



Unclog your brain...
loosen your muscles... REFRESH!

MICRO BREAK GUIDE

Take a break every 30 to 60 minutes
to refresh yourself at your desk...

- ✓ STOP your current activity.
- ✓ DRINK a glass of water.
- ✓ STAND and mark time or take a brief walk.

Set your calendar for a break at 10 a.m. and 2 p.m. daily. Stand up to do most of your stretches at that time. Do as a team in your department.

- Move through each stretch slowly.
- Hold the stretch to the point of a mild pull only.
- Breathe easily through all stretches; avoid holding your breath.

Eye Relaxation

Refocus on an object at least 20 feet from you. Repeat 3 times.

Look up, right, down and left 3 times.

Look up, left, down and right 3 times.



These exercises are to be done as gentle stretches; they are intended for healthy adults and for educational purposes, not as medical advice. If you have any medical conditions or have had injuries to your neck, shoulders spine, or arms, please check with your healthcare professional before doing the exercises. **If any of these exercises causes pain, STOP.** Never stretch through pain. This program is not to replace any special program from your healthcare provider.

For alternative stretches just for you, contact **Live Well. Work Well.** at x6362.

Gentle Neck Movements



Head Tilt *Done standing or seated*
Sit upright or stand with spine in neutral position. Lower head to left shoulder (ear to shoulder). Hold 10 seconds. Repeat to right side.

Head Rotation *Done standing or seated*
Turn head slowly to right (nose over the shoulder). Hold 10 seconds. Repeat on opposite side.

Neck Retraction *Done standing or seated*
Facing forward with head and ears level, slide head forward and back. Repeat 5-10 times.

Lower & Mid Back



Reverse Slouch *Done seated*
Sit relaxed, hands on knees. Curl head forward, drop arms frontward. Slowly let hands and body curl toward floor. Slowly uncurl from lower back up to head.



Upper Thoracic *Done standing*
Clasp hands in front of chest and punch forward. Bring chin to chest. Breathe easily and hold for 5 seconds.

Upper Torso & Back



Ballerina Stretch *Done standing*
Clasp hands in front of chest, palms facing away. Press palms out and hold for 5 seconds. Lift arms overhead and lean to the right for 5 seconds. Slowly bring arms to center then the left and hold for 5 seconds.

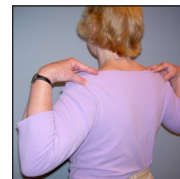
Abdominal Tightening *Done standing or seated*
Tighten abdominal muscles. Hold for count of 10, release and repeat 5 times.



Chest Stretch *Done standing*
Standing straight, bring arms behind back. Clasp hands behind back and lift arms as able.



Shoulder Rolls *Done standing or seated*
Sitting or standing in good posture, gently roll shoulders backwards slowly. Move through full range of motion 10 times.



Shoulder Squeeze *Standing or seated*
Sit or stand upright with neutral spine, hands on shoulders with shoulders relaxed. Squeeze shoulder blades together (arms will follow). Hold the squeeze a few seconds and repeat 5 times.

Wrist & Hands



Spider on the Mirror
With fingers together and palms facing each other. Press fingers out and away then relax fingers. Repeat 10 times.



Wrist Extension
Raise right arm to chest height with palm facing up. With left hand, slowly bring thumb, fingers and palm towards your body. Repeat on left side. Repeat again with palm facing up.



Wrist Flexion
With right palm facing down, bring arm up to chest level. With left hand, slowly bring right hand towards body. Repeat on left side.

Feet

Ankle Pumps

Slowly point your toes of right foot up toward your body. Hold 1 count, then point your toes away from your body, hold for 1 count. Repeat 5 times with each foot.

Foot Circles

Slowly circle your right foot clockwise 5 times and counterclockwise 5 times. Repeat with left foot.