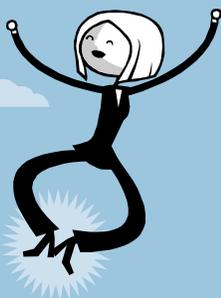


How to Relax at Your Desk.

Here's How:

1. Sit up straight with your back against the back of your chair, your feet flat on the floor, and your hands resting lightly on your thighs.
2. If possible, close your eyes. You may do the exercise without closing your eyes, but closing your eyes will help you relax a bit more. Do not clench your eyes shut. Let your eyelids fall naturally.
3. Breathe in slowly through your nose, counting to 5. Hold the breath for a count of 5. Breathe out slowly, counting to five. Repeat.
4. This exercise is performed by tensing and holding a set of muscles for a count of 5, and then relaxing the set of muscles for a count of 5.
5. When you tense each muscle set, do it as hard as you can without hurting yourself. When you release the hold, be as relaxed as possible.
6. Begin by tensing your feet. Do this by pulling your feet off the floor and your toes toward you while keeping your heels on the floor. Hold for a slow count of 5.
7. Release the hold. Let your feet fall gently back. Feel the relaxation. Think about how it feels compared to when you tensed the muscles. Relax for a count of 5.
8. Next tense your thigh muscles as hard as you can. Hold for a count of 5. Relax the muscles and count to 5.
9. Tighten your abdominal muscles and hold for a count of 5. Relax the muscles for a count of 5. Be sure you are continuing to sit up straight.
10. Tense your arm and hand muscles by squeezing your hands into fists as hard as you can. Hold for a count of 5. Relax the muscles completely for a count of 5.
11. Tighten your upper back by pushing your shoulders back as if you are trying to touch your shoulder blades together. Hold for a count of 5. Relax for a count of 5.
12. Tense your shoulders by raising them toward your ears as if shrugging and holding for a count of 5. Relax for a count of 5.
13. Tighten your neck first by gently moving you head back (as if looking at the ceiling) and holding for 5. Relax for 5. Then gently drop your head forward and hold for 5. Relax for a count of 5.
14. Tighten your face muscles. First open your mouth wide and hold for 5. Relax for 5. Then raise your eye brows up high and hold for 5. Relax for 5. Finally clench your eyes tightly shut and hold for 5. Relax (with eyes gently closed) for 5.
15. Finish the exercise with breathing. Breathe in slowly through your nose, counting to 5. Hold the breath for a count of 5. Breathe out slowly, counting to five. Repeat 4 times.



Tips:

1. Perform this exercise whenever you need to relax, whether it's on a plane or in a car or anyplace else you may be sitting. (Because this exercise may be very relaxing, it should not be performed while driving.)
2. Over time, if performed regularly, this exercise will help you recognize tension in your body. You will be able to relax muscles at any time rather than performing the entire exercise. Perform at least twice a day for long-term results.
3. You may develop your own longer relaxation exercise by adding more muscle groups. Pinpoint your own areas of tension then tense and relax these areas in the same way.
4. Maximize the relaxation benefits of this exercise by visualizing a peaceful scene at the end of the exercise. Visualize a scene (a place where you feel relaxed) in detail for at least 5 minutes.