

# Workplace posture

for body health, mental clarity and calming.

*The following postures can be practiced at any time. They are intended as an aid to freeing tension in the body and bringing clarity of mind.*

**Breath** - at all times breathe normally in and out through the nose. Avoid catching or holding the breath.

**Face Focus** - Relax the tongue, eyes and muscles of the face. At all times focus purely on the sensation in your body, not what you think of the sensation or on what other people think.



- 1 Mountain Pose**  
*Can also be practiced with back to wall*
- 1.1 Stand with the feet hip width apart and feet pointing straight forward
- 1.2 Straighten the legs by lifting the knee caps
- 1.3 Clarify the base of the pose by pressing into the centre of the heel and into the inner and outer balls of the feet (sole of foot at base of big toe and little toe)
- 1.4 Lift chest
- 1.5 Relax shoulders back and down
- 1.5 Arms straight, held back, hands in line with thighs
- 1.6 Hold all these adjustments, soften breath and release excessive tension.
- 1.7 Hold for 30 - 60 seconds.



- 2 Forward arm/ Shoulder Stretch**  
in mountain pose
- 2.1 Maintain all of the steps in 1 above
- 2.2 Interlace fingers (clasp hands) and stretch arms up
- 2.3 Keep belly in, legs straight heels pressing down
- 2.4 Change the grip of hands so that other little finger is at bottom of clasp and repeat
- 2.5 Hold for 10 - 30 seconds.

- 3 Backward Arm/ Shoulder Stretch**  
in mountain pose.
- 3.1 Maintain all of the steps in 1 above
- 3.2 Interlace fingers behind the back (clasp hands) and straighten arms by stretching down.
- 3.3 Lift chest and rotate the shoulders. If possible raise the arms a little without tilting forward or dropping the chest
- 3.3 Change the grip of hands so that other little finger is at bottom of clasp and repeat
- 3.4 Return to Mountain pose as in 1 above.
- 3.5 Hold for 10 - 30 seconds.





#### 4 Forward Stretch

(hands to chair, wall or bench)

4.1 Stand in mountain pose as in 1 above.

4.2 Bend forward keeping back and legs straight.

*Do not go down so far that you round your back.*

4.3 Press corners of feet, lift knee caps to create intensity of stretch in back of legs. Breathe and relax face.

4.4 Hold for 10 - 30 seconds.



#### 5 One Leg Forward Stretch

5.1 As in 4 above but step one leg forward to chair and one leg back. Feet 1m+ apart. Turn back foot enough to get heel down.

5.2 Straighten both legs by lifting knee caps and breathe.

5.3 Hold for 10 - 30 seconds.

5.4 Change legs and repeat.



#### 6 Simple chair sitting

6.1 Sit upright with feet hip width and place below knees. If chair is tall for you, put some books under feet so thighs are level.

6.2 Adjust your posture so that your weight comes down through the centre of your sitting bones.

6.3 Draw your shoulders back and relax them down.

6.4 Gently draw your chin back in toward your throat. Lengthen your neck.

6.5 Look straight ahead (or slightly down if someone is in your line of sight).

6.6 Breathe normally and hold for 30 seconds to 2 minutes.

#### 7 Arm and shoulder stretch

in Simple Chair Sitting

7.1 Sit upright as in 6.

Interlock fingers and stretch arms up as in 2

7.2 Hold for 10 - 30 seconds.



#### 8 Chair twist

8.1 Sit sideways on the chair as in 6 above

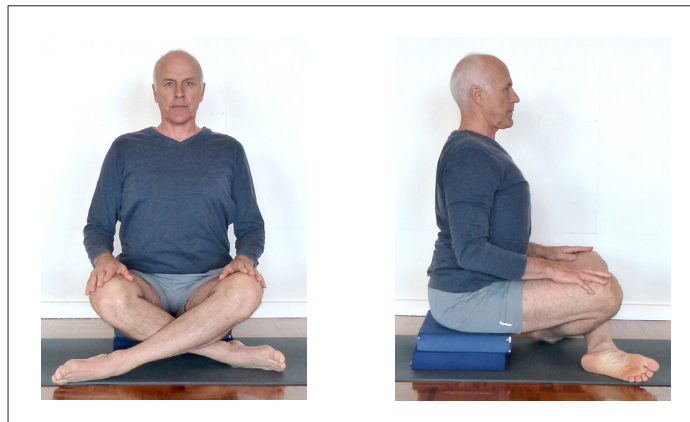
8.2 Turn to face back of chair holding sides of chair

8.3 Keep knees together, chest lifted, elbows down, relax face, breathe

8.4 Hold for 10-30 secs.

### Exercises for calming focussing and centering the mind.

- 9 Sit as in 6 above. Close your eyes. Observe the senses as follows. Avoid giving meaning to the sensations or identifying their source. Just see what stimulates the senses-
- 9.1 Feel the weight of your body coming down through the feet and buttocks.  
Feel the touch of your clothes on your skin  
Feel soft movement of air over you skin  
Feel the gentle touch of the breath as it enters and leaves the nostrils
- 9.2 Become aware of the taste in your mouth
- 9.3 Notice any smell entering the nostrils
- 9.4 Notice any patterns or colours on the "back of the eye lids"
- 9.5 Notice any sounds arriving at your ear drums. Notice sounds which are near and sounds coming from afar.
- 9.6 Try and bring your observation to all of these sensations simultaneously and hold your self in this expanded awareness breathing smoothly through the nose.
- 9.7 Stay for 2 - 5 minutes



### Deep breathing exercise

*This requires very good focus and it is recommended it only be done after deepening your focus in the more active poses above.*

- 10 Sit as in 6 above or cross legged with height under the buttocks as shown here.
- 10.1 Sit upright with back firm but not rigid. Head balanced on long neck.
- 10.2 Gently close eyes.
- 10.3 Remain upright but relaxed. Keep face relaxed, shoulders relaxing down.
- 10.4 Gradually deepen both your inhalation and exhalation. Slow your breath a little as you deepen it to avoid hyperventilating. Listen to the sound flowing through the back of your throat. Even sound.
- 10.5 Inhalation
- 10.5.1 Observe the inhalation flowing first to the diaphragm. Do not puff the abdomen but broaden the diaphragm toward the bottom side ribs See pic
- 10.5.2 Next observe the inhalation flowing to middle and upper side ribs and the rib cage beginning to expand
- 10.5.3 Next observe the breath fill right into the upper front chest broadening the collar bones. Stay completely relaxed and observant.
- 10.6 Exhalation
- 10.6.1 At the top of the inhalation keep the chest lifted as you begin to exhale from the diaphragm area. Do not allow the chest to subside until the latter part of the exhalation.
- 10.7 Repeat for 2- 10 minutes Remain completely relaxed but alert. Go to normal breathing if you begin to feel short of breath, light headed or agitated.



*Keep hands on thighs;  
hands in photos indicate  
placement of breath only.*



## 11 **Savasana (Corpse pose)**

A deeply relaxing exercise when done properly. Will bring calmness and clarity to the mind and will also aid your postural health.

- 11.1 Lay down flat on your back on a firm surface. If the head tilts backward place some support under the head as shown.
- 11.2 Relax the whole body focussing on the each part in detail from the toes to the crown of the head and including the arms.
- 11.3 Relax your mouth tongue and eyes. Eyes gently closed.
- 11.4 Breathing normally through your nose observe the soft touch of your breath at the opening of your nostrils. Smooth inhalation and smooth exhalation
- 11.5 Now focus and silently repeat the syllable "One" in your mind with every out breath.
- 11.6 Continue this way for 10 - 20 minutes.
- 11.7 When you notice you have started thinking again simply let the thought go and come back to your breathing.... "One....One...."



## **Some poses for aching backs.**

### 12 **Single leg stretch**

- 12.1 Lay flat. Put a belt, scarf or cord around your right foot and raise holding one end of the belt in each hand. Straighten both legs. Do not lift your leg so high that you cannot straighten it properly.
- 12.2 Hold for 30-60 seconds.
- 12.3 Take the right leg out to the side holding the strap in just your right hand now. Stay flat on your back, stretching the inner right thigh. Keep both legs straight.
- 12.4 Hold for 30-60 seconds.
- 12.5 Repeat on the other side.

## 13 **Child pose**

- 13.1 Kneel down, knees wide, big toes touching.
- 13.2 Buttocks as close to heels as possible.
- 13.3 Stretch arms forward keeping buttocks down.
- 13.4 Relax abdomen. Breathe.
- 13.5 Hold for 30-60 seconds.



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