

# How to De-Stress at Work



*Live Well. Be Well. ChooseWell.*

# 10 Ways to De-Stress at Work

## 1. Get up and walk away from your work area for 5 minutes

Stand up, stretch and get some coffee or water, visit a co-worker instead of calling them, do a lap around the office

## 2. Laugh a little

Lighten up and laugh at life's absurdities! Observe and appreciate life as it's happening

## 3. Close the mental "office door"

It's okay to have passion for your work, but stop being a workaholic, learn to slow down, "turn off" work and have fun!

## 4. Soothe yourself with sound

Listen to a "lite" radio station or classical music (just keep the volume down!) during the work day

## 5. Lighten up and create visual resting spots

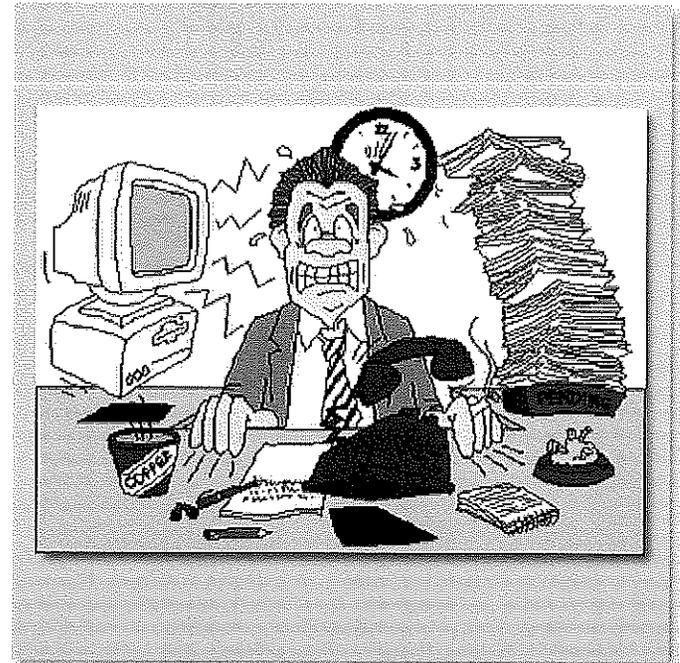
Reduce eye strain by having soft, indirect lighting in your work area. At regular intervals, look away from your computer or paperwork to focus on a distant object



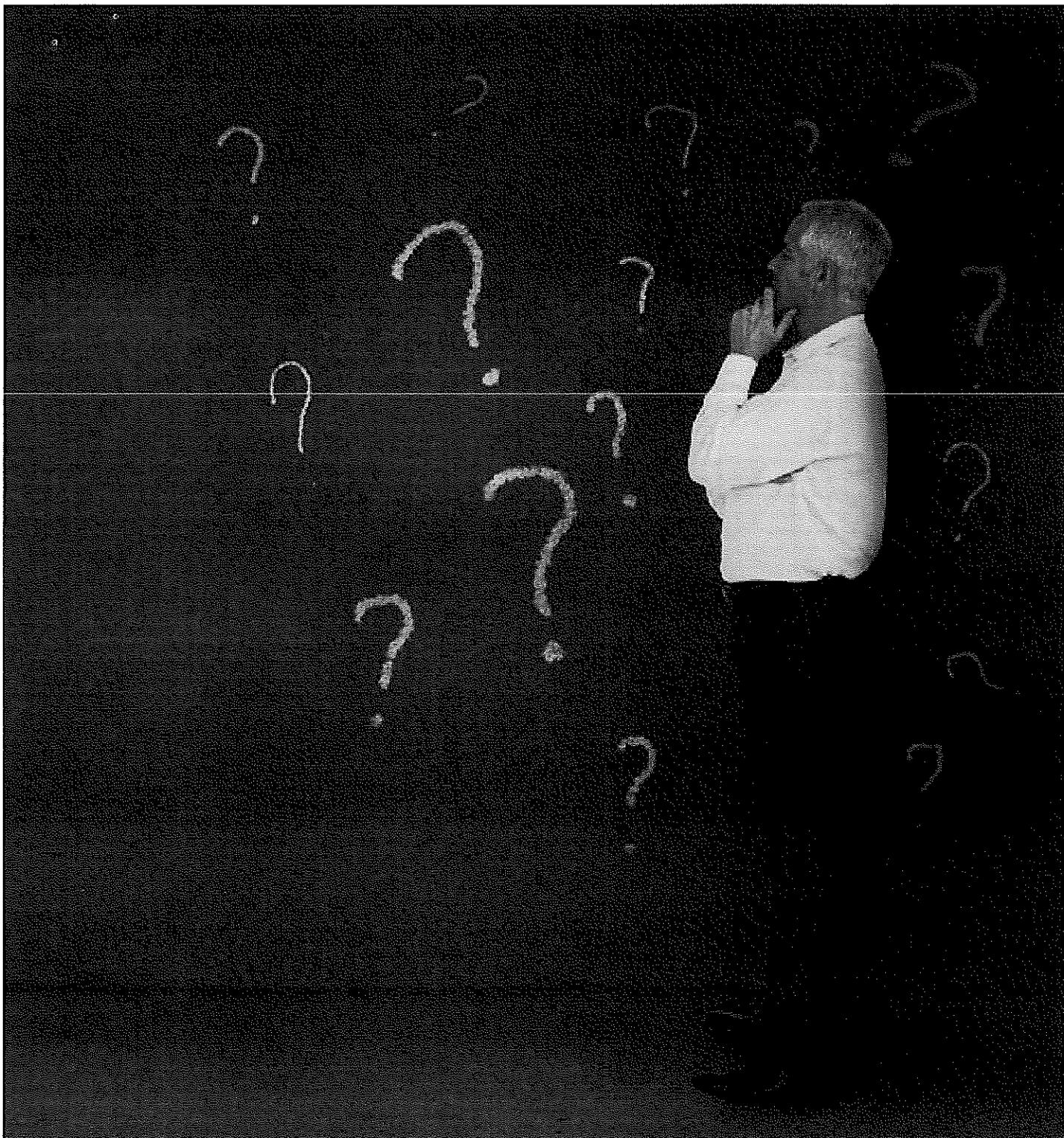
Source: Dummies.com and Beliefnet

# 10 Ways to De-Stress at Work

6. **Take care of yourself regularly**  
Connect with your family, pamper yourself occasionally, and focus on the quality of your time, not the quantity
7. **Organize your desk**  
Organize your piles and files to create a sense of order amongst the chaos
8. **Leave work on time**  
Your personal life is at least as important as your work life. Use your personal time to re-boot your energy reserves
9. **Nourish your body (and spirit)**  
What goes into your mouth from 9-5 makes a big difference on your stress level from 6-9
10. **Work it out**  
Get to the gym, take the stairs or take a brisk walk before or after work, or on your lunch break



Source: Dummies.com and Beliefnet



When You  
Can't  
Leave...  
Deskercise!



*Live Well. Be Well. ChooseWell.*

# Deskercise! Get Moving at Your Desk

## Deskercise Tips:

- Put a reminder on your desk calendar, a sticky note on your computer, or send yourself an e-mail reminder!

Deskercise/Stretches	
Arms	Roll your wrists 10 times in each direction a couple times during the day
Feet	Move your ankles and roll them a couple times during the day to prevent “pins and needles”
Calves	Flex your calf muscles by pointing your toes
Back + Shoulders	Roll your shoulders back 10 times a couple times during the day
Neck	Slowly move your head front to back and side to side (be cautious)

Source: AuthorityDomains.com

# Deskercise! Get Moving at Your Desk

## Posture Tips:

- Constantly check your posture during the day.
- Make sure you are using a chair that is ergonomically designed and adjusted for your height. Alternatively, you can use a stability ball instead of a chair.

### Questions to Ask Yourself

- ✓ Are you sitting up straight?
- ✓ Are your legs crossed?  
(uncross them)
- ✓ Are your feet flat on the floor?
- ✓ Is your monitor at eye height?  
(you should not be looking up or down)

Source: AuthorityDomains.com

# Deskercise! Get Moving at Your Desk

## Other Ways to Stay Active:

### Downtime

- Use any time that you do not have to be looking at the computer to get up and walk around.
- Get up from your desk at least once an hour.

### Eating + Drinking

- Make sure you are getting up from your computer during lunch (and maybe dinner).
- Drink plenty of water during the day.

### Aerobic Activity (Non-Desk Exercise)

- Walk briskly for 10 minutes 3 times a day.
  - This will help increase circulation and will also give you a little break from the computer screen.
- Spend some time on the weekends and in the evenings walking or doing some light jogging for 30 to 45 minutes, 2 to 3 times a week.

# Deskercise! Get Moving at Your Desk

## Key Takeaways:

- Staying active is a vital part of our lives that can be easily neglected by the demands of our jobs.
- Take time during the day to think about moving. This will help you feel better, both physically and mentally.
- Taking the time to move can help cleanse your mind and release stress.
- Try doing some of these deskercises over the course of this next week and see how you feel!