

# Worktime Workout Help

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## Using Worktime Workout

Worktime Workout is easy to use! There are only three things you need to decide (or you can choose to do nothing and let the program play with its default values.)

- \* How often you want to be reminded to do your stretches? The default reminder interval is 120 minutes.
- \* Which exercises do you want to include in your workout, and how many repetitions do you want to do of each? The default is to include all the exercises with 5 repetitions of each.
- \* Do you want to play the exercises right now or wait for the automatic reminder? The default is to wait for the automatic reminder.

For more information, select one of the topics below:

<a href="#"><u>Configuring Worktime Workout</u></a>	Lets you configure your workout.
<a href="#"><u>Playing Worktime Workout</u></a>	Lets you play your workout right now.
<a href="#"><u>Exiting Worktime Workout</u></a>	Lets you turn off the exercise program.

## Configure Menu

The Configure menu commands let you set the reminder interval, customize your workout, and determine how the videos are played.

For more information, select the Configure menu command name.

Reminder Options: This lets you set the interval between workout reminders. You can set the interval from 1 minute to 120 minutes (two hours). The default reminder interval is 120 minutes.

Exercise Options: This lets you select which exercises to include in your workout with the number of repetitions of each. The default is all exercises are selected with 5 repetitions each.

Video Playback Options: This lets you change the way videos are played on your system. You can change the playback speed or the number of frames played. The default plays all frames at full speed.

## **Playing Worktime Workout**

You can play Worktime Workout on demand at any time, or automatically at scheduled intervals.

### **Playing Exercises on Demand**

You can play the exercises at any time by double-clicking the Worktime Workout icon to display the main screen, and then clicking the Play option. The Playback window appears and you can play the exercises, skip an exercise, skip all the remaining exercises, or show the exercise (play it once).

### **Playing Exercises Automatically**

Normally you'll play Worktime Workout automatically at the interval you specified. The Reminder window appears and you choose OK to continue or Cancel to skip this workout. If you choose Cancel, the reminder window appears again at the next reminder interval.

For information on controlling the exercise playback window, select the topic below.

[Controlling the Exercise Playback Window](#)

## Reminder Options

The Reminder Options window lets you set the interval in minutes between workout reminders. The default is 120 minutes. You can enter the number of minutes from 1 to 120 in the box or you can use the slider to change the value in the box.

You can use the slider three ways: You can move the elevator to set the value you want. You can click on the up or down arrows to change the value by increments of one. Or you can click within the slider column to change the value by increments of ten.

The Use Beep as Audible Reminder box determines whether the Reminder window makes a sound when it appears. The default is that sound is turned on. You can change the reminder sound by changing the Default Beep on the Sound control on the Control Panel.

Choose OK to set the reminder interval for the current session only.

Choose Set Default to make the new value the default reminder interval.

Choose Cancel to discard any changes you have made.

## **Exit**

If you want to turn off Worktime Workout and halt all reminders, select the Exit option on the main screen. A popup window appears to confirm that you really want to exit.

If you want to skip a workout session, select Cancel from the reminder window or select Cancel All from the playback window. Other workout reminders will appear on schedule.

## Exercise Options

The Exercise Options window lets you select which exercises to include in your workout, along with the number of repetitions of each exercise. The default is all exercises selected, with 5 repetitions of each. The exercises are divided into four groups performed in this order:

- \* Wrist and hand exercises
- \* Eye and jaw exercises
- \* Neck and shoulder exercises
- \* Lower back exercises.

### Selecting Exercises

You must select an exercise group in order to do any of the exercises in the group. The default is all groups are selected. Once a group is selected, you can choose which exercises to include in your workout. If you want to omit an entire group of exercises, simply deselect the group name.

To select or deselect an exercise or exercise group from your workout, click in the box to the left of the name. An X appears in the box when that exercise or exercise group is selected.

### Selecting the Number of Repetitions

Enter the number of repetitions, from 1 to 50, in the box to the right of the exercise name. The initial value is 5; for most exercises, 3 to 5 repetitions are adequate. We recommend you select values larger than 10 only if you have consulted with your health care provider and are working on a customized workout program.

*Note: It is not possible to interrupt or halt the playing of videos in the middle of playback. Thus a high number of repetitions may take a minute or more to play.*

Choose OK to set the exercise options for the current session only.

Choose Set Default to make the exercises you just selected the default exercises.

Choose Cancel to discard any changes you have made.

## Video Playback Options

The Video Playback options let you control how the videos are played on your system. There are three controls on the Video Playback Options window:

- \* The Video Playback Speed slider lets you slow down the speed at which exercises are played. The default is normal (full) playback speed. Change this if you want the exercises to play more slowly. Note that the slowest speed can be very slow on some computers. (This control is useful to slow down playback on fast computers.)
- \* The Play Videos at 5 Frames/Sec. option plays fewer video frames, which increases the playback speed. Select this if you have a slower 386-based computer and normal playback is too slow. (Playback at 5 fps is jerkier than normal playback.)
- \* The Skip Frames If Behind option displays only as many frames as the computer can handle at normal playback speed. On fast computers, you see no difference from normal playback. On slower machines, the overall playback speed is preserved, but the video becomes jerky. On very slow machines, you may see only a few frames displayed per repetition. Select this option if you want the exercises to play at normal speed even though some frames may be dropped.

Choose Set Default to set the default video playback options.

Choose Cancel to discard any changes you made.

## **Controlling the Exercise Playback Window**

The Worktime Workout Playback window contains the video window, a repetition countdown, a description of the exercise, and these five controls:

OK - Play the exercise the specified number of repetitions.

Cancel - Do not play this exercise. Move on to the next exercise.

Cancel All - Do not play any more exercises in this workout.

Show Me - Play the exercise once.

Help - Display Worktime Workout on-line help.

## Getting Technical Support

Results Engineering, Inc. is committed to providing outstanding technical support for its products. We would also like to hear from you if you have suggestions on how we can improve the product in future releases. We are especially interested in suggestions for additional exercises, and in ergonomic and body mechanics hints.

Here is how to reach us:

By U.S. mail:  
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Portland, OR 97242-0395

By electronic mail:  
Internet -- [results@techbook.com](mailto:results@techbook.com)  
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(503) 232-1497  
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## Ergonomics Hints

Your work station is where you spend most of your day, and perform most of your work. A poorly-arranged work area can add to work-related stresses and strains. At the worst, an ergonomically-incorrect work area can lead to painful repetitive stress injuries. The following hints will help you adjust your work station so that it conforms to ergonomic principles.

*Note: The hints in this section describe how to position your body for the least stress, and suggest ways to adjust your work equipment: chair, desk, keyboard, monitor, mouse. Some of the adjustments can be made to existing equipment; others may require adding or changing equipment.*

### The Neutral Position

In general, ergonomics aims to help you find and maintain a neutral position, a balanced posture that causes no strain. Here is a description of the neutral sitting position:

- \* The head is erect, with level chin and the ears centered over the shoulders. The head is not tilted or twisted.
- \* The neck is straight, not craned forward or backward.
- \* The back is erect with good lumbar (lower back) support.
- \* The upper arms are parallel to the body and close to the sides. The forearms are at right angles to the upper arms and body.
- \* The hands, wrists, and forearms are on a level, neither bent upward nor downward. The wrists are straight, not angled to either side.
- \* The upper legs are horizontal; the knee can be slightly lower than the hip. The lower legs are at right angles to the upper legs.
- \* Feet are flat on the floor or on a footrest.

### Arms and Wrists

Place your hands on the desk. Are your arms level or do they angle up or down? Adjust your chair height if necessary.

Place your hands on the keyboard. Do your hands bend upwards to reach the keys? If so, tilt the keyboard away from you: close the keyboard elevators under the back of the keyboard, adjust the angle of the keyboard or lower the keyboard (if it is on an adjustable tray), or raise your chair. Do your hands bend downwards? If so, tilt the keyboard toward you: open the keyboard elevators under the keyboard, adjust the angle of the keyboard or raise the keyboard (if it is on an adjustable tray), or lower your chair.

A wrist rest is also recommended. Be sure to get one that is not so high that your wrists bend downward. You can make a wrist rest by rolling up a towel and placing it in front of the keyboard.

### Head and Neck

Position your monitor so that you look straight at it; your head should not be twisted to either side nor be tilted up or down. With your eyes closed, place your head and neck in the neutral position: with your head level, push your chin straight back with the fingers of one hand. Lift the chin slightly, so it is not

tucked against the chest. Open your eyes and look straight ahead. Your chin should be on a level with the middle of the screen. Is the monitor too low? Position the monitor higher. Too high? Position the monitor lower if possible, or raise your chair.

If you wear bifocal lens and need to tilt your head back to read the screen, ask your optometrist about getting special glasses for the computer to relieve neck strain.

## **Eyes**

The monitor screen should be 18" to 26" away from your eyes. Adjust the monitor if necessary. Reduce glare by positioning the monitor so that it does not face strong lighting or unshaded windows. Use an anti-glare filter if available.

Use a copy holder to hold documents at the same angle as the screen and at the same distance from the eyes. The document should be well lit; use a goose-neck lamp if necessary. Position the lamp so it shines on the document, but not on the monitor.

## **Back**

The lumbar portion of the back should be firmly supported by the back of the chair. If you tend to lean forward, move the chair closer to the monitor. If you tend to lean back, tighten the backrest to give more support. If your lower back is not supported by the backrest, move the backrest up or down so the lumbar support is behind your lower back, then adjust the backrest in or out to support the back correctly. If your lower back is still not sufficiently supported, obtain a lumbar roll pillow or other back support pad, and use consistently. Good lumbar support can reduce pressure on your lower back by nearly 50%.

## **Legs**

Your upper legs should be parallel to the floor, and your feet should be flat on the floor and pointing forward, not turned to either direction. Are your feet partially or completely off the floor, or do you tend to rest them on the feet of the chair? If so, use a footrest. Are the backs of your thighs compressed by the edge of the chair? Tilt the seat pan forward, or use a footrest.

## **Shoulders**

Position your mouse so that it can be used without pulling one shoulder forward, bending the back, or reaching too far without support. If you find that the mouse tends to "creep" forward while working, use a mouse pad that is shallower from front to back; reaching the end of the pad will remind you to pull the mouse back. Or use a trackball instead of a mouse.

## Body Mechanics Hints

This section contains many common sense ideas to help reduce wear and tear on your body. However, two fundamental practices are useful for all:

- \* Reduce stress in your life. Learn how to relax. For example, before falling asleep, take a few minutes to breathe deeply and let your body unwind. During the day, remember to breathe when you feel stressed. You may want to take up a relaxation technique such as yoga or meditation.
- \* Do aerobic exercise regularly, preferably at least 45 minutes three times a week. Aerobic exercise greatly improves your ability to heal from injuries, including repetitive strain injuries. However, if you are not exercising now, check with your doctor first. Start gradually and don't overdo; your goal is to enjoy feeling fit.

### Wrists and Hands

Hands perform a tremendous amount of work at a computer. For example, a person typing at 60 wpm may perform over 21,000 single hand movements every hour. In order to support this amount of repetitive movement, your hands need help. Here are some hints:

- \* Maintain a neutral wrist in all your activities. For example, some people sleep with their hands folded and wrists bent. This places strain on the wrists and restricts circulation to the hands. If you tend to do this, straighten your wrists before going to sleep.
- \* Distribute the workload. If you spent all day typing to meet a deadline, it probably isn't a good day to hammer nails or knead bread when you get home. Choose another day to perform hand-intensive tasks, or ask another member of the household to do them, if possible.
- \* Allow sufficient recovery time. Your body needs time to recover from any exercise, including typing and "mousing." Just sitting all day is stressful. Get proper rest every evening, and take a long break in the middle of the day. Don't make a practice of working through lunch. (Of course, at times it's necessary to work through the lunch hour, but try to take one long break sometime during the day.)
- \* Pay attention to nutrition. Your wrists and hands need high-quality nutrition to keep up with the workload. There is mounting evidence that nutrition plays an important part in the development of repetitive stress injuries. Follow a nutritious diet that includes a variety of foods, and reduce or eliminate the "junk food" in your diet.
- \* Use the proper tools to perform tasks and reduce hand stress. Tool handles should have rounded edges to prevent pressure on the hand, and should have a rubberized surface to prevent the hand from slipping. Handles should be large enough to grip firmly.

### Eyes

Work on the computer is visually intensive. The muscles that focus the eye are strained by remaining in the same focal distance for hours at a time, such as often happens when working at the computer. Eyestrain is really eye muscle strain. Here are some hints to help your eyes:

- \* Rest your eyes frequently. Rest your eyes by either looking into the distance or by closing them as often as possible. If you watch TV at night, close your eyes during the commercials. Massaging around the eye socket, especially the inner corners and bridge of the nose, is also relaxing.
- \* Have your eyes examined. If you haven't seen an eye doctor within two years, now is a good time to go. You may have started to need eyeglasses and not realized it, or your old glasses may be out-of-date.

Tell your doctor that you do computer work; special eyeglass lens coatings for computer work are available that may help you. If you use bifocals, you may want to get glasses made just for working on the computer.

- \* Avoid glare. Position your monitor to minimize reflection and get an anti-glare filter. Some newer monitors have anti-glare coating on the screen. Wear sunglasses when outside on bright days.
- \* Have good task lighting. Any time you perform a visually intensive activity, make sure your work area is well lit. Use gooseneck lamps or other task lighting if necessary to illuminate close work. If you read recreationally, make sure your reading area is well lit.
- \* Don't read material on the screen while it is scrolling past. Use the Page Dn key or click in the scroll bar to move through text a page at a time, rather than using the down arrow to move a line at a time. Reading text while it is scrolling causes the eyes to perform many rapid up-and-down movements, which is very stressful.

## **Neck and Shoulders**

The neck supports the head, which weighs about as much as a bowling ball. When the neck bends or twists, the neck and shoulder muscles tense to support the head's weight. Chronic tension due to poor posture can cause neck, shoulder and upper back pain, and tension headaches. Here are some hints to help keep your neck relaxed:

- \* Pay attention to posture. Put your head in the neutral position: with your head level, push your chin straight back with the fingers of one hand. Lift the chin slightly, so it is not tucked against the chest. Pay attention to the balance of the head. Try to find the best balancing point for your head; maintain this position as much as possible.
- \* Use telephone headset or receiver support. Don't hold the telephone between your cheek and shoulder. This extreme posture strains both the neck and shoulder. If a receiver support or headset is not available, hold the telephone receiver in one hand and keep the neck upright. Write notes on a large pad of paper that won't slide, or fasten a message pad to the desk surface.
- \* Use the proper pillow while sleeping. A pillow that is too thin or too thick can cause neck strain. A proper pillow holds the neck level while sleeping on the side, and preserves the forward curve of the neck while sleeping on the back. Special neck pillows are available; ask your health care practitioner.
- \* Don't carry the world upon your shoulder. Use a backpack or fanny pack instead of a shoulder bag. If you use a shoulder bag or purse, alternate which shoulder you carry it on. If you carry a briefcase or hand luggage, try to carry an equal load with each arm.

## **Back**

Sitting places a greater strain on the back than on any other part of the body. Studies have found that there is more pressure on the lower back while sitting than while standing or bending. In fact, a study discovered higher levels of degeneration of the bone, discs, tendons and ligaments in a group of sedentary workers than in a group of workers who handle heavy materials. Sitting for a living definitely places a strain on your lower back. Here are some hints to help keep your back happy:

- \* Exercise. While the exercises in Worktime Workout are excellent for keeping your back limber during the work day, they are not enough. Studies prove that exercise is more effective than any other treatment in relieving back pain and preventing its reoccurrence. Work with your health care practitioner to develop an exercise program that's right for you. Start gradually, and exercise regularly.
- \* Get proper back support. When your back is not supported by your chair, the back muscles have to

work harder to support your back. Studies show that your back muscles work nearly twice as hard when you are sitting in a straight-backed chair compared to a chair with proper back support. Use a lumbar support roll or other back support pillow (available through a health care practitioner or medical supply house) whenever sitting in a chair without proper back support, whether at work or at home.

\* Pay attention to posture. Constant twisting to one side, bending, or slouching stresses the vertebrae, discs, tendons and muscles of your back. Over time, this cumulative stress can lead to pain. Arrange your work area so you can work without twisting or bending your back. The tendency to slump or slouch may be due to insufficient back support, or fatigue. Obtain proper support for your back, and take a break to stretch or walk around the office when fatigued.

\* Lift correctly. Bending to lift even a small weight places enormous pressure on your lower back. Always lift with a straight back, and keep the load close to your body. Use the muscles in your thighs to do the work.

\* Take your wallet out of your back pocket. When your wallet is in your back pocket, you sit on it when you sit down. This tilts your hips to one side, which bends your lower back to compensate. In addition, the sciatic nerve is often compressed by the wallet. Keep your wallet in your front pants pocket or jacket pocket instead. (For the same reasons, don't carry keys in your back pocket either.)