

# Active Working tips

simple ways to sit less and move more at work

- 1 **Just stand up** periodically, e.g. while on the phone.
- 2 Get up and **speak to colleagues face-to-face** where possible, rather than e-mailing or calling.
- 3 Hold **standing or walking meetings**.
- 4 **Move commonly used items** (e.g. desktop printer) which are close to you further away.
- 5 **Vary work tasks** where possible.
- 6 Carry out **different tasks in different places** – if this fits with your role.
- 7 **Drink plenty of water**. Avoid large glasses or containers to encourage you to refill more often.
- 8 Let colleagues **fetch their own drinks!**
- 9 Take a **proper lunch break**, ideally away from your desk.
- 10 **Take the stairs**, not the lift.
- 11 **Use technology** (e.g. activity trackers, smartwatches or apps) which prompt you to move or stand.
- 12 Switch from individual to **communal facilities**, e.g. bins.
- 13 Consider ways to make your **commute more active**.
- 14 Take part in **activity challenges** with your colleagues.
- 15 Make use of any **leisure facilities, activity groups or employee benefits** such as subsidised gym memberships.
- 16 Do some **stretching exercises** at or near your desk.
- 17 Adjust your office chair so that you can easily move and change your posture while seated (**dynamic sitting**).
- 18 If you have **sit/stand furniture**, alternate between sitting and standing to work.