

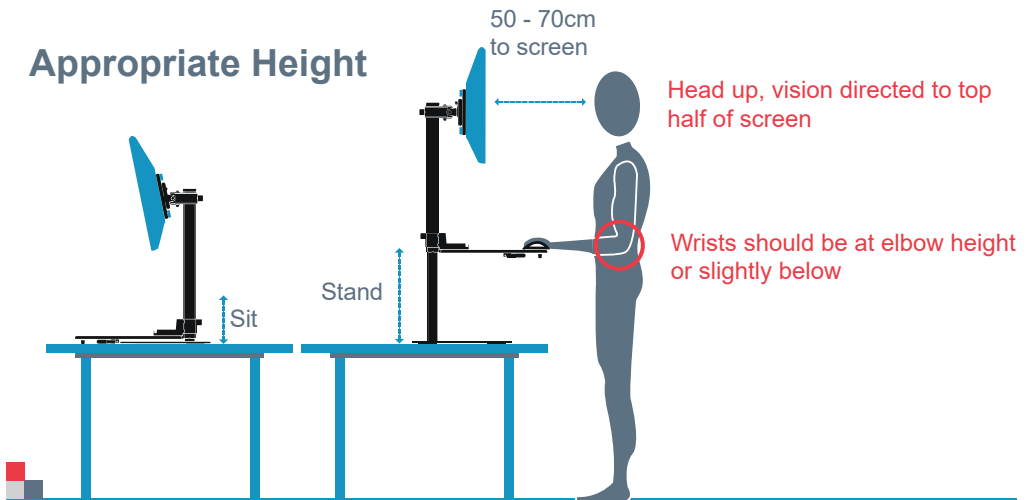
Sit-Stand Working Guidelines

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Top 5 Tips for Users of Sit-Stand

- **Build it up gradually.** Start with 20 minute standing, then sit for 40 minutes and repeat throughout the day
- **Avoid excessive sitting and standing.** Keep moving around, take frequent breaks, and make a conscious effort to mix it up. Standing all day can lead to back, knee or foot problems
- Make sure you have **comfortable footwear** and think about a comfort mat
- Find out what **things you prefer doing standing** e.g phone calls, clearing out your inbox and routine deskwork
- Also find out the **things you do better sitting** e.g concise and creative writing, proof reading and in depth analysis

Appropriate Height



Posture and Positioning

To avoid and reduce suffering from pain or tiredness whilst standing - it is vital you adopt correct posture, positioning and move more

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ACTIVE WORKING

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Active Working Top Tips

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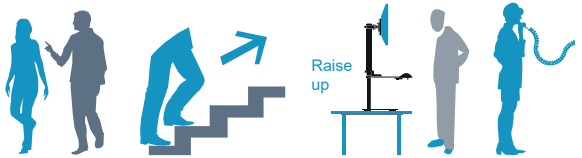
Sit Less & Move More

Take frequent “mini” opportunities to move up/down or away from your desk to help:

- **Activate your body**
- **Increase your metabolic rate**
- **Break down fats**
- **Reduce blood sugar levels**
- **Boost oxygen flow to your brain**

Regular movement also helps you to **maintain good postures & reduce muscle fatigue**. Follow our **suggested behaviours** to improve business productivity & the health & wellness in your workplace

Suggested New Habits



1. Attempt to **spend at least 2 hours standing** at work and increase this to 4 hours in line with individual circumstances



2. Try to **interrupt 30 minutes of sitting** with at least 5 mins of standing or 2 mins of walking



3. When standing at a desk, **wear appropriate shoes**. Consider an **anti-fatigue mat** to encourage foot movement. This will boost blood circulation & reduce fatigue



4. Hydrate - Drink plenty of water and take regular comfort breaks



5. Take frequent breaks from sitting. Spend **5 minutes each hour** walking around the office or over to a co-worker



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