



Office Posture & Movement Plan

Prevent Neck, Shoulder & Back Aches

Sitting isn't the problem — staying still is. Research shows that regular movement, strengthening, and posture awareness reduce neck and back pain in office workers.

1. Your Desk Setup (2-Minute Check)

- Screen at eye level
- Elbows at approximately 90 degrees
- Feet flat on the floor
- Lower back supported
- Keyboard close (avoid reaching)
- Shoulders relaxed (not shrugged)
- Sit tall but relaxed — avoid rigid posture

2. The 30–60 Rule

Every 30–60 minutes: Stand up, move for 1–2 minutes, and perform 1–2 of the exercises below.

3. Daily Prevention Exercises (10 Minutes Total)

Exercise	How to Do It	Reps
Chin Tucks	Gently glide chin back (make a double chin)	10 reps

Shoulder Blade Squeezes	Pull shoulder blades back and down	10–15 reps
Upper Trap Stretch	Ear to shoulder, gentle stretch	20 sec each side
Thoracic Extension	Lean upper back over chair back	10 reps
Wall Slides	Forearms on wall, slide upward	10 reps
Standing Hip Extension	Squeeze glutes, extend leg slightly back	10 each side

4. Key Strength Exercises (3× per week)

- Plank – 20–40 seconds × 3
- Deadbug – 8–10 each side
- Glute Bridges – 12 reps × 3
- These improve core stability, neck unloading, and lower back support.

5. Movement Habits That Prevent Pain

- Take walking calls
- Use stairs when possible
- Alternate sitting and standing
- Avoid crossing legs for long periods
- Keep phone at eye level (avoid tech neck)

When to Seek Help

- Pain spreading into the arm
- Numbness or weakness
- Headaches that worsen
- Pain lasting more than 2–3 weeks