

A SMALLER ROUTINE FOR REAL WORKDAYS

The 14-Day Desk Reset Kit

Small pauses. A more workable desk.
A routine you can actually choose.

2, 5, OR 10 MINUTES / ONE OPTION PER DAY

A practical workbook, not another challenge.

Use fourteen distinct experiments to find a pause, cue, and workspace change that fit your actual day. Nothing to catch up on. No exercise required. No health outcome promised.

Inside the kit

Quick-start and desk checklist (2) / Your personal plan (3)

Fourteen daily experiments (4-17) / Habit tracker (18)

Review and next-week plan (19) / Sources and license (20)

Start here

Read page 2, write one plan on page 3, then choose just one time option on Day 1. Print the pages you want; all writing areas are intentionally blank.

FREE PREVIEW - SELECTED PAGES

START SMALL

A useful reset starts with choice.

For adults doing desk-based work. Adapt the pages to your access needs, role, equipment, and day.

How to use this kit

Choose **one** time option each day: 2, 5, or 10 minutes. Do not add them together. The timings include setup and reflection, not continuous exercise. Use the tracker to record an attempt, a partial attempt, or a skip. Missed a day? Resume with the next useful page; do not catch up.

Safety and scope

This is general wellbeing education and a planning workbook, not diagnosis, treatment, rehabilitation, an ergonomic assessment, or medical advice. Movement is optional. Resting while seated is a valid alternative. Do not force a position or movement. Stop any activity that causes pain, dizziness, or worsening symptoms. Seek a qualified health professional for symptoms or questions about what is appropriate for you. Follow existing care advice and workplace safety rules.

YOUR DESK: ONE REVERSIBLE CHANGE AT A TIME

- ☐ Notice whether your chair and feet feel supported; use only stable, appropriate equipment.
- ☐ Place frequently used items and input devices within comfortable reach.
- ☐ Check that you can read your screen without twisting or leaning to see it.
- ☐ Notice glare and lighting; adjust settings or placement if permitted.
- ☐ Keep usable access and floor space clear; do not block cables, controls, or exits.
- ☐ Ask for help if the setup cannot be adjusted to your needs. Do not improvise unsafe supports.

These are starting observations, not a certification. OSHA notes that no single workstation arrangement fits everyone. See the full workstation guidance on page 20.

The one change I want to test first:

YOUR PERSONAL PLAN

Choose the smallest useful version.

Write a plan that respects your schedule. It is a draft, not a contract.

2 MINUTES - MINIMUM

For a crowded day. Pick the cue, try one small pause or change, and record what happened.

5 MINUTES - EVERYDAY

For a realistic gap. Set up, test one option, and notice whether it fits.

10 MINUTES - EXPERIMENT

For a roomier gap. Explore one change, prepare an alternative, or review your notes.

MY IF-THEN PLAN

If this existing event happens: _____

Then I will try this small action: _____

My default time option: 2 minutes / 5 minutes / 10 minutes

If the day changes

Example: If my call runs late, I will use the next task boundary. If no safe gap appears, I may skip and resume tomorrow. My plan does not need a perfect streak.

My fallback cue or smaller action:

What I hope to learn (not a promised result):

Before starting, choose a private place for your notes. This workbook does not need your symptoms, diagnosis, employer name, or other sensitive information.

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DAY 01 / MAKE SPACE

Choose a cue, not a perfect day

Attach one small pause to something that already happens.

A cue is easier to find again than a vague intention. Your first experiment is to notice a repeatable moment, not to build a flawless routine.

CHOOSE ONE OPTION - DO NOT STACK**2 MINUTES**

30 sec: Pick one cue: opening your laptop, ending a call, or finishing a document.
60 sec: Pause screen work. Notice your surroundings or rest your hands in a comfortable position.
30 sec: Write the cue and a two-word name for the pause.

5 MINUTES

1 min: List three events that happen on most workdays.
3 min: Choose one event and try a screen-free pause. Stay seated or change position if comfortable.
1 min: Place a paper reminder where that event happens.

10 MINUTES

2 min: Sketch your morning, middle, and end-of-day transitions.
6 min: Try one cue and pause; note what could interrupt it. Prepare a smaller version for that interruption.
2 min: Write one if-then plan: If [cue], then I will [small action].

Cue to borrow

After I open my first work document, I will pause before typing.

If it does not fit today

If the cue passes, use the next natural transition. Do not add catch-up breaks.

FIELD NOTE - INCLUDED IN YOUR CHOSEN TIME

Which cue actually happened today? What would make it easier to notice tomorrow?

Date: _____ Mode: 2 / 5 / 10 Result: tried / partial / skipped

FREE PREVIEW - SELECTED PAGES