# Workrave Instructions

Rest break reminder software

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 to take a break (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.

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


Workrave at UNSW, V2.0, April 2020

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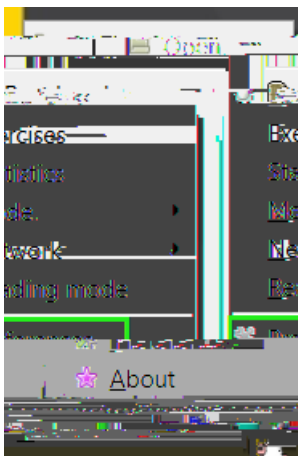
sheep then left-click on "Preferences":

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.
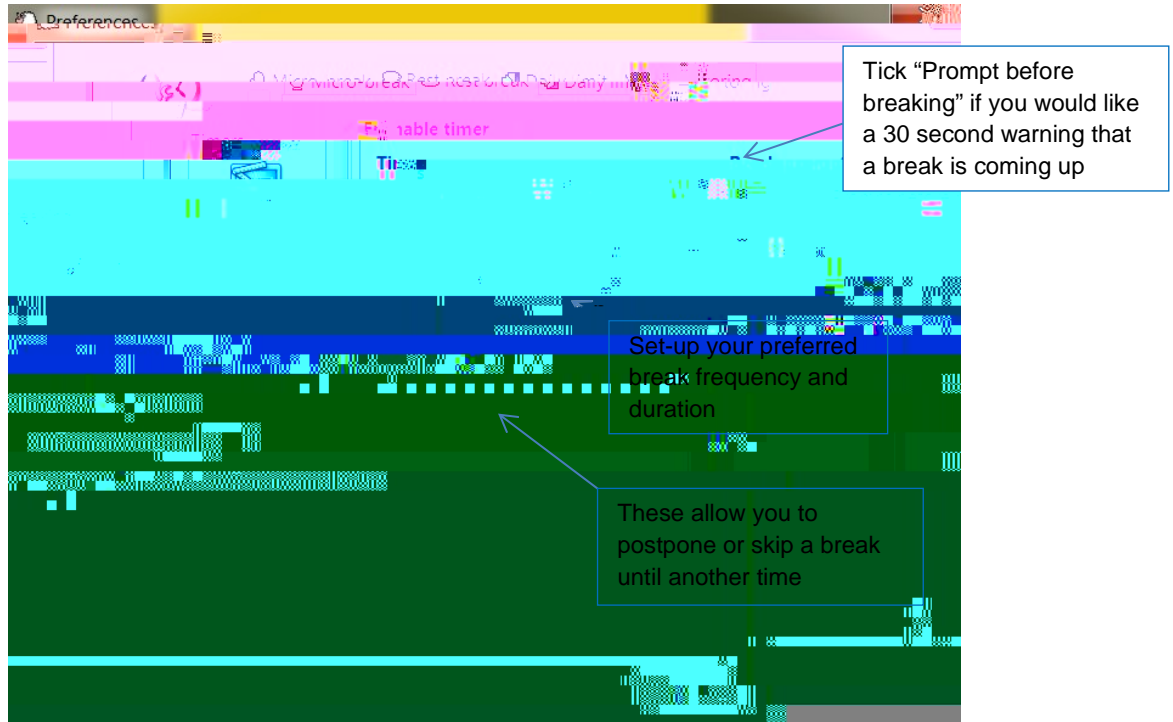
Micro-breaks are short frequent breaks from a task. You should break from your task and relax or stretch your muscles for about 30 seconds. Multiple short breaks are better for preventing fatigue compared to one long break.
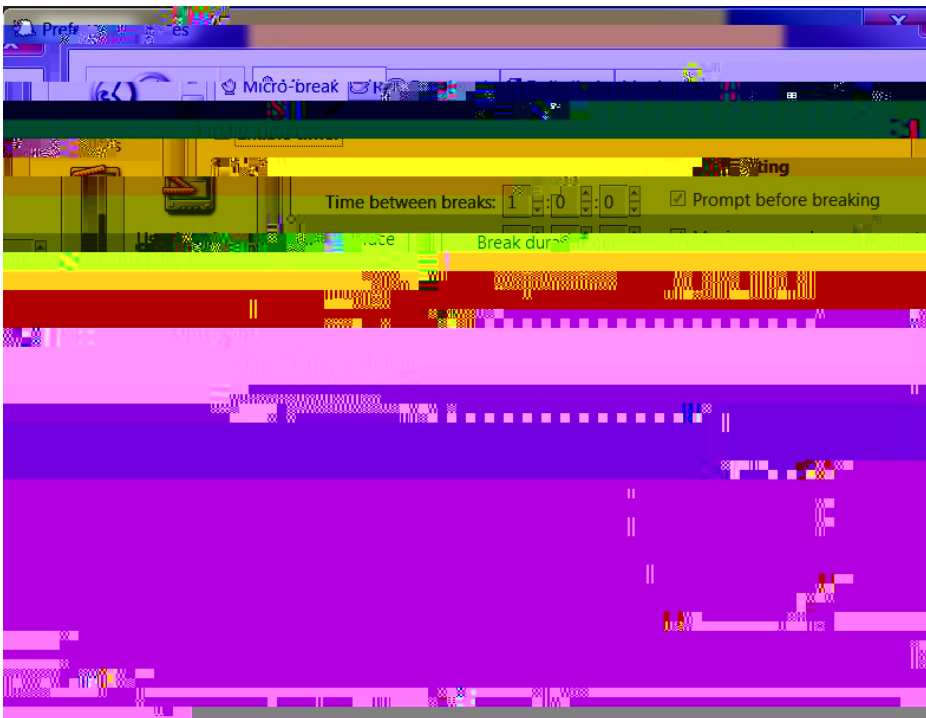
If you would like to take micro-breaks, select 'enable timer':
- Set time between breaks to 0:15:00 minutes
- Set break duration to 0:0:30 seconds
- If you choose to postpone breaks, use 0:5:0 minutes. However we do not recommend you select this as it increases the duration of continuous activity.

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.

Tick "Prompt before breaking" if you would like a 30 second warning that a break is coming up

Set-up your preferred break frequency and duration

These allow you to postpone or skip a break until another time

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
- Get a drink of water
- Walk to colleagues' desk rather than emailing
- Walk to the printer
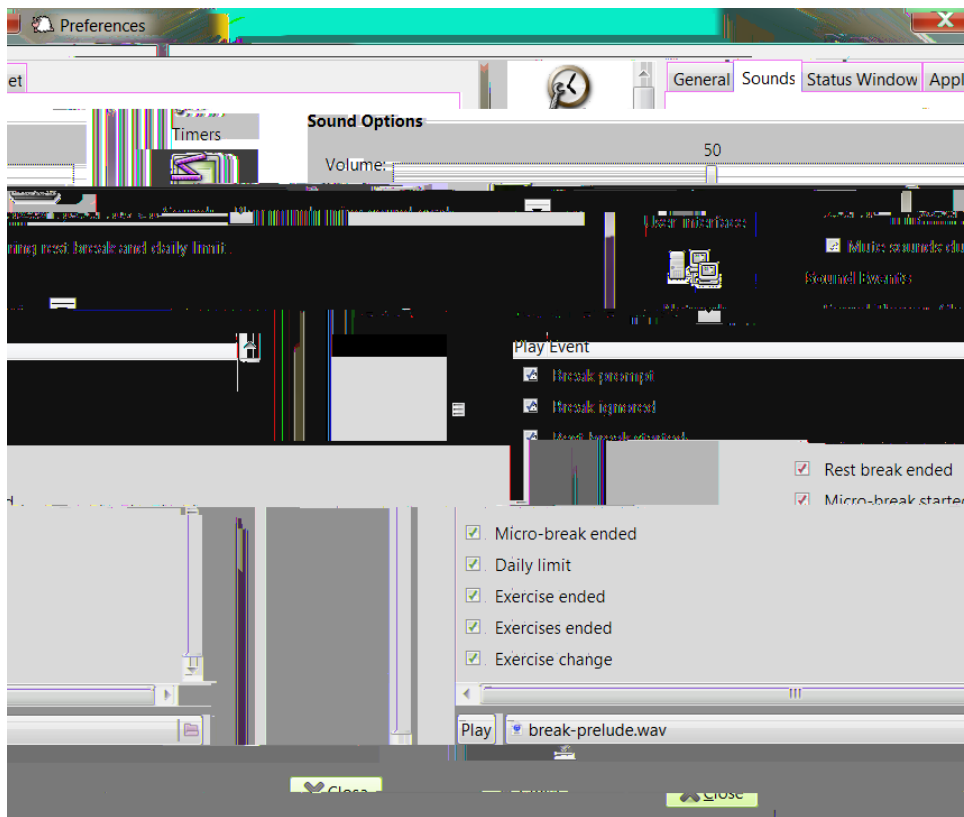- Stand up and make a phone call
- Organise/clean workstation.

Set your daily limit to 8 hours to avoid prolonged sitting, then you will get a reminder once you have reached this:
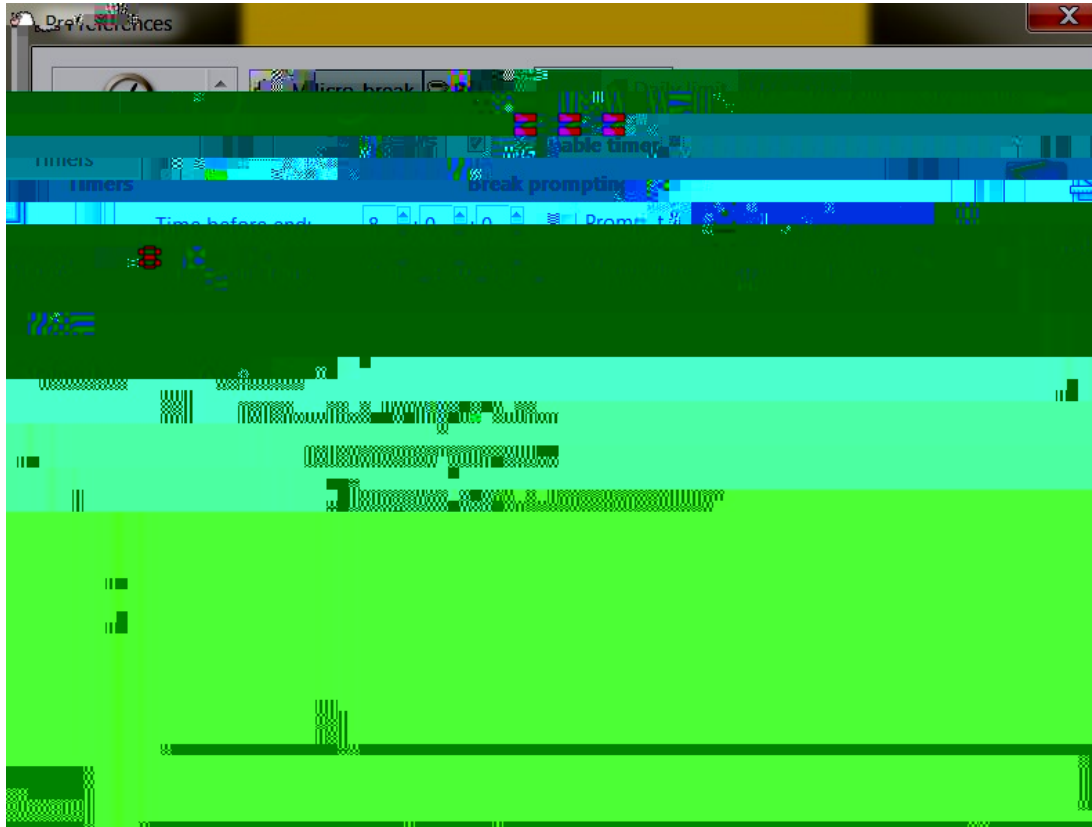
Ensure that you select "Start Workrave on Windows start-up":
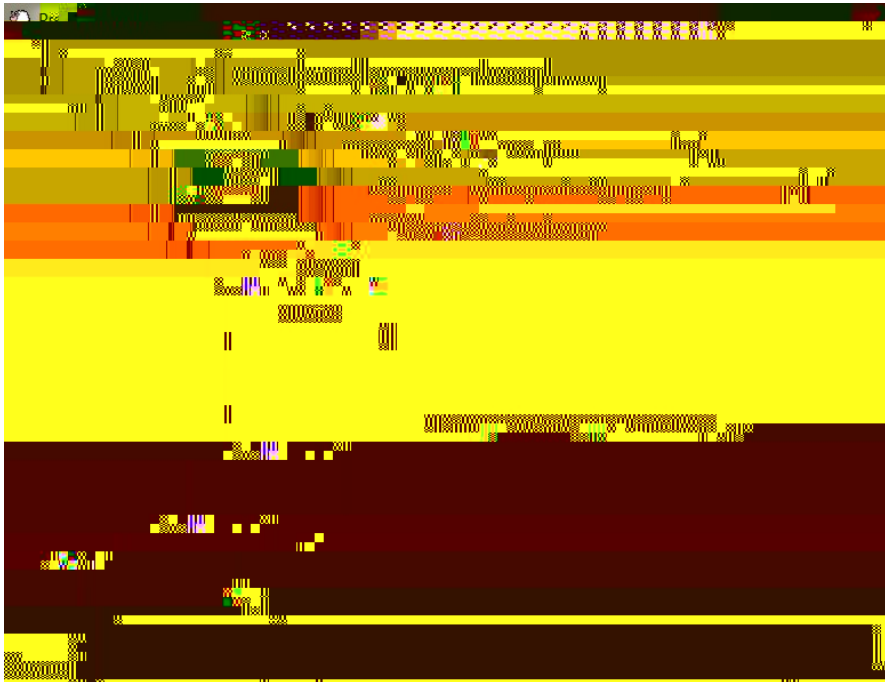
Select all boxes if you want a sound to occur with each prompt.
De-select boxes for no sound:

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