Relieving Stress at Work

1. Raise arms above your head and lengthen your spine. Then relax your shoulders. Take a few deep breaths, allowing your ribcage and belly to expand as you inhale. Exhale slowly.

2. Seek a change in venue. Getting away from your work station, even for a walk to the water cooler, can help you collect your thoughts and refocus on the task at hand.

3. Laugh! Read one of your favorite jokes or simply laugh aloud.

4. Play with a stress-relieving toy or game like a mini-basketball hoop, dart board, foam stress ball or punching bag.

5. Visualize yourself relaxing at your favorite vacation spot or completing the big presentation with ease.

Finding the Right Balance

With too little stress and things to do, we are:
- Unhappy
- Bored
- Frustrated
- Tired
- Prone to Illness

With too much stress and things to do, we are:
- Irritable
- Exhausted
- Overwhelmed
- Unable to make decisions quickly
- Prone to Illness

With the right amount of things to do we are:
- Happy
- Creative
- Motivated
- Productive
- Healthy
Shoulder Roll: Slowly roll your shoulders forward 5 times in a circular motion, using your full range of motion. Then roll your shoulders backwards 5 times with the same circular motion.

Neck: Let your head drop slowly to the left, then to the right. Slowly drop your chin to your chest and then raise your chin as high as you can. Turn your head to the left, return it to the normal position, and then turn it to the right.

Quadriceps: Bring your legs straight out in front of your body and then hold them in that position for 5 seconds. Make sure you are sitting up straight. Relax and repeat.

Knee Kiss: Pull one leg to your chest, grasp with both hands, and hold for a count of 5. Repeat with opposite leg.

Windmill: Place your feet apart on the floor. Bend over and touch your right hand to your left foot, with your left arm extended up. Repeat with the opposite arm.

Back Relaxer: Bend down between your knees as far as you can. Return to upright position, straighten, and relax.

Pectoral Stretch: Grasp your hands behind your neck and press your elbows back as far as you can. Return to starting position, then drop your arms and relax. Repeat.

Middle-Upper Back Stretch: Raise your right arm and grasp it below the elbow with your left hand. Gently pull your right elbow toward your left shoulder as you feel the stretch. Hold for 5 seconds. Do both sides.

Side Stretch: Interlace your fingers. Lift your arms over your head, keeping your elbows straight. Press your arms backwards as far as you can. Slowly lean to the left and then to the right, until you feel a stretch.

Fingers: With palms down, spread your fingers apart as far as you can. Hold for the count of 5. Relax and then repeat.

10 Great At-Your-Desk Exercises