Active Working
Advice for height adjustable desks

**Keep active:** Frequently changing your posture and taking opportunities to move away from your desk will help maintain the metabolic activity that breaks down fats and reduces blood glucose levels. Movement will also help you to maintain good postures and reduce muscle fatigue. As the following behaviours become routine, business efficiency should improve, along with the health and wellbeing of you and your colleagues.

**Frequent breaks**
Spend 2+ minutes in some form of light exercise, even just walking around the office regularly.

**Hydrate**
Drink plenty of water and take regular comfort breaks.

**Height adjustable desks**
Sit/Stand desks help facilitate movement. They give you the flexibility to choose when, how often and for how long you’ll change posture without affecting your work.

**While you work**
If appropriate, stand in meetings & while on the phone. Rather than emailing, go and see people at their desks.

**Standing**
When standing at a desk, wear appropriate shoes. You could also alternate your stance with a footrest.

**Suggested schedule**
Over the working day, try to spend at least 2 hours standing, aiming to increase this when possible. These durations should be tailored to individual needs & preferences.

- **1 hour**
  - Seated
- **20 minutes**
  - Standing
- **Repeat**
  - All day

*Take the Stairs*
Avoid the lift

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