

STEP 1:

Find a quiet location where you can sit, stand, or lie down. Keep in mind that it might not be appropriate to lie down at work—it depends on the location. In most cases, you will need to sit down somewhere.



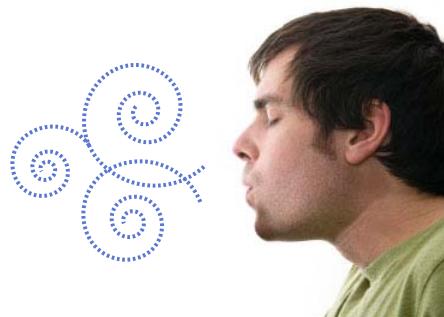
STEP 2:

Close your eyes and let your body just rest in a comfortable position.



STEP 3:

Slowly breathe in and out. Repeat this 4 times.



STEP 4:



Scrunch your face and hold it. Slowly count to ten in your head.

1... 2... 3... 4...
5... 6... 7... 8...
9... 10...

STEP 5:



Slowly relax your face.

STEP 6:

Pull your shoulders up towards your chin. Slowly count to ten in your head.



1... 2... 3...
4... 5... 6...
7... 8... 9...
10...

STEP 7:



STEP 8:

Make a fist with your right hand. Tighten that fist.



STEP 9:

Squeeze your fist closed and hold it. Slowly count to 10 in your head.



1... 2... 3... 4... 5...
6... 7... 8... 9... 10...

STEP 10:

Slowly open your hand and let it rest at your side.



STEP 11:



Make a fist with your left hand. Tighten that fist.

STEP 12:

Squeeze your fist closed and hold it. Slowly count to 10 in your head.



1... 2... 3... 4... 5...
6... 7... 8... 9... 10...

STEP 13:



Slowly open your hand and let it rest at your side.

STEP 14:

Tighten the muscles in your right leg. Slowly count to 10 in your head.

1... 2... 3...
4... 5... 6...
7... 8... 9...
10...



STEP 15:



Slowly relax the muscles in your leg and let it rest.

STEP 16:



Tighten the muscles in your left leg. Slowly count to 10 in your head.

1... 2... 3...
4... 5... 6...
7... 8... 9...
10...

STEP 17:



Slowly relax the muscles in your leg and let it rest.

STEP 18:

Flex the muscles in your right foot so your toes are pointing upwards. Slowly count to 10 in your head.



1... 2... 3... 4... 5...
6... 7... 8... 9... 10...

STEP 19:

Slowly relax your foot and let it rest.



STEP 20:



Flex the muscles in your left foot so your toes are pointing upwards. Slowly count to 10 in your head.

1... 2... 3... 4... 5...
6... 7... 8... 9... 10...

STEP 21:

Slowly relax your foot and let it rest.



STEP 22:

Squeeze the toes on your right foot so they are bending in. Slowly count to 10 in your head.

1... 2... 3...
4... 5... 6...
7... 8... 9...
10...



STEP 23:

Slowly relax your foot and let it rest.



STEP 24:

Squeeze the toes on your left foot so they are bending in. Slowly count to 10 in your head.



1... 2... 3...
4... 5... 6...
7... 8... 9...
10...

STEP 25:

Slowly relax your foot and let it rest.



STEP 26:

Finally, squeeze all of the muscles—in your face, shoulders, hands, legs, feet, and toes. Slowly count to 10 in your head.

1... 2... 3... 4...
5... 6... 7... 8...
9... 10...



STEP 27:

Slowly relax your body and let it rest. Now, you are ready to get back to work.

