

This Week's Tip: Take care of yourself!

As you start teaching online, you will be exposing your body and your mind to new types of stress. Monitor yourself and take proactive steps to minimize stress caused by working online for long periods of time.

- **Monitor yourself for signs of stress:** if you have back, wrist or elbow pain, or are feeling distracted or irritable, you might be suffering from stress. The UHS [Be Well At Work](#) program offers numerous resources to help you.
- **You will be typing a lot more:** pay special attention to your hands, your tendons and your shoulders. Try to keep a neutral posture at all times.
- **Be sure to take breaks:** these can be active breaks (getting up and moving) or passive breaks such as [seated stretches](#) and [breathing exercises](#). Take a lunch break, go outside, and stay hydrated!
- **Follow the 20/20/20 rule to rest your eyes:** every 20 minutes, look for 20 seconds at something that is 20 feet away from you. Your eyes are also a muscle and need to relax!
- **Optimize your workstation:** Follow these simple guidelines to make sure that your workstation is not causing undue stress on your body:
 - Your monitor should never be so high that you have to lift your chin to see any part of the screen. The top 1/4 of the screen should be equal with your straight-ahead vision.
 - Your work surface should be 2" above your sitting elbow. You should be able to sit comfortably under the surface and work at it without elevating your shoulders.
 - Reduce glare by adjusting the angle tilt of the monitor to avoid reflections from the ceiling or overhead lighting.
 - See UC Berkeley's [Computer Workstation Design Guidelines](#) and [Computer Health and Safety Guidelines](#) for additional information.

These issues apply to your students as well and it is worth reminding them of the risks of prolonged computer use especially without proper ergonomics.

Try the [Paz app](#) which offers restorative music for stress. Created by Dennis Hauser, Haas MBA 2020.

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