7 TIPS
to Make your Small Business
### *More Comfortable*

1. Assess Your Work Space

Assess your comfort level. Do you experience physical discomfort or pain during the work day? Once you know where you feel pain, remedy it using tips from the rest of this list.

2. Maintain Good Posture While Working

Proper posture is important. If your job is office based, you're likely sitting for significant periods of time. Follow these tips so you're as comfortable as possible.

· Sit all the way back in your chair against the backrest
· Never sit with your legs crossed or with a leg up on your chair seat; this could create pressure on your spine and lack of circulation to your lower limbs
· Keep your knees equal to your hips with your feet supported firmly on the floor
· Hands should be in line with elbows when typing
· For writing tasks, keep a good posture as you lean forward to write at your desk and avoid reaching
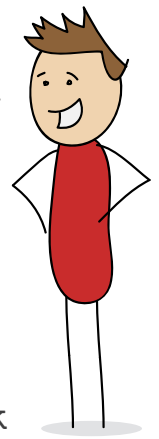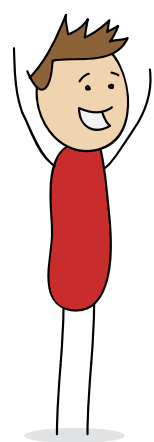
3. Customize Computer Settings

Adjust your screen font, contrast, brightness and colour to maximize visual comfort and efficiency. Your eyes will thank you!

4. Take Micro Breaks

Every few hours, get up from your desk and move around to improve circulation. It's better to take shorter, more frequent breaks than fewer, longer ones. You'll feel refreshed and more focused.

5. Stretch Regularly

Take time throughout the day to stretch. This will help prevent muscle tension that could lead to injury and will improve circulation.

6. Drink Plenty of Water

We all know that drinking lots of water throughout the day is great for your digestive system and skin. But did you also know it's also good for you ergonomically? Water actually helps maintain healthy joints by keeping them lubricated.

7. Stay Active Outside of Work

Regular exercise controls weight, boosts energy, improves mood and has a slew of other benefits. Stay active by walking, exercising at the gym, playing sports or engaging in other physical leisure activities.