Workrave can be downloaded to your PC to prompt you to take breaks and perform guided exercises. The program monitors your keyboard and mouse activity and uses this information to determine when to notify you (e.g. if you are away at a meeting it will notice that you are taking a natural break). Workrave runs on GNU/Linux and Microsoft Windows; learn more about it at: http://www.workrave.org/

You can configure the program to choose how often you want break reminders to appear. When it is time for your break, a small popup window appears asking you to take a break along with some stretching videos. This window moves out of the way if you keep on working.

**How to install Workrave**

Call or email the UNSW IT service desk and request the software, Workrave, to be installed. The name of the software in CMS is WorkRave 1.10 - Immediate – Install.

Once installed an icon of a white sheep will appear in the bottom right corner of your computer, like this: 🐐

Workrave comes with default settings, these may not be suitable for your pace of work therefore it's advisable that you adjust the settings to suit you. Right-click on the white sheep then left-click on “Preferences”:

Within preferences you can adjust the settings to suit your needs; you can change your settings at any time by going back into the “Preferences” selection.

Workrave has two types of breaks: micro-breaks and rest breaks.
**Micro-breaks**

Micro-breaks are short frequent breaks from a task. You should break from your task and relax or stretch your muscles for about 30 seconds. Multiple short breaks are better for preventing fatigue compared to one long break.

If you would like to take micro-breaks select ‘enable timer’:
- Set time between breaks to 0:15:00 minutes
- Set break duration to 0:0:30 seconds
- If you choose to postpone breaks, use 0:5:0 minutes. However we do not recommend you select this as it increases the duration of continuous activity.

**Rest breaks**

At a minimum the rest break feature must be selected. Rest breaks refer to a task change. During a rest break it is important you stand up and move to interrupt your sitting pattern.
Select 'enable timer':
- Set time between breaks to 0:45:00 minutes
- Set break duration to 0:2:0 minutes
- If you choose to postpone breaks, use 0:5:0 minutes. However we do not recommend you select this as it increases the duration of continuous activity.

Suggested activities during rest breaks:
- Stretch
- Grab a drink of water
- Walk to colleagues desk rather than emailing
- Walk to the printer
- Stand up and make a phone call
- Organise/clean workstation

**Daily Limit**
Set your daily limit to 8 hours to avoid prolonged sitting, then you will get a reminder once you have reached this:
User interface – General
Ensure that you select “Start Workrave on Windows start-up”:

User interface – Sounds
Select all boxes if you want a sound to occur with each prompt. De-select boxes if you prefer no sound:
User interface – Status window

Select the boxes if you want a status window to appear constantly on your screen (highlighted in red box in image below), this lets you know when the next break is due. Most users prefer not to have this on display:

![Status Window Image]

Statistics

Right-click on the white sheep icon and select “Statistics”:

![Statistics Image]

Here you can monitor your statistics of use/computer work: