HOME OFFICE DAILY ERGONOMIC & TASK PLANNER

OPTIMIZING POSTURAL WELLNESS, MOVEMENT INTERVALS & REMOTE WORK PRODUCTIVITY

DATE: _____/_____/20____ **DESK SETUP: [ ] SITTING [ ] STANDING** **ROOM TEMP: _____ deg F** **HYDRATION GOAL: _____ OZ**

MONITOR AT EYE LEVEL	FEET FLAT ON FLOOR	ELBOWS AT 90-100 DEG	20-20-20 EYE BREAKS
[ ] Top 1/3 at gaze (0 deg neck)	[ ] 90 deg knees & hips back	[ ] Forearms & wrists neutral	[ ] Look 20ft away every 20m

HOURLY POSTURE, STRETCH & WATER RHYTHM

TIME	POSTURE	MICRO-STRETCH	H2O
08:00 AM	[ ] Sit [ ] Stand	Neck rolls & shoulder shrugs	[ ] 8oz
09:00 AM	[ ] Sit [ ] Stand	Chest opener & wrist stretch	[ ] 8oz
10:00 AM	[ ] Sit [ ] Stand	Standing quad & calf stretch	[ ] 8oz
11:00 AM	[ ] Sit [ ] Stand	Seated twist & trap stretch	[ ] 8oz
12:00 PM	[ ] LUNCH / WALK	Active outdoor walk & hydrate	[ ] 8oz
01:00 PM	[ ] Sit [ ] Stand	Hip flexor lunge stretch	[ ] 8oz
02:00 PM	[ ] Sit [ ] Stand	Doorway stretch & forearms	[ ] 8oz
03:00 PM	[ ] Sit [ ] Stand	Back bend & deep breaths	[ ] 8oz
04:00 PM	[ ] Sit [ ] Stand	Wrist & finger mobility	[ ] 8oz
05:00 PM	[ ] SHUTDOWN	Full body stretch & power off	[ ] 8oz

TOP 3 HIGH-IMPACT DELIVERABLES (DEEP WORK)

PRIORITY 1: _____ **EST:** _____ **MIN**

[ ] Complete [ ] Blockers: _____ Outcome: _____

PRIORITY 2: _____ **EST:** _____ **MIN**

[ ] Complete [ ] Blockers: _____ Outcome: _____

PRIORITY 3: _____ **EST:** _____ **MIN**

[ ] Complete [ ] Blockers: _____ Outcome: _____

OPERATIONAL TASKS & ADMIN CHECKLIST

[ ]		H / M / L
[ ]		H / M / L
[ ]		H / M / L
[ ]		H / M / L
[ ]		H / M / L
[ ]		H / M / L

ASYNC MESSAGES & MEETINGS TO ATTEND

[ ] Sync / Person: _____ Topic: _____

[ ] Sync / Person: _____ Topic: _____

[ ] Sync / Person: _____ Topic: _____

[ ] Sync / Person: _____ Topic: _____

DAILY WORKDAY SHUTDOWN: [ ] Desk Cleared [ ] Tomorrow Top 3 Planned [ ] Laptop Closed [ ] Micro-Stretches: _____ / 10

POSTURAL WELLNESS RATING: [1] Stiff / Aching [2] Fair [3] Good [4] Energized [5] 100% Pain-Free & Aligned