

TAKE ACTION: TURN STRESS INTO SUCCESS

TAKE A FEW DEEP BREATHS

This breathing technique is very calming. You can do this at work, at home or anywhere.

- Sit comfortably on a chair or the floor.
- Place hands gently on lap or by your side, close or soften your eyes
- Inhale deeply through your nose filling the stomach with air (diaphragmatic breathing), breath into the lungs.
- Exhale the breath out through the mouth.
- Take 5 deep breaths.
- Keep your focus on your breath. If you notice your thoughts creeping in, acknowledge them and bring your attention back to your breath.

STRETCH



To perform this exercise:

- Sit upright in your chair. Back is nice and tall, shoulders relaxed
- Let your right ear drop towards your right shoulder. To deepen the stretch place hand on head (see photo)
- Repeat on left side
- Hold for 3 to 5 deep breaths on each side.
- For stretching videos visit www.relievestressfromyourdesk.com

NOTE: Avoid this posture if you have neck or back or shoulder injury.

TAKE A SHORT WALK

Go for a walk, get some fresh air, stretch. Give yourself at least 5 to 10 minutes during your work day enjoy a change of scenery and some movement. You'll save your health, relax your mind and increase your energy.

COMMUNICATE CLEARLY

Asking for help, making clear requests and setting personal boundaries are communication strategies you can use to feel more balanced and in control during stressful times. Stay confident and have that conversation, no matter how challenging. Sometimes we assume people know what we know, when having a short conversation to clear the air can make all the difference.

KEEP YOUR SPACE CLEAN

A cluttered desk and office can often lead to unnecessary stress or a cluttered mind. Take a few minutes each day to clean up papers and files that have been piling up. Organize books on your shelves, and keep your desk dust free.

KEEP IT SIMPLE, CONSISTENT AND NEVER GIVE UP!

So now what? You've enjoyed a great conference or program, you feel better and you learned a lot. You feel energized and equipped with the tools you need to stay healthy, confident and productive in your personal and professional life. Then reality strikes and you're faced with the same demands and busy schedule that diminish that energy and motivation. How do you stay on track and connected to the resources you need in order to feel and present your best day in and day out?

Below are links to resources and free gifts designed to help you stay in motion and feel better no matter what comes your way.

1. Sign up for my newsletter Feel Good At Work and receive a free downloadable mp3 of a Progressive Relaxation Exercise. Visit www.relievestressfromyourdesk.com
2. Download free videos and audio clips to help you relieve stress and feel better right from your desk. Simple stretches, breathing techniques and awareness building exercises at www.relievestressfromyourdesk.com/videos
3. Call 617-548-5877 or email Stacey@staceyshipman.com for a free 20 minute consultation. Get your questions answered and feel better immediately.
4. Connect with me online for continued tips, inspiration and communities on stress relief, confidence and feel good living.
Facebook: www.facebook.com/stacey-shipman
Twitter: www.twitter.com/staceyshipman
LinkedIn: <http://www.linkedin.com/in/staceyshipman>
Blog: www.RelieveStressFromYourDesk.com – get free updates by email or RSS

WHERE I GET MY INSPIRATION

Below are a few of the resources I turn to when I want to feel better, get organized, boost my energy or simply relax.

- **2Dos \$6.99 (iPhone App).** A simple way to keep track of tasks and to-do's.
- **The Energy Project.** Take the energy audit and read the blog at www.theenergyproject.com
- **The Break-Out Principle,** Herbert Benson (Book)
- **Minding the Body, Mending the Mind,** Joan Borysenko (Book)
- **Exercise TV.** On Demand or online at www.exercisetv.tv (videos for free and for fee)



Stacey Shipman is a wellness consultant, speaker and writer who teaches practical stress reduction, confidence and communication strategies fast-paced professionals need to stay healthy, present themselves confidently and accomplish more during the day. Learn more at www.staceyshipman.com.