Getting Started
Before downloading, please contact your unit’s IT department. *CalNet ID and employee number required*

- Log onto the Blu Portal (blu.berkeley.edu)
- Click on the “People” tab
- In the “Job Tools” section, click on “Stretch Break Software (PC)”

CtrlWork Set Up Tips

- The software will analyze your work patterns for one week and then recommend a Profile setting.
- To increase the amount of Energizers or Ergo Boosts, decrease the Interval or increase the Duration under Profile Settings.
- To disable the software, select the “Monitoring Only” setting under the Profile tab or have IT uninstall the software.

For help or advanced instructions, go to the “Help” section on the status window. For questions, please contact helpdesk@ctrlwork.nl
**KEY FEATURES OF CtrlWORK**

- **Stretch Breaks** (ErgoBoosts)
  By monitoring your keyboard, mouse usage and your natural rest patterns, this program customizes your rest breaks. These reminders promote the importance of regular breaks from repetitive computer work and allow you to briefly regain awareness of your posture and work patterns. You can take stock of how your body is feeling, and take time for relaxing. During these re-energizing and rejuvenating rest breaks, pop-up demonstrations help you participate in simple and brief instructional stretches to reduce muscular tension and to promote blood flow.

- **Work Flow Feedback**
  Provides feedback on your work habits and recommendations to work more comfortably and efficiently. CtrlWORK advises on changes in settings based on actual work patterns.

- **MicroBreaks** (Energizers)
  These pop-up reminder messages keep you aware of your body and work patterns. They promote healthy computing by encouraging micro-breaks that reduce fatigue and improve blood circulation.

- **Personalized Settings**
  CtrlWork is customizable so that your stretches, reminders, and breaks can be tailored to fit your working style and needs.