

Relaxation Techniques - At a Glance

Exercise	How	When	Where
Breath Awareness	<ul style="list-style-type: none"> - close eyes - put all attention on breath - follow air in through nose, throat, lungs - feel belly and lungs expand - follow air out - if mind wanders, bring attention back to breath - repeat 	<ul style="list-style-type: none"> - before a meeting/presentation - before making a big decision - when tension/anger arise - when you can't remember - in between customers/calls/projects 	<ul style="list-style-type: none"> - at your desk - in the break room - on your driveway after a commute and before going into the house - in bed - waiting in line - at a red light - in the bathroom - anywhere
Progressive Relaxation	<ul style="list-style-type: none"> - sit comfortably, close eyes - begin with breath awareness - tighten, then relax muscles throughout body -- begin with face, then neck and shoulders, arms, etc., end with feet 	<ul style="list-style-type: none"> - after a tense encounter - for head/back/shoulder/neck aches - middle of the night 	<ul style="list-style-type: none"> - at your desk - in the break room - in bed - in a chair at home
Visualization	<ul style="list-style-type: none"> - sit comfortably, close eyes - begin with breath awareness - scan body, relax tense muscles - imagine yourself alone in a beautiful, safe place - do a relaxing and fun activity - notice how relaxed your body feels - bring attention back to room, open eyes 	<ul style="list-style-type: none"> - when you need a break, but don't have much time - when you can't sleep - when you want to stop thinking about something, but can't 	<ul style="list-style-type: none"> - at your desk - in bed - sitting outside - while commuting on a train or bus - while waiting in line