

OFFICE EXERCISES



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- If you are under medical treatment please contact your physician before doing any of the following exercises.
- Perform all exercises within your comfort zone. Always breathe naturally.
- Stretch regularly. Stretches should be done slowly and smoothly. Do not bounce or strain. If discomfort persists-STOP.

WHY DO WE NEED TO STRETCH

- We are not designed to stay in one position all day.
- Sitting at a desk or computer; or standing at your work station for extended periods of time can cause muscle tension, stiffness and strain in the neck, arms, wrists, hands, back and legs.
- It is important to take regular breaks to stretch major muscle groups. This can help reduce injury, muscular tension and stiffness.

HOW TO STRETCH

- The muscle is slowly lengthened to the point where you feel a mild stretch.
- Hold the stretch for 15 seconds and slowly release.
- Stretching must never be painful.
- Never force a stretch.
- Avoid stretching if muscle is injured.
- Use extra caution if you have osteoporosis.

THE BENEFITS OF STRETCHING

- Increases range of motion in the muscle or joint.
- Increases flexibility.
- Decreases risk for injury.
- Increases circulation.
- Decreases anxiety and stress.

- Relaxes muscles.
- Overall feeling of well being.
- Decrease muscle imbalances.

WHEN TO STRETCH

- ANYTIME!!!
- You will get a greater stretch when your muscles are warm.
- Stretch everyday or at least 4-7 days a week.
- Stretching after a workout helps to relax muscles and decrease soreness.

STRETCHING THE NECK AND SHOULDERS

SHOULDER SHRUG

PURPOSE: To relieve symptoms of tightness or tension in the shoulder and neck area.

SET UP: Seated in a chair, raise the top of your shoulders towards your ears. Make sure you feel tension in your neck and shoulders and hold for 3-5 seconds. Then relax your shoulders to their normal position. Repeat 3 times.

CHIN TUCKS

PURPOSE: To relieve tension in the back of the neck.

SET UP: Sit or stand upright. Put two fingers perpendicular to the bottom of your chin. Glide your chin straight back like you are creating a double chin. Hold for a count of 5 and repeat 5 times.

NECK RELAXER

PURPOSE: To relax the sides, front and back of the neck.

SET UP: Sit or stand up straight. Inhale, and when you exhale, tilt your head slowly to the right trying to touch your ear to your right shoulder. Repeat on the left.

Inhale, and exhale slowly to drop your chin to your chest. Inhale, roll your ear to your right shoulder, and exhale bringing your head to your chest. Repeat to the left and to the back.

SHOULDER ROLL

PURPOSE: To relax the shoulder muscles.

SET UP: Inhale, and slowly raise your shoulders to your ears, then backwards five times in a circular motion. Change directions, and complete 5 rotations going forwards.

STRETCHING THE FOREARMS AND HANDS

WRIST FLEXION, EXTENSION AND ROTATION

PURPOSE: To stretch and prevent stiffness in the muscles of the wrist.

SET UP: Hold hands straight out in front of you. Grasp hand and hold fingers with the other hand. Slowly bend the wrist downwards until you feel a stretch. Repeat 3 times. Slowly bend your wrist upwards until you feel the stretch. Hold and relax. Repeat very slowly, holding the arms straight and rotating the wrists both outwards and inwards.

FOREARM AND WRIST STRETCH

PURPOSE: To stretch the forearm and wrist.

SET UP: Sitting with your elbows on the table, and palms together, slowly lower wrists to the table until you feel a stretch. Make sure the palms stay together throughout the stretch.

STRETCHING THE BACK

BACK SIDE-STRETCH AND UPPER BACK STRETCH WITH HOLDING

PURPOSE: To stretch the sides and upper portion of the back. Also helps stretch your arms, fingers, hands, and shoulders.

SET UP: Interlace your fingers and lift your arms over your head, keep the elbows straight. Push your arms as far back and up to the ceiling as you can. Hold for 10 seconds. Keeping your fingers interlaced, slowly lean to the right side and then to the left. Repeat 3 times in both directions.

MIDDLE/UPPER BACK STRETCH

PURPOSE: To relieve tension in the upper back and shoulder area.

SET UP: Reach your right arm across your chest, grasping the opposite shoulder with the opposite hand. Gently pull the elbow across the chest and towards the body. Hold for 10 seconds after you feel the stretch in the shoulder.

CHEST STRETCH

PURPOSE: To relieve tension in the chest muscles from sitting for long periods of time.

SET UP: Lock hands behind your head. Stretch slowly backwards in your chair. Arch back slightly and gently. Hold for 10 seconds and repeat 3 times. Remember to keep your abdominals engaged preventing your lower back from lifting away from the chair.

UPPER BACK STRETCH

PURPOSE: To stretch the upper back between your shoulder blades.

SET UP: Extend the arms out in front of your chest at shoulder height. Interlock your fingers with your palms facing away from your body. Do not overextend the elbow. Reach forward while sitting tall with your abs engaged. Hold for 10 seconds when you feel the stretch in the upper back and shoulder area.

BACK CURL

PURPOSE: To stretch the low back and legs

SET UP: Grasp your right shin. Lift your right leg off the floor. Bend forward curling your back and reach your nose to your knee. Hold for 10 seconds and repeat with your other leg.

LEG STRETCHES

HAMSTRING STRETCH

PURPOSE: To stretch the hamstrings/ back of the legs.

SET UP: Sit on the edge of your chair. Straighten your right leg and flex your foot so your toes point up to the ceiling. Hang onto the chair with your right hand, and grab the tops of your toes with your left hand. Pull your toes towards your head until you feel a stretch in the back of your right leg. Hold for 10 seconds and repeat on the other side.

ANKLE FLEX AND STRETCH

PURPOSE: This will stretch and work your thigh muscles, ankles and calf muscles.

SET UP: Hold one foot off the floor with your leg straight. Alternately, flex your ankle pointing toes up, and extend your foot pointing toes down. Perform movement 10 times and repeat on other side.

CHAIR SQUATS

PURPOSE: To strengthen the quadriceps/thigh muscle.

SET UP: Sit forward on the chair so that your back is not touching the chair's back. Place feet flat on the floor. Pushing both heels into the ground, stand up out of your chair. Slowly begin to bend your knees, keeping your chest up and weight in your heels and sit back down. Take 3 counts to lower and 1 count to stand up. Repeat 10 times.

