



# Work good health into your workdays

Here are 10 tips for staying productive and healthy at work:

1. **Come to work fueled** by a healthy breakfast and at least seven hours of sleep.
2. **Wash your hands often**, and always before you eat. Keep hand sanitizer in your drawer. Avoid co-workers who are sick.
3. **Use disinfectant and a paper towel** to clean your computer keyboard, mouse, phone receiver, and work surfaces every day. If you eat at your desk, use a placemat.
4. **Try to drink eight or more glasses of water** each day.
5. **Avoid candy bowls.** A single extra piece of candy each day can amount to 3 to 7 pounds of weight per year.
6. **Eat a small, healthy lunch.** Look out for takeout; many kinds are high in calories and fat.
7. **Bring one or two healthy and satisfying snacks** — an apple, string cheese, a few whole-wheat crackers — to work each day. If the candy vending machines still call your name, try leaving your change and dollar bills at home.
8. **Have your computer screen approximately an arm's length away from your eyes.** Adjust the type size on your computer so you can read it easily at that distance.
9. **Get in some exercise every day** by parking or getting off the bus a good distance from your worksite, walking at lunchtime, and taking stairs instead of elevators.
10. **Take some vacation time** to relax and rejuvenate.

## UPMC HEALTH PLAN

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