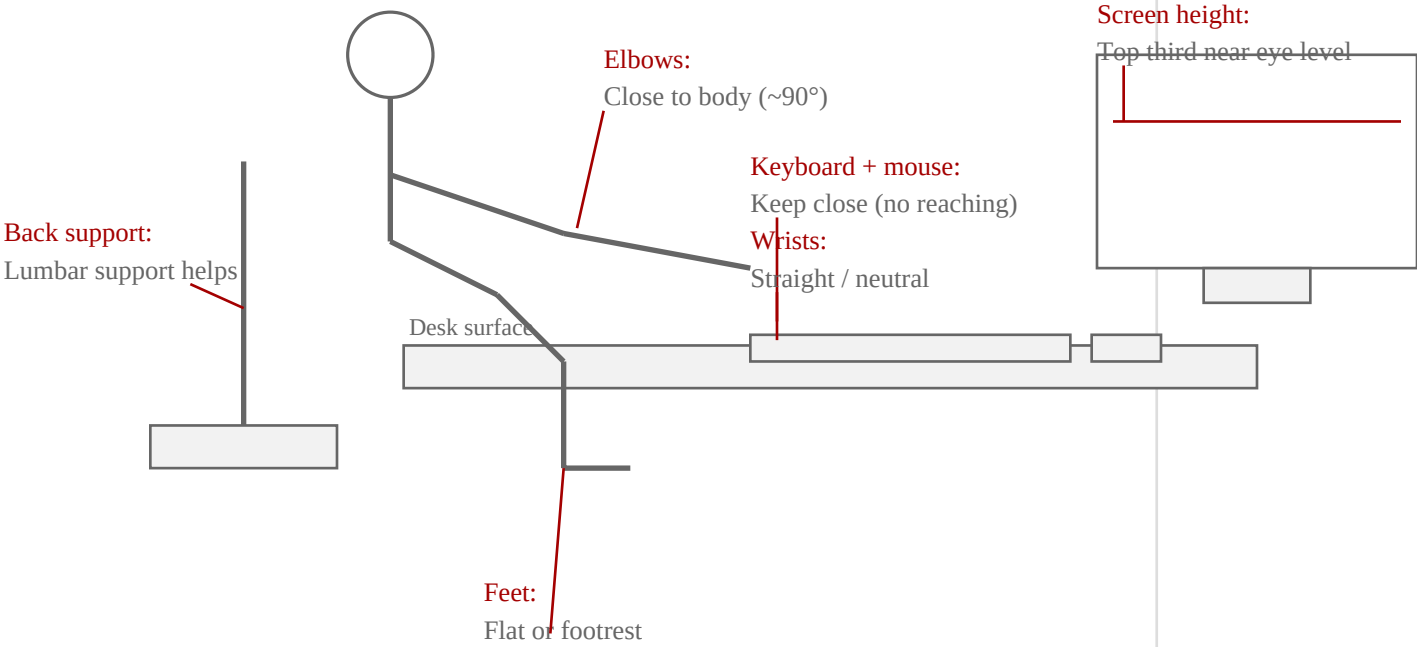
Rotate shoes if possible; worn soles increase strain.

5. Desk Ergonomics Made Simple

Component	Ideal	Quick Fix
Screen	Top third near eye level	Raise with books / stand
Elbows	~90°, close to body	Pull keyboard closer
Wrists	Straight/neutral	Adjust chair height / wrist rest
Back	Supported	Rolled towel lumbar support
Feet	Flat / footrest	Sturdy box as footrest
Movement	Breaks every 30–60 min	Timer or sticky note reminder

Desk Setup Diagram (Print Page)

Updated so the diagram is clean: no overlapping text or graphics.



Move every 30–60 minutes

Tiny breaks beat perfect posture. Aim for repeatable, not perfect.

Role-Based Routines

T Teachers

Microbreak triggers (choose 2)

• After attendance

• During transitions

• Right after lunch

• End of planning

2-minute routine

1. Chin tucks (5)

2. Shoulder rolls (10)

3. Hip flexor stretch (15 sec/side)

4. Calf raises (10)

5. Deep breath x2

End-of-shift decompression (2–3 minutes)

• Doorway chest stretch (20 sec)

• Figure-4 stretch (20 sec/side)

• Gentle backbend (3 breaths)

> **Pro tip**
>
> Avoid 'teacher lean': hinge at hips when helping students instead of rounding your back.

O Front Office / Secretaries

Microbreak triggers (choose 2)

• After every 2 calls

• After every 10 emails

• Before/after lunch

• End of day

2-minute routine

1. Wrist stretch (15 sec/side)

2. Finger fan + squeeze (10)

3. Shoulder blade squeeze (10 sec x 2)

4. Neck side stretch (10 sec/side)

End-of-shift decompression (2–3 minutes)

• Upper back push-away (20 sec)

• Wall pec stretch (15 sec/side)

• Eye break (20 sec far-look)

> **Pro tip**
>
> Keep keyboard close. If you reach forward, your shoulders and neck pay for it.

C Nurses / Clinic Staff

Microbreak triggers (choose 2)

• After a student visit

• After stocking supplies

• After charting blocks

• Before leaving

2-minute routine

1. Hip hinge (3 slow reps)

2. Glute squeezes (10)

3. Chin tucks (5)

4. Calf raises (10)

End-of-shift decompression (2–3 minutes)

• Hamstring stretch (15 sec/side)

• Wall angels (6 slow)

• Deep breaths x3

> **Pro tip**
>
> When lifting: bring item close, hinge hips, and use legs—not your low back.

K Cafeteria Staff

Microbreak triggers (choose 2)

• Between prep tasks

• After serving rush

• After cleanup

• End of shift

2-minute routine

1. Shoulder rolls (10)

2. Forearm stretch (15 sec/side)

3. Side bend (10 sec/side)

4. Calf stretch (15 sec/side)

End-of-shift decompression (2–3 minutes)

• Quad stretch (20 sec/side)

• Figure-4 stretch (20 sec/side)

• Neck stretch (10 sec/side)

> **Pro tip**
>
> Rotate tasks when possible: prep → wipe → restock to vary posture and reduce overuse.

S Custodial / Maintenance

Microbreak triggers (choose 2)

• Before first heavy task

• Every time you change areas

• After floor work

• End of shift

2-minute routine

1. Hip flexor stretch (15 sec/side)

2. Hamstring hinge (3 reps)

3. Towel pull-aparts (10)

4. Wrist shakeout (10 sec)

End-of-shift decompression (2–3 minutes)

• Wall push-away (20 sec)

• Calf stretch (20 sec/side)

• Deep breaths x3

> **Pro tip**
>
> Use a staggered stance when working low: hinge hips, keep spine long.

A Admin / Counselors

Microbreak triggers (choose 2)

• Before meetings

• After meetings

• Before hard emails

• Mid-afternoon slump

2-minute routine

1. Posture stack (10 sec)

2. Shoulder blade squeeze (10 sec x 2)

3. Neck stretch (10 sec/side)

4. Stand + reach (3 breaths)

End-of-shift decompression (2–3 minutes)

• 2-minute walk + far-look (eyes)

• Hip flexor stretch (15 sec/side)

• Jaw relax + 5 slow breaths

> **Pro tip**
>
> Stress posture is real: unclench jaw, drop shoulders, and exhale longer than you inhale.

Self-Check Assessment

Check what describes your typical day. Add 1 point per check, then use the scoring guide.

A. Posture + Setup

■	My screen is lower than eye level most of the day.
■	I lean forward to read/grade (rounded shoulders).
■	My chair has little/no lower-back support.
■	My keyboard/mouse are far away, causing reaching.
■	My wrists bend upward while typing.
■	My feet do not sit flat most of the time.

B. Movement + Work Demands

■	I sit for 60+ minutes without standing.
■	I stand for long blocks without shifting or breaks.
■	I bend/twist repeatedly (helping students, lifting, cleaning).
■	I do a lot of repetitive hand work (typing, writing, wiping).
■	I carry supplies/bags regularly.
■	I feel a mid-afternoon energy crash most days.

C. Symptoms

■	Frequent neck/shoulder tightness.
■	Low back tightness or soreness.
■	Wrist/forearm discomfort or tingling.
■	Foot/calf soreness after work.
■	Headaches or eye strain on workdays.
■	I feel stiff getting up after sitting.

Scoring

0–4: Maintain — 2-Minute Reset daily
5–8: Improve — microbreak every 30–60 min + 1 targeted sequence daily
9–12: Priority — targeted sequence 2x/day + improve desk setup
13–18: High priority — role routine + targeted sequence; consider guidance if symptoms persist

Print-Ready Posters

Print and post in: staff lounge, copy room, clinic, front office, or classroom door.

R Poster: The 2-Minute Reset (Daily)

Posture Stack (10 sec)
Shoulder Blade Squeeze (20 sec)
Neck Side Stretch (20 sec)
Chest Opener (20 sec)
Hip Hinge Stand-Up (30 sec)
Calf Raises + Deep Breath (20 sec)

N Poster: Neck + Shoulder Rescue (3 minutes)

Chin tuck (5x)
Upper trap stretch (15 sec/side)
Shoulder blade squeeze (10 sec x 3)
Wall pec stretch (15 sec/side)

W Poster: Wrist + Forearm Relief (2 minutes)

Wrist extensor stretch (15 sec/side)
Wrist flexor stretch (15 sec/side)
Finger fan + squeeze (10x)
Shake out hands (10 sec)

B Poster: Low Back Reset (3 minutes)

Hip hinge practice (5 slow reps)
Hamstring stretch (15 sec/side)
Glute squeeze (10 reps)
Gentle backbend (3 breaths)

F Poster: Feet + Calves (2 minutes)

Calf stretch (20 sec/side)
Calf raises (15 reps)
Toe lifts (10 reps)
Ankle circles (10 each way)