STRETCHLEARN · WORKBOOK

Ergonomics for Desk Workers — Workbook

This workbook transforms the course into hands-on calibration sessions, self-assessment tools, and a 30-day tracking system. Work through each section alongside the corresponding module, completing the exercises at your actual workstation with real measurements. The templates are designed to become living documents you return to weekly.

Chair and Posture Foundations

Calibrate every adjustable element of your chair and establish your personal baseline body map for tracking musculoskeletal symptoms.

Exercise: Chair Calibration Audit

With your chair in its default factory position, perform this guided audit. Adjust each element one at a time in the order listed, confirming each step before moving to the next. Do this at the start of a workday when you are fresh — fatigue changes your perception of comfort.

• Set seat height so the popliteal fold (back of knee crease) aligns with the seat surface. Sit down — do your feet rest flat? If not, what footrest solution will you use?

• Slide two fingers horizontally between the front seat edge and the back of your knee. How many fingers fit? What adjustment (seat slide, cushion, chair replacement) is needed?

• Find the apex of your lumbar curve with one hand behind your back. Does the lumbar support contact that point? Describe what adjustment you made.

• Set armrest height so your shoulder is fully relaxed with elbow at 90 degrees. Note the height setting for future reference.

Worksheet: Chair Settings Record

Record your calibrated settings so you can restore them after the chair is used by others, after travel, or after a desk move. Measure with a tape measure where possible.

Seat height from floor (cm):

Lumbar support height from seat (cm):

Seat pan depth setting (shallow / mid / deep or cm):

Armrest height from seat (cm):

Armrest width setting:

Seat tilt (flat / slightly forward / locked angle):

Footrest used? (yes / no / type):

Date calibrated:

Checklist: Daily Posture Reset Checklist

[ ] Sit fully back so lower back contacts lumbar support
[ ] Both feet flat on floor or footrest
[ ] Thighs parallel to floor with two-finger gap at seat edge
[ ] Shoulders relaxed and dropped — not elevated
[ ] Chin slightly tucked — head directly over shoulders, not forward
[ ] Elbows at 90-110 degrees with forearms lightly supported
[ ] Posture reset alarm set (40-minute interval recommended)
[ ] Chair settings match recorded calibration values

Exercise: Body Map Baseline

At the end of your first full workday after completing Module 1 calibration, rate discomfort in each body region. Use a 0-10 scale (0 = none, 10 = severe). Repeat every Friday for 30 days to track your trend.

• Rate and describe any discomfort in your neck and upper shoulders (0-10). Is it present during work, after work, or both?

• Rate and describe any lower back discomfort (0-10). Does it worsen during the day or improve with movement?

• Rate any wrist, hand, or forearm discomfort (0-10). Which hand is more affected, and does tingling or numbness occur?

Monitor and Lighting Setup

Map and eliminate glare sources, calibrate monitor height and distance, and document your display settings for each workstation you use.

Exercise: Glare Source Mapping

At the time of day you typically work, sit at your desk in calibrated posture. Hold a hand mirror at screen angle (screen face-down position). Scan for reflections. Walk around the room and identify each light source — window, overhead fixture, desk lamp, secondary monitor — and note whether it is a glare risk.

• List every glare source you identified (window direction, overhead lights, reflective surfaces). Which is the most severe and what one change would eliminate it?

• Compare your screen brightness to a sheet of white paper held beside it. Does the screen look brighter, dimmer, or matched? What brightness setting will you set?

• What is your current colour temperature setting? Note your plan to shift to warm (3000-4000K) after 6 pm — which app or OS setting will you use?

Worksheet: Monitor Calibration Record

Complete this once for each physical workstation (home, office, travel). Use the arm-length test for distance and the eye-resting-gaze test for height.

Monitor height: top bezel height from desk surface (cm):

Monitor distance: fingertip-to-screen distance when arm extended (cm):

Monitor tilt (degrees back from vertical — target 10-20 deg):

Screen brightness setting (%):

Colour temperature setting (K):

Night mode enabled after 6 pm? (yes / no / app used):

Glare source resolved? (describe solution):

Text/display scaling setting (%):

Date calibrated:

Checklist: Visual Fatigue Prevention Checklist

[ ] 20-20-20 rule timer or extension running (e.g. Eye Care, Breaks For Eyes)
[ ] Monitor top bezel at or just below eye level
[ ] Monitor distance 50-70 cm (arm-length confirmed)
[ ] No glare source reflecting in screen (mirror test passed)
[ ] Brightness matched to ambient light
[ ] Colour temperature shifting to warm after 6 pm
[ ] Display scaling at minimum 16px base text at working distance
[ ] Blink exercise (near-far focus shift) practiced at least 3x today

Keyboard, Mouse, and Input Devices

Establish neutral wrist posture for keyboard and mouse, document your device configuration, and build an early-symptom tracking log.

Exercise: Wrist Posture Self-Assessment

Photograph your hands in typing position from directly above and from the side. This takes 30 seconds and is the most objective posture check available without an assessor. Review both photos against the neutral criteria below.

• From above: are your wrists straight (no ulnar deviation — bending toward the pinky side)? If not, describe the deviation and your plan to correct it (keyboard repositioning, split keyboard, etc.).

• From the side: are your wrists flat or slightly negative-tilted? If the wrist is cocked back (positive extension), list the one change you will make today.

• Note your keyboard tilt leg position (extended or retracted) and your plan if legs are currently extended.

Worksheet: Input Device Configuration Record

Document your current keyboard and mouse setup and any changes made after this module. Review at the 2-week mark to assess symptom impact.

Keyboard type (standard / split / compact / TKL):

Keyboard tilt (positive legs out / flat / negative tilt):

Wrist rest used? (yes / no / type):

Mouse type (standard / vertical / trackball / trackpad):

Mouse position (cm from keyboard right edge to mouse centre):

Mouse surface height matches keyboard plane? (yes / no):

Any forearm or wrist symptoms present at start of this module (0-10):

Same symptom score 2 weeks after device changes:

Checklist: RSI Early Warning Monitoring Checklist

[ ] Forearm or wrist aching resolves fully after overnight rest (if not, escalate)
[ ] No morning finger stiffness lasting more than 5 minutes
[ ] No tingling or numbness in fingers at any point during the day
[ ] Grip strength feels equal in both hands
[ ] Keyboard tilt legs retracted (flat or negative tilt achieved)
[ ] Mouse positioned within 5 cm of keyboard right edge
[ ] Wrist stretch alarm set at 60-minute intervals
[ ] Voice dictation enabled for long email drafts to reduce keyboard load

Exercise: Load Reduction Experiment

For one full workday, track your keyboard and mouse time versus voice dictation and trackpad time. Many OS systems have screen-time or activity data. Alternatively, use a timer to log each input modality. This gives you a concrete load baseline.

• Estimated hours of keyboard use today vs. yesterday before this course. What is the gap you could close with voice dictation?

• Identify the three tasks that consume the most keyboard time (e.g. email replies, documentation, chat). Which one could you shift to voice dictation starting tomorrow?

Movement Breaks and Micro-Stretches

Design and document your personal movement schedule, practice and log the five micro-stretches, and review 30 days of body map data to close the loop.

Exercise: Movement Schedule Design

Design your personalised daily movement schedule based on your actual work calendar. Use your typical meeting-and-focus-time pattern from the past week as the input. The schedule should be specific enough to automate — vague intentions do not become habits.

• What is your primary focus-work window (e.g. 9 am – 12 pm)? Write out the Pomodoro cadence for that window: work blocks, 5-minute break times, and which micro-stretch you will perform at each break.

• List three existing daily anchors (specific recurring events, not general times) you will attach a stand-or-walk behaviour to.

• What break-reminder tool will you use (app, calendar block, watch vibration)? Name the specific tool and note how you will set it up today.

Checklist: Daily Five Micro-Stretches Completion Log

[ ] Chin tuck x10 (every Pomodoro break — approximately every 25-30 min)
[ ] Thoracic extension over chair back x2 (every 2 hours)
[ ] Seated hip flexor stretch 30 sec each side (every 90 minutes)
[ ] Wrist flexor and extensor stretch 20 sec each direction, both sides (every hour)
[ ] Near-far focus shift x5 cycles (every 20 minutes per 20-20-20 rule)
[ ] At least one outdoor or window-view walk break today (minimum 5 min)
[ ] At least one standing task block today (call, audio meeting, or reading)
[ ] End-of-day body map score logged in 30-day tracker template

Worksheet: 30-Day Habit and Symptom Review

At the end of week 4, complete this structured review of your 30-day body map log and habit adoption. The goal is to identify which changes drove the most symptom improvement and to flag any site that needs professional attention.

Week 1 average discomfort score (neck + back + wrist combined, 0-30):

Week 4 average discomfort score:

Greatest symptom improvement site (e.g. neck, lower back, right wrist):

Which single ergonomic change had the most noticeable effect?:

Any discomfort site that has not improved or worsened over 30 days (name it):

Decision: book professional ergonomics or physiotherapy assessment? (yes / no / date):

Layer 1 environment design change still needed:

Habit stack anchor working best:

One thing you will adjust in Month 2:

Your Action Plan

1. Day 1: Calibrate chair using the 90-90-90 rule and record all settings in the Chair Settings Record worksheet
2. Day 1: Set a posture reset alarm at 40-minute intervals using Stretchly, Stand Up!, or a phone alarm
3. Day 2: Complete the Glare Source Mapping exercise and make the single highest-impact lighting change identified
4. Day 2: Calibrate monitor height and distance and record settings in the Monitor Calibration Record
5. Day 3: Photograph your typing posture and implement keyboard tilt correction (retract legs or acquire negative-tilt tray)
6. Day 3: Reposition mouse to within 5 cm of keyboard right edge and verify same-plane height
7. Day 4: Enable 20-20-20 browser extension or eye break app and practice all five micro-

stretches in sequence
8. Day 5: Implement Pomodoro cadence with a named break-reminder tool and write your movement schedule into your calendar
9. Day 7: Complete first weekly body map rating and record baseline scores in the 30-Day Tracker template
10. Day 30: Complete the 30-Day Habit and Symptom Review worksheet and decide whether professional ergonomics assessment is warranted