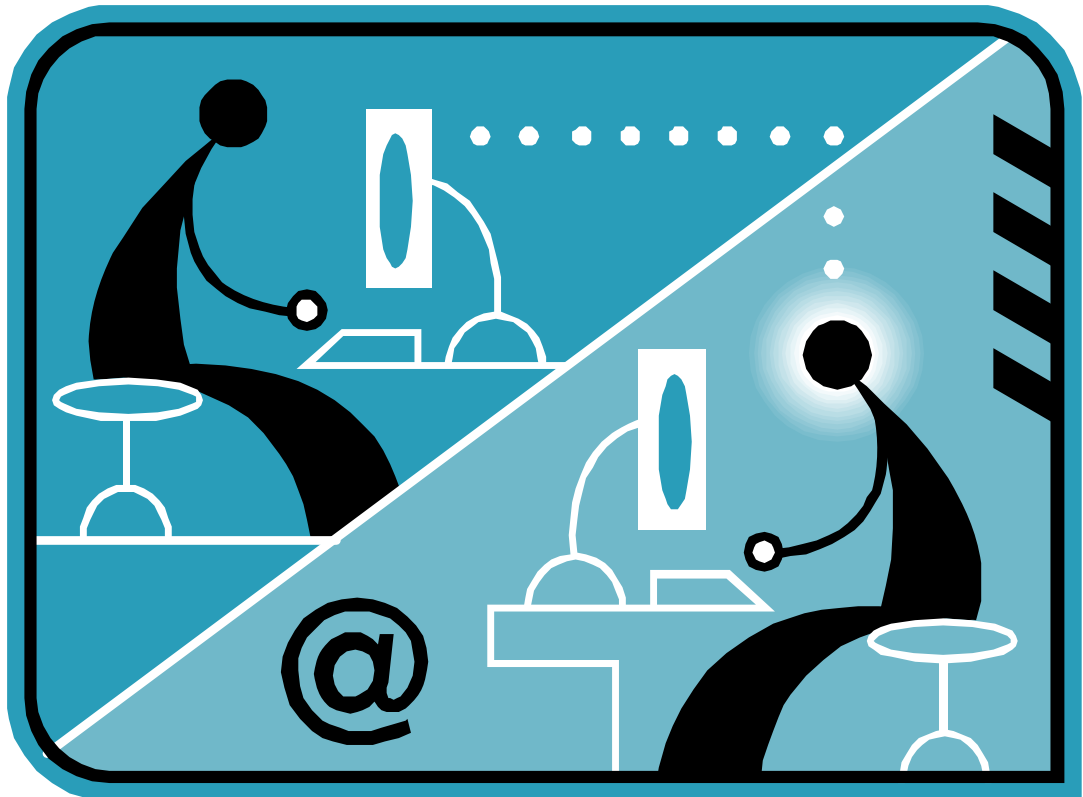


WorkFIT

Training Session for UCOP



Presented by
WorkFIT – Recreational Sports Facility
UC Berkeley
6/07

June 2007

Dear UCOP Employee,

Welcome to WorkFIT, a *FITWELL* program sponsored by UC Berkeley's Department of Recreational Sports. The WorkFIT mission is simple: teach employees how to incorporate ergonomic principles, safe physical activity, stress reduction techniques and healthy eating into their daily work routine. Our program is staffed by a team of trained professionals who educate, motivate and empower employees to make healthy lifestyle choices. Specific topics include ergonomic safety, fitness and exercise, nutrition and weight management, stress management, and general health education.

WorkFIT offers you an opportunity to learn how to better incorporate physical activity and healthy eating into your work routine, leaving you refreshed, energized, and ready to tackle your day. But we think you'll find that the benefits of these workshops and programs extend well beyond the workplace. They will provide you with the information and tools you need to lead healthier, happier and more productive lives, both at work *and* at home.

Thank you for participating!

Devin B. Wicks

Director of Fitness Operations
Department of Recreational Sports
University of California Berkeley

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DEEP BREATHING EXERCISE

Breathing Awareness and Deep Breathing

1. Lie down or sit in a comfortable chair, maintaining good posture. Your body should be as relaxed as possible. Close your eyes. Scan your body for tension.
2. Pay attention to your breathing. Place one hand on the part of your chest or abdomen that seems to rise and fall the most with each breath. If this spot is in your chest you are not utilizing the lower part of your lungs.
3. Place both hands on your abdomen and follow your breathing, noticing how your abdomen rises and falls.
4. Breathe through your nose.
5. Notice if your chest is moving in harmony with your abdomen.
6. Now place one hand on your abdomen and one on your chest.
7. Inhale deeply and slowly through your nose into your abdomen. You should feel your abdomen rise with this inhalation and your chest should move only a little.
8. Exhale through your mouth, keeping your mouth, tongue, and jaw relaxed.
9. Relax as you focus on the sound and feeling of long, slow, deep breaths.

Practice this exercise for ten minutes, at least twice a day.

(Taken from Davis, Eshelman, and McKay; The Relaxation and Stress Reduction Workbook, 2nd edition; New Harbinger Publications, 1982.)
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Exercises for Healthy Computing

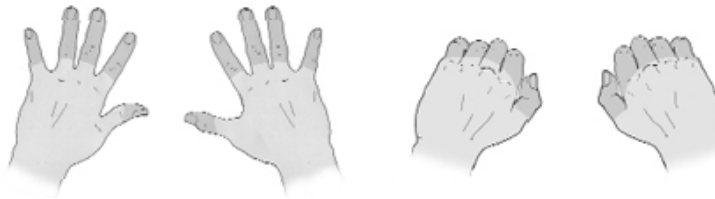
- [Hands & Wrists](#)
- [Neck & Shoulders](#)
- [Back](#)
- [Eye Stretches](#)

Health | *Stretches & Exercises*



Hands and Wrists (1)

- Place your hands palm-to-palm in front of you
- Move hands downward, keeping your palms together, until you feel a mild stretch
- Keep elbows up and even
- Hold 5-8 second



Hands and Wrists (2)

- Separate and straighten your fingers until the tension of a stretch is felt
- Hold 10 seconds
- Relax, then bend fingers at the knuckles and hold 10 seconds
- Repeat the first stretch once more

Health | *Stretches & Exercises*



Palming

Palming is an activity you can do to relax your eyes periodically throughout the day. Here's how it's done:

1. Cover your closed eyes with your hands, so that the palms are over (but not touching) your eyelids. Your fingers should overlap above your nose on your forehead;
2. Take several deep breathes and take in the complete darkness (or visualize a relaxing setting);
3. After 20 seconds or so, uncover your eyes and allow them to refocus. You're ready to continue your day!

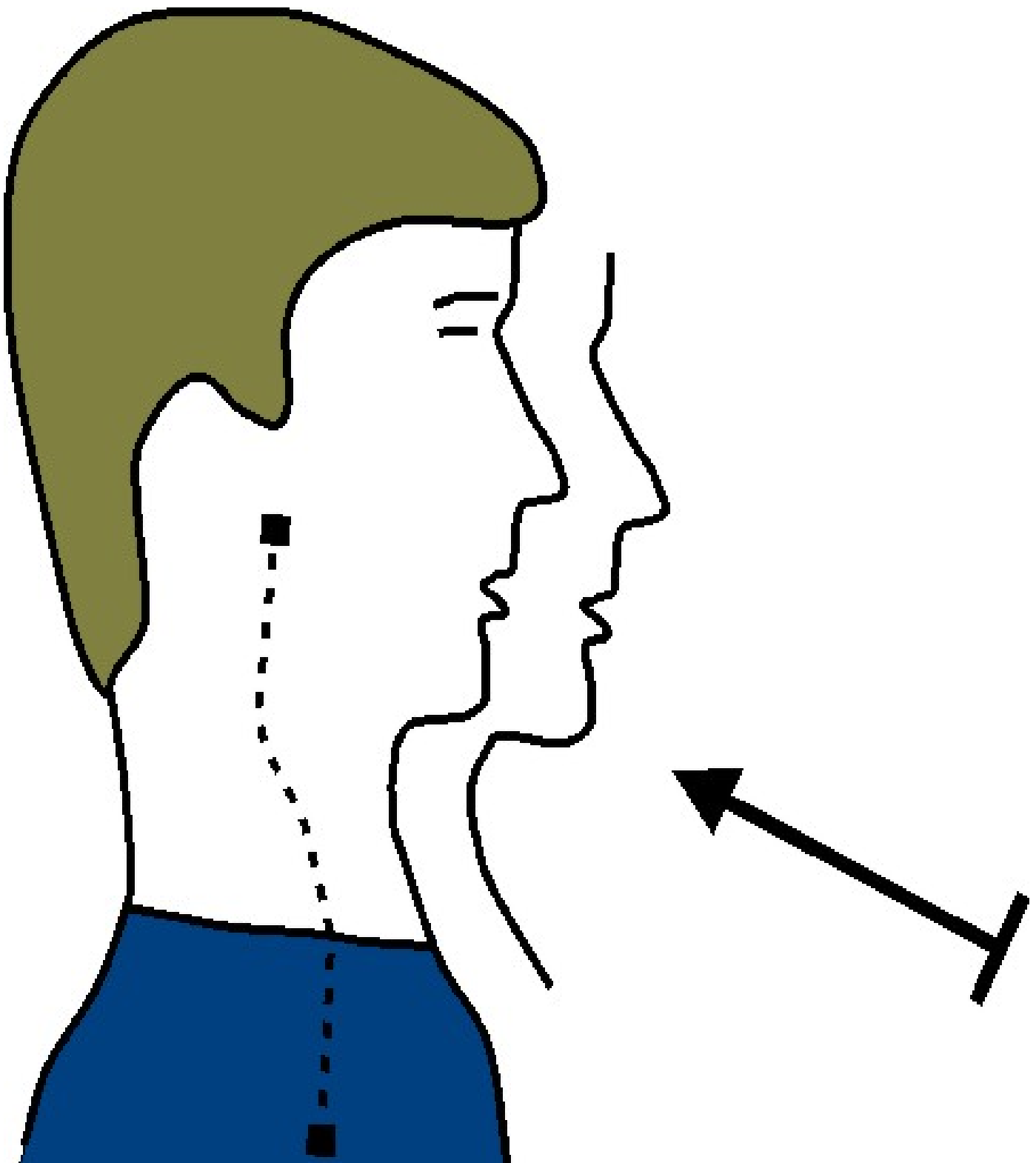
Refocus Routine

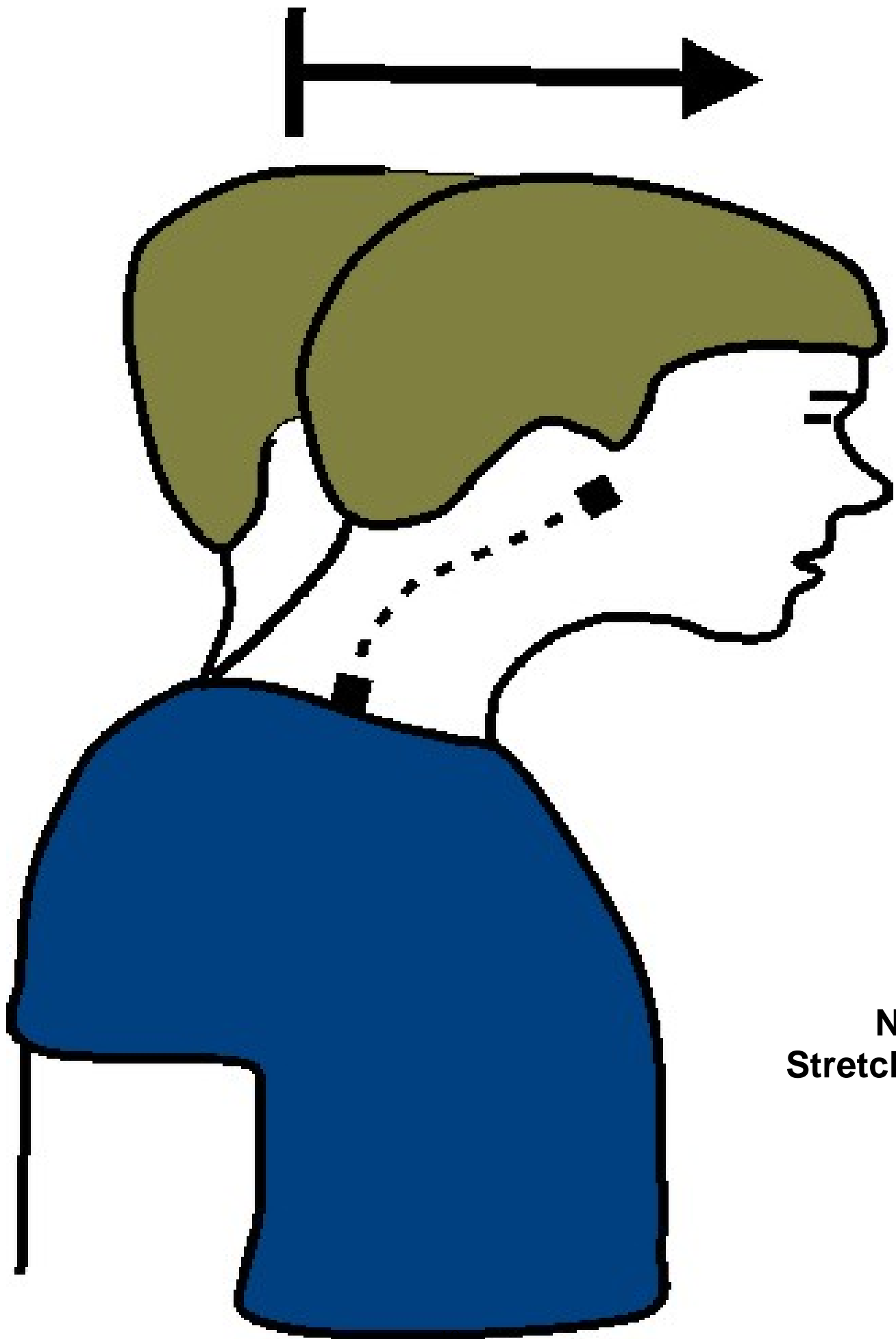
If you regularly work with your computer, you should periodically look away to allow your eyes to change focus. This exercise should be repeated regularly throughout the day. Here's how to do it:

1. Identify 2 objects that are roughly 20 feet away and relax;
2. Comfortably focus on one object for approximately 10-15 seconds, then focus on the other object for 10-15 seconds;
3. Return your focus to your monitor and continue working.

WorkFIT Exercises & Stretches

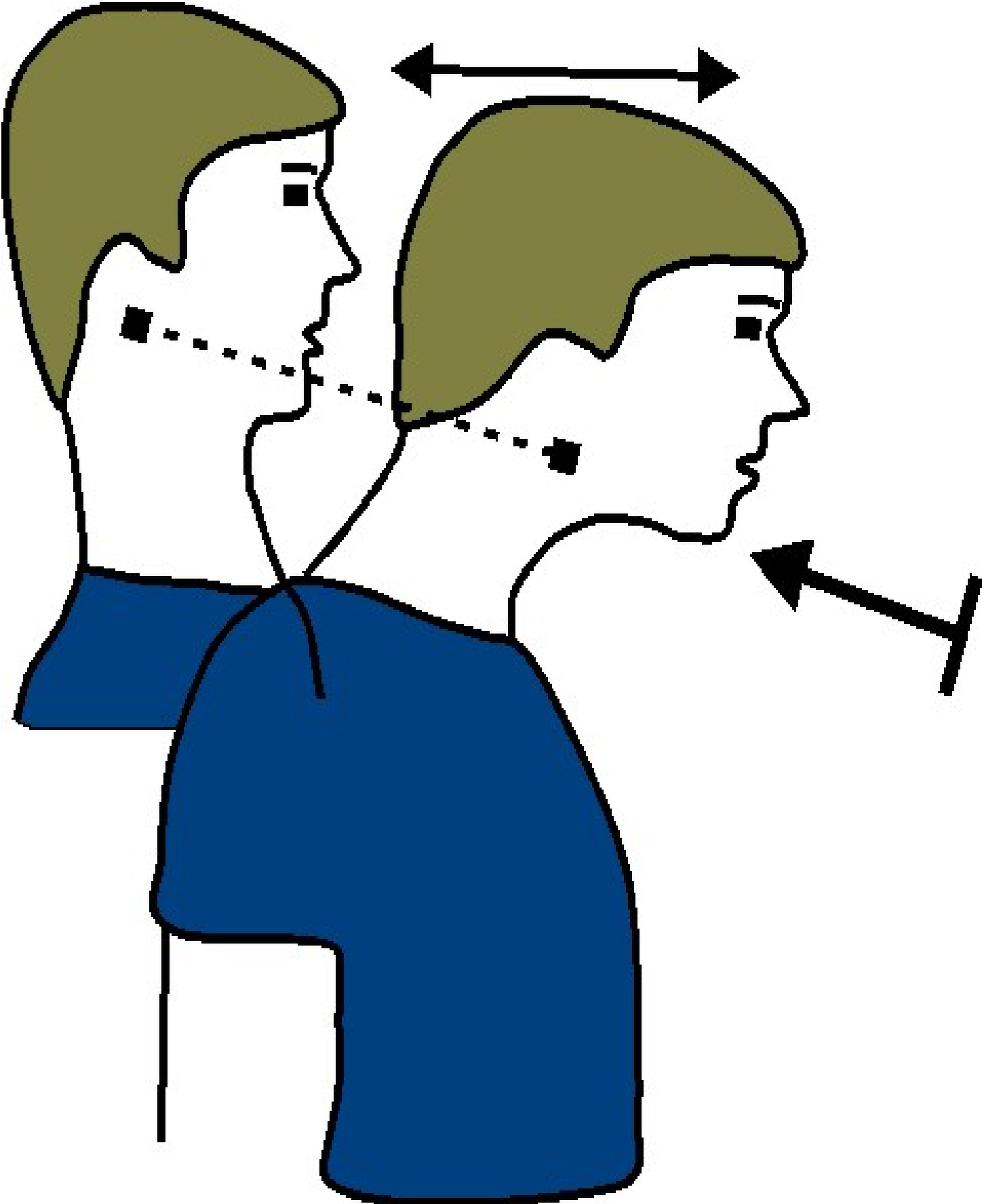
**Neck
Stretch #1**



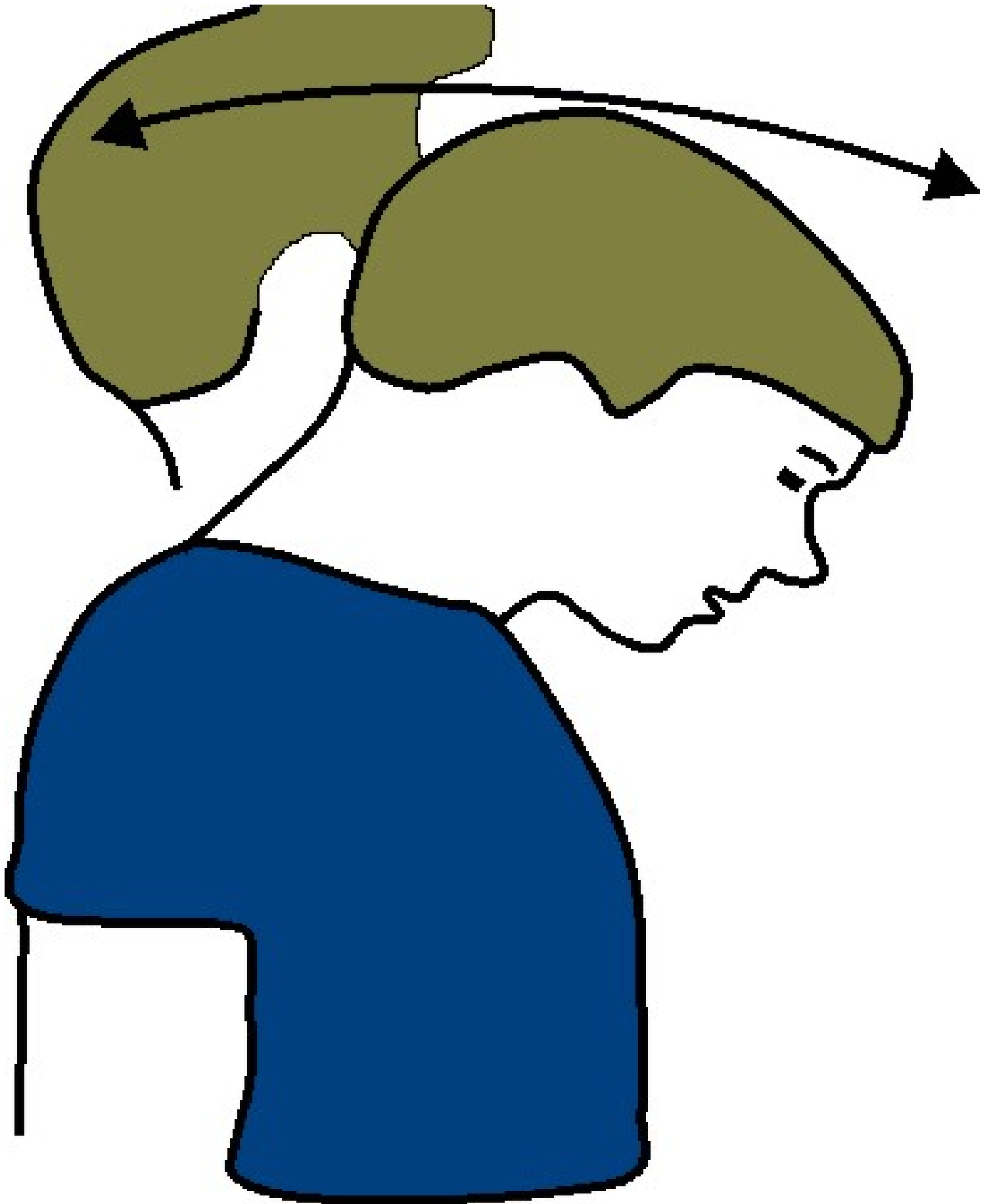


**Neck
Stretch #2**

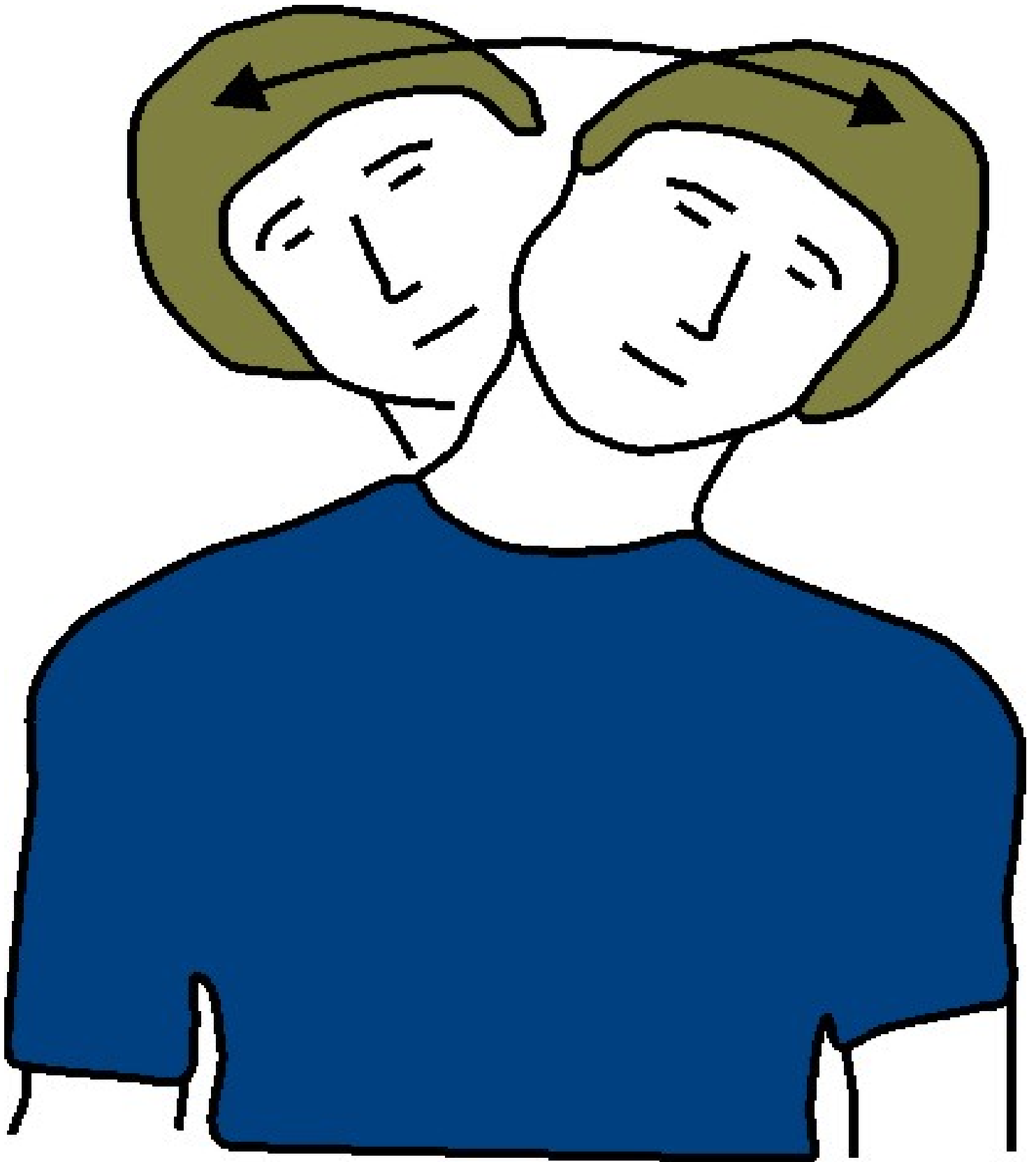
Neck Stretch #3

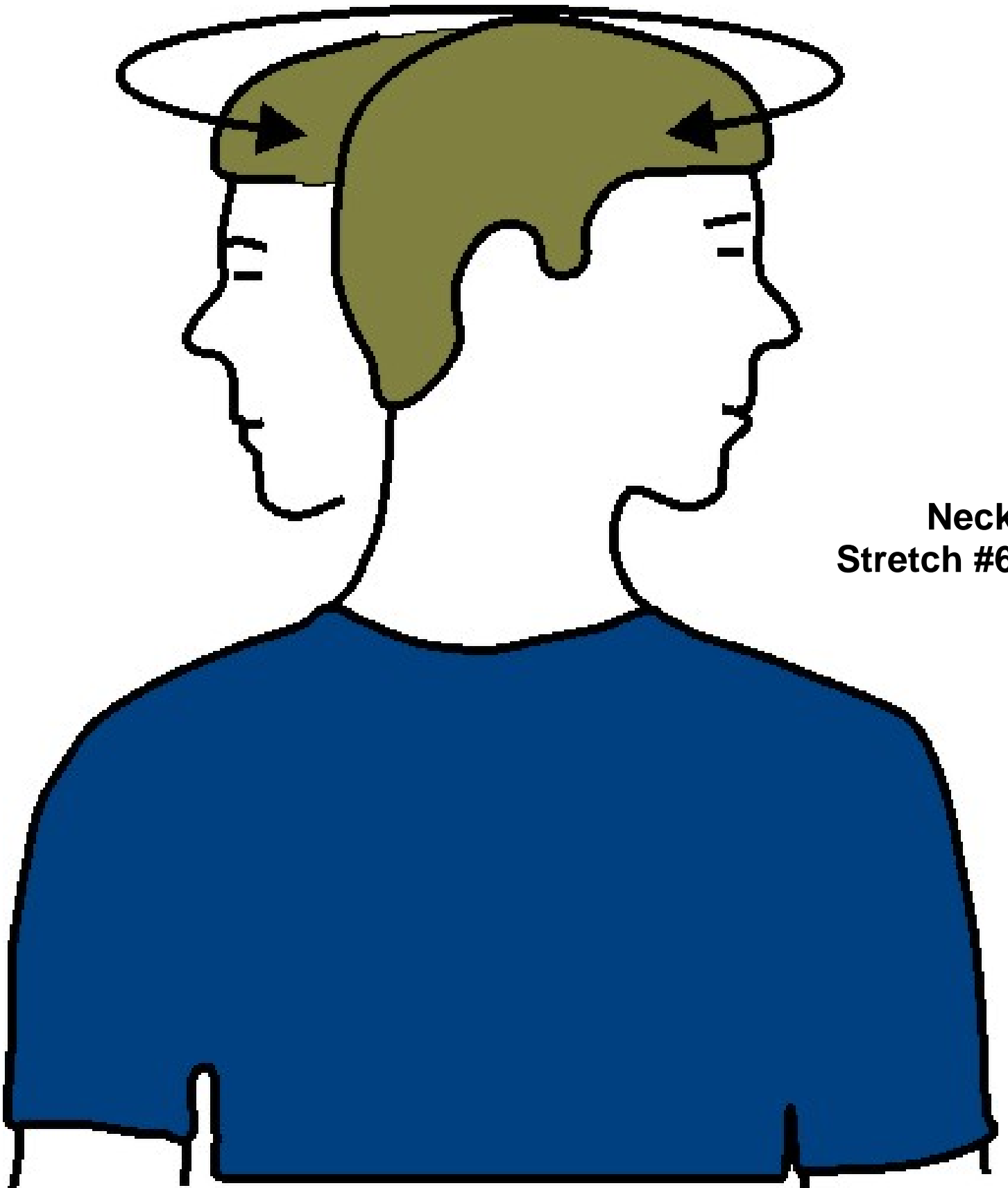


Neck Stretch #4



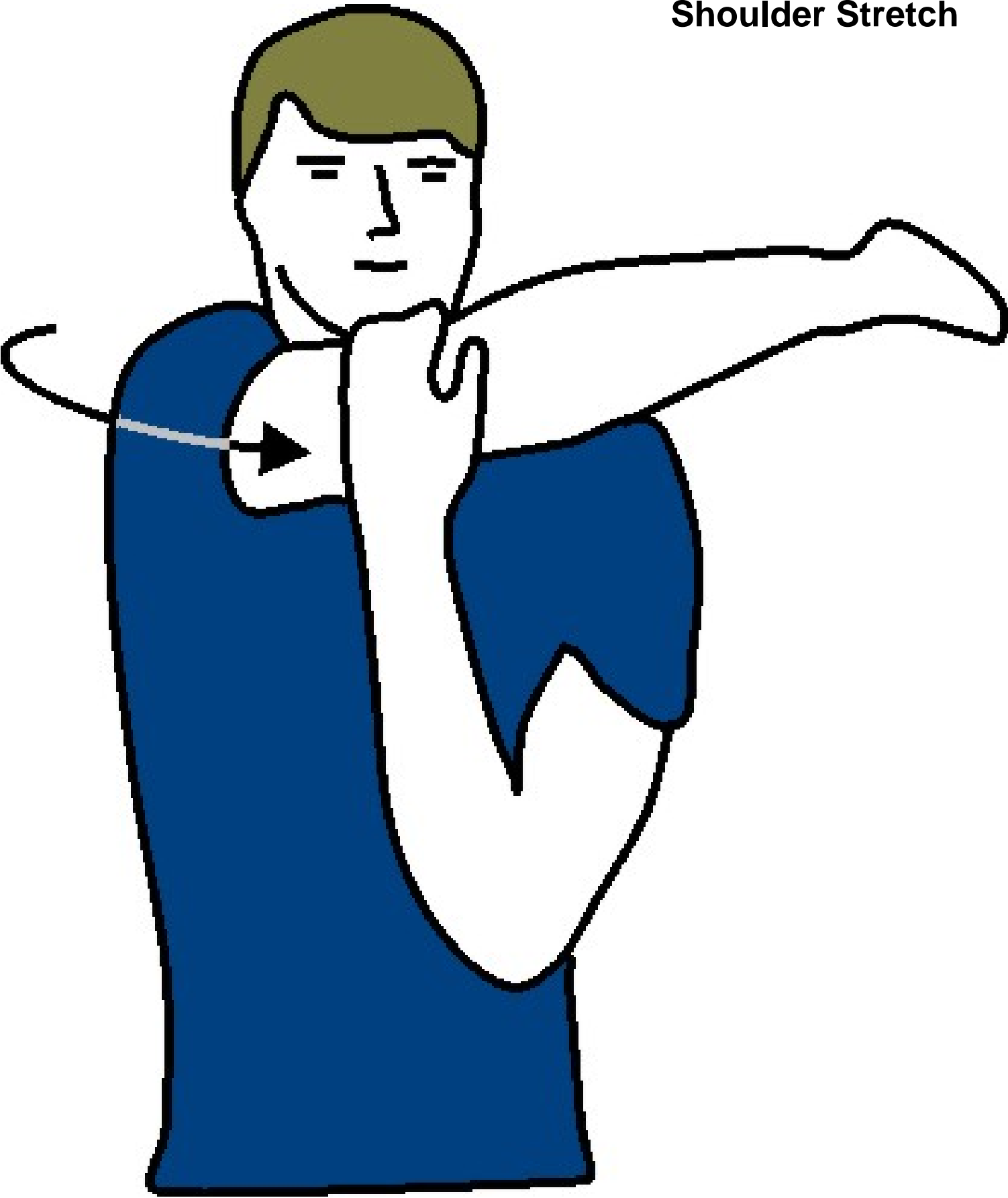
Neck Stretch #5



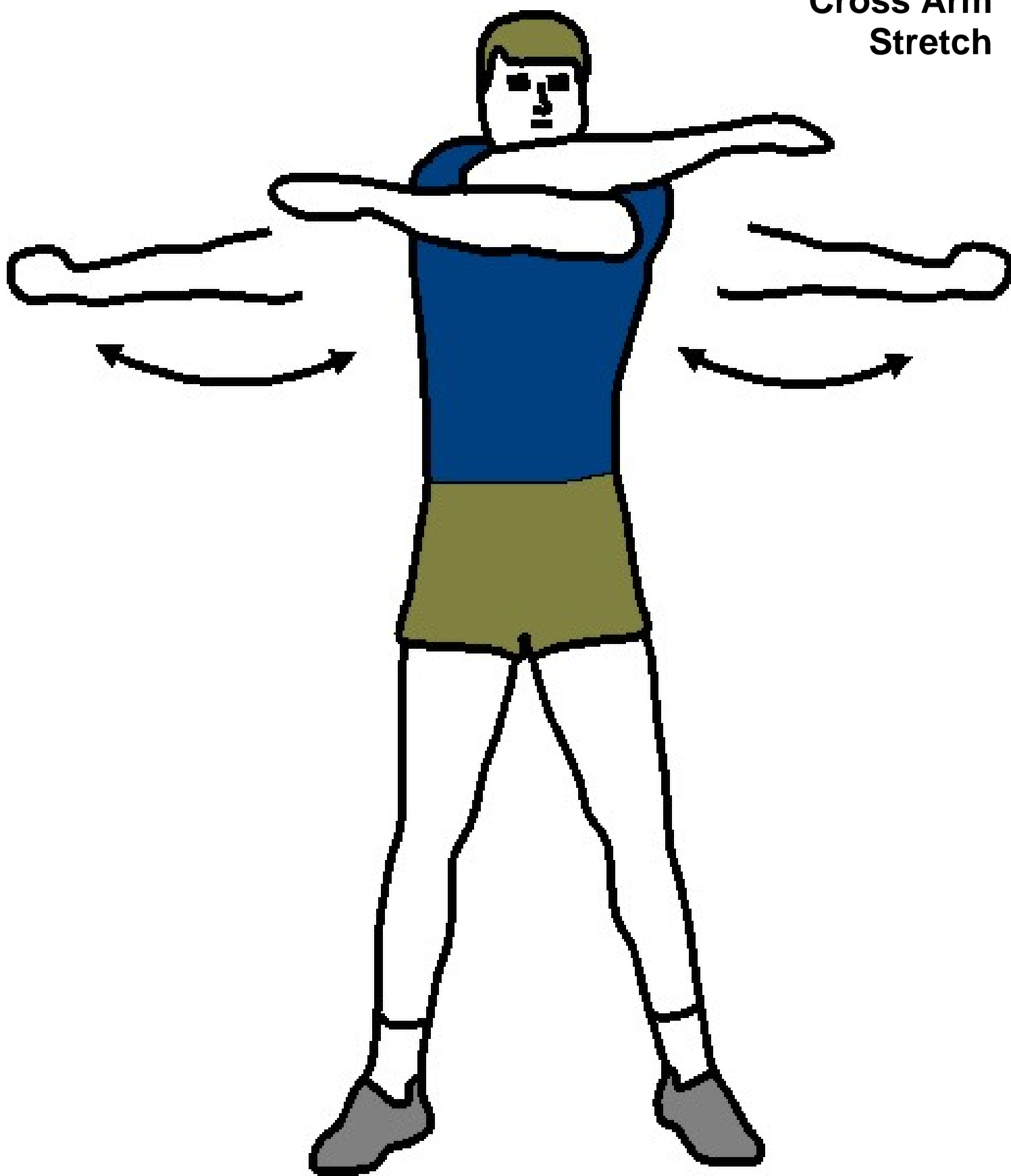


**Neck
Stretch #6**

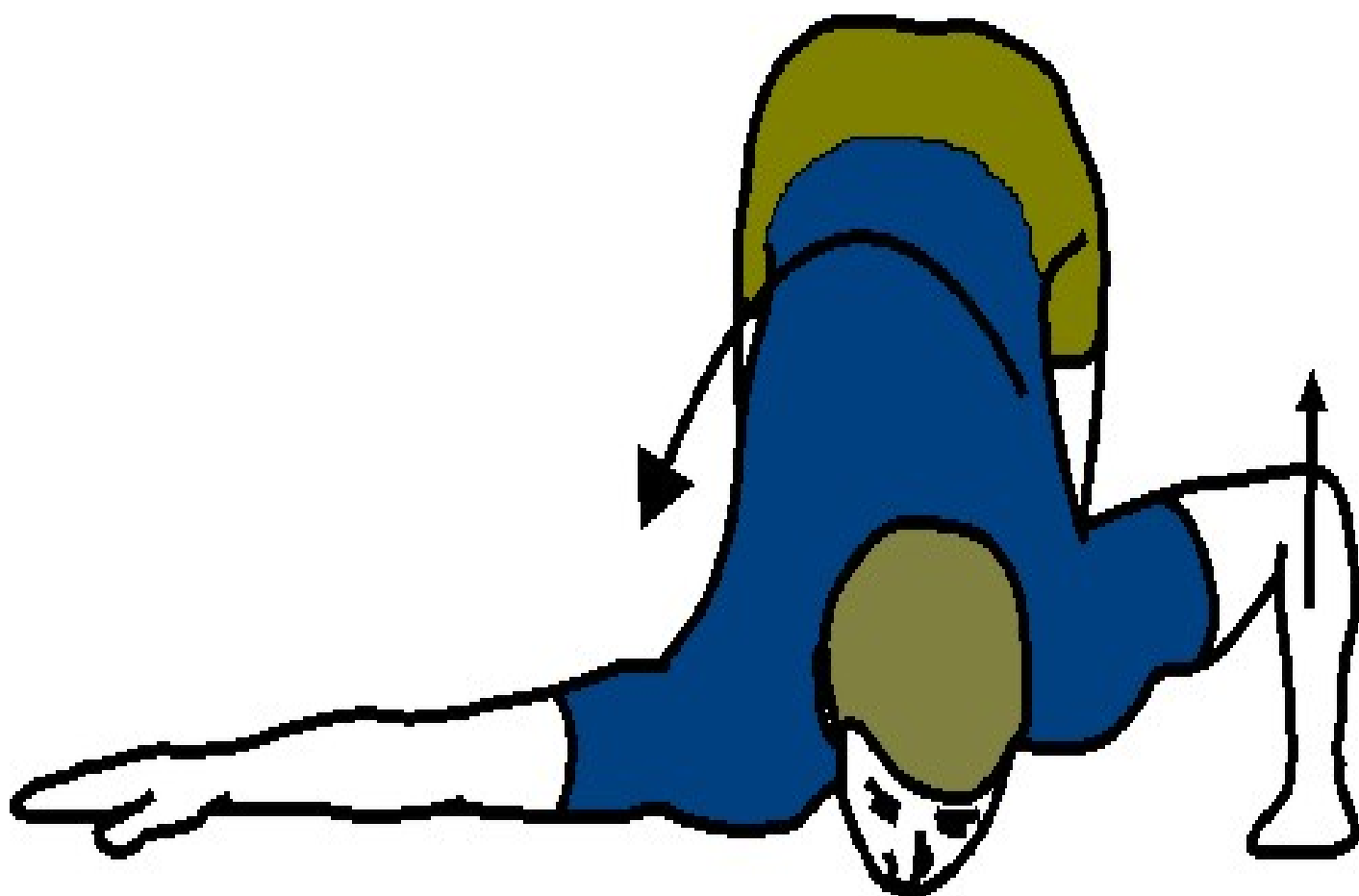
**Arm Cross
Shoulder Stretch**



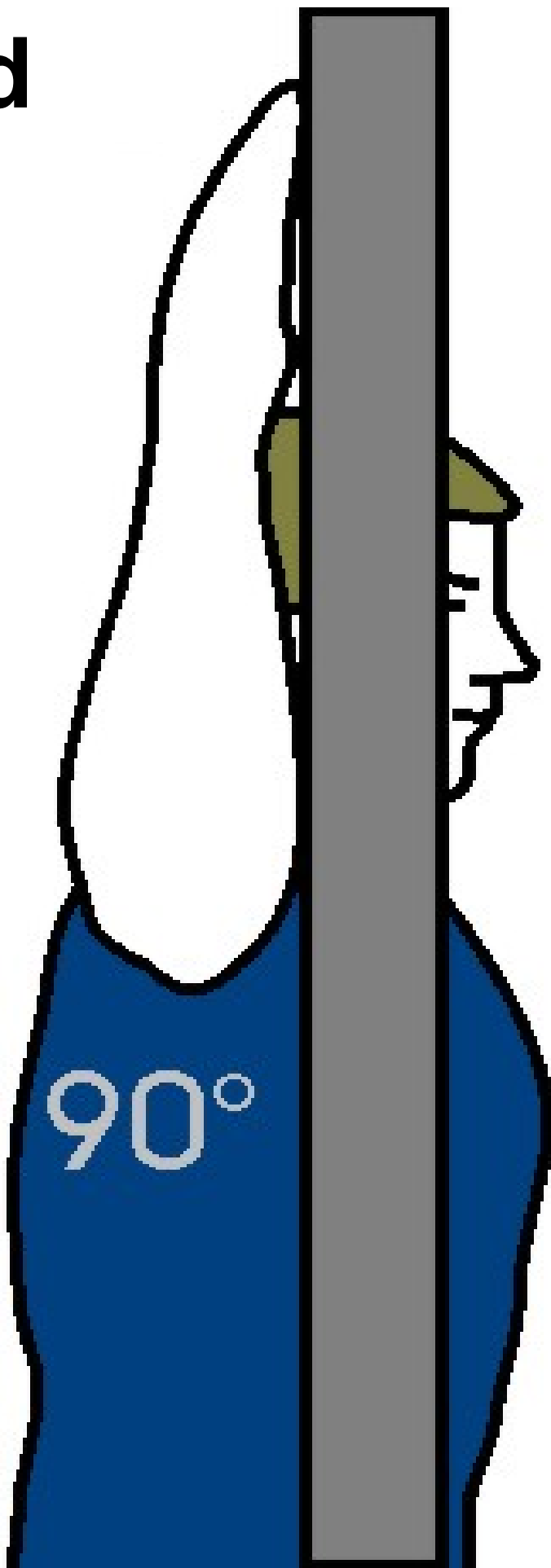
Cross Arm Stretch



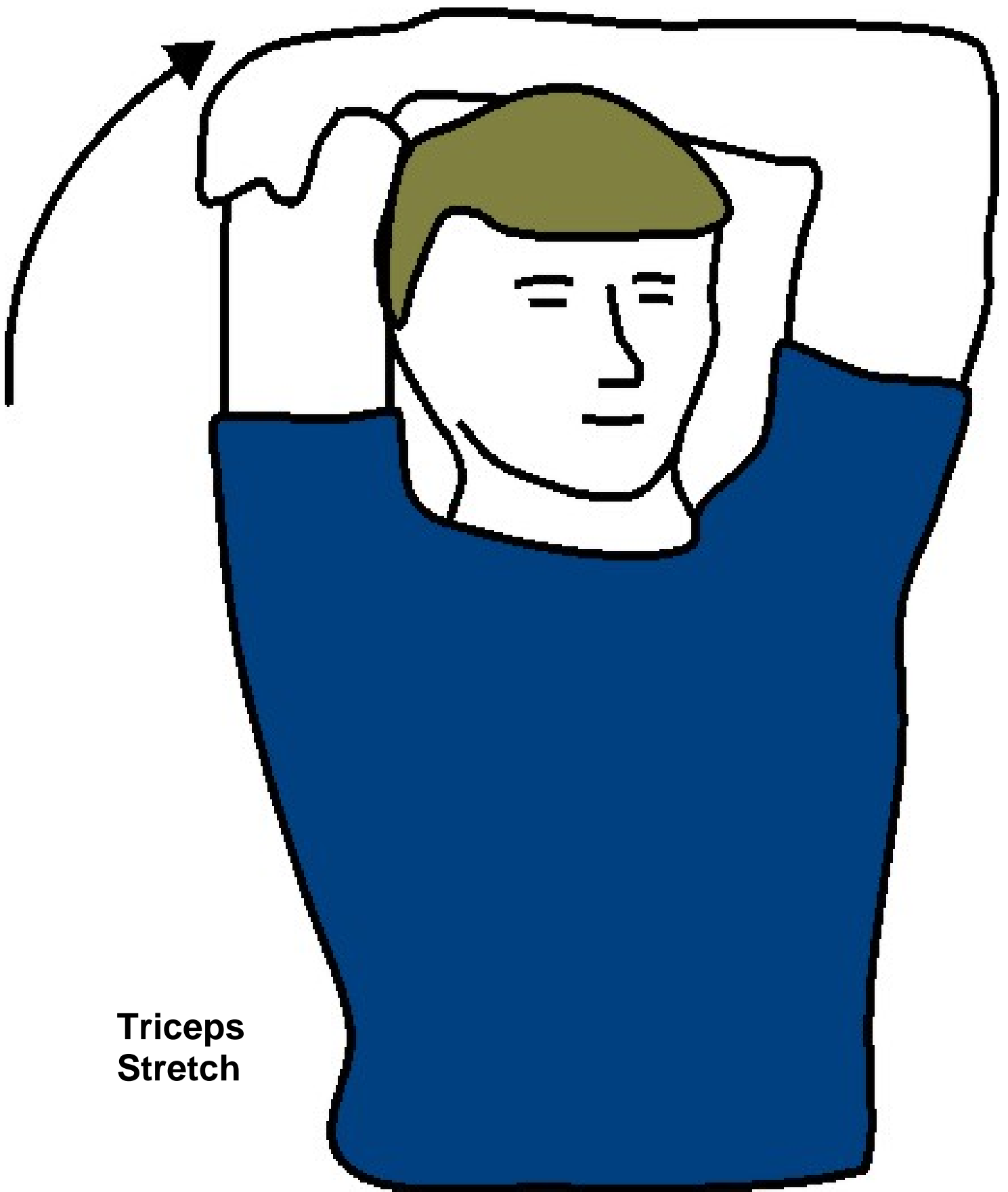
Prone Shoulder Stretch



**Push forward
to stretch
shoulder**



**Shoulder Stretch
(Wall)**

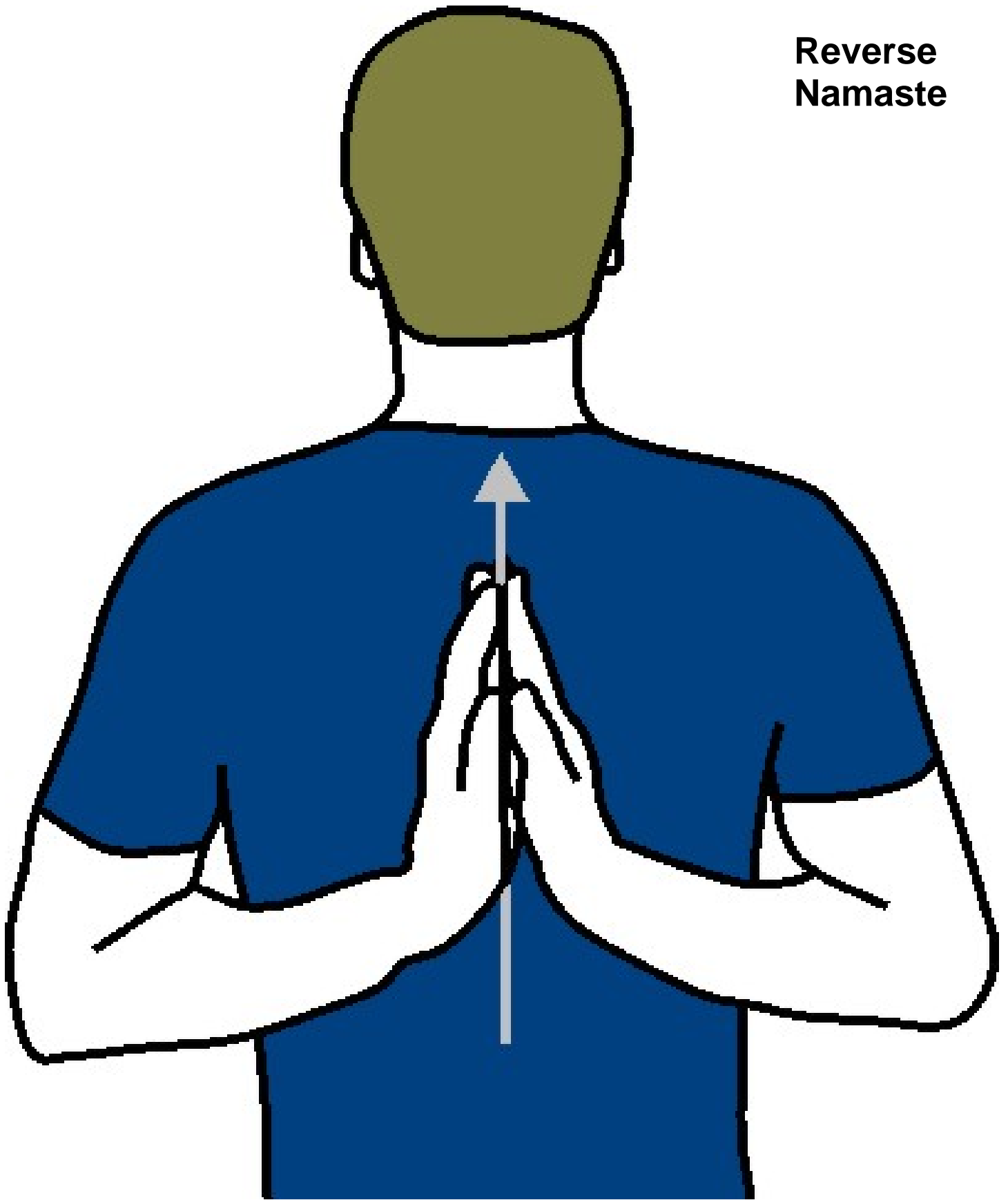


**Triceps
Stretch**

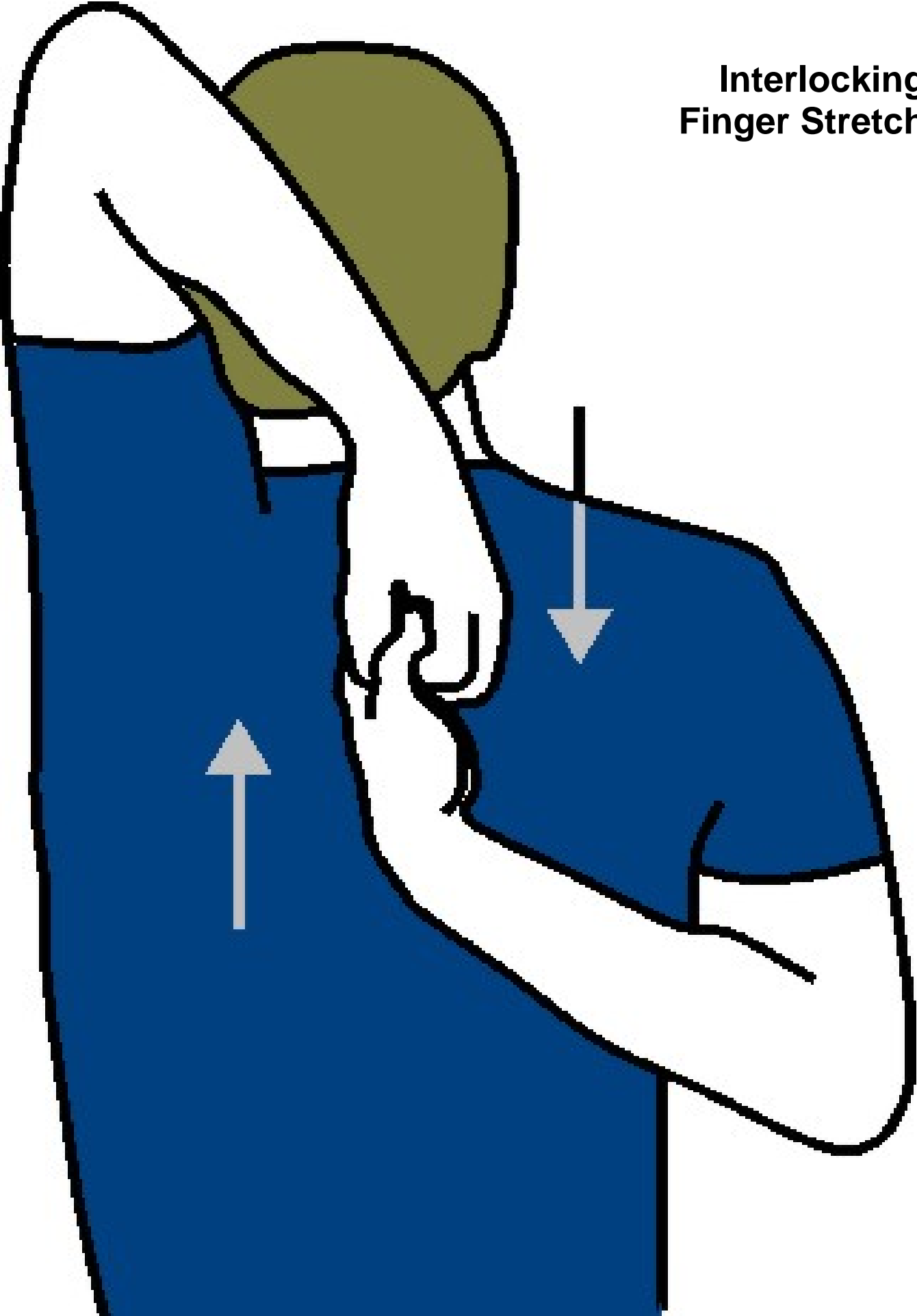
Diagonal
Reach

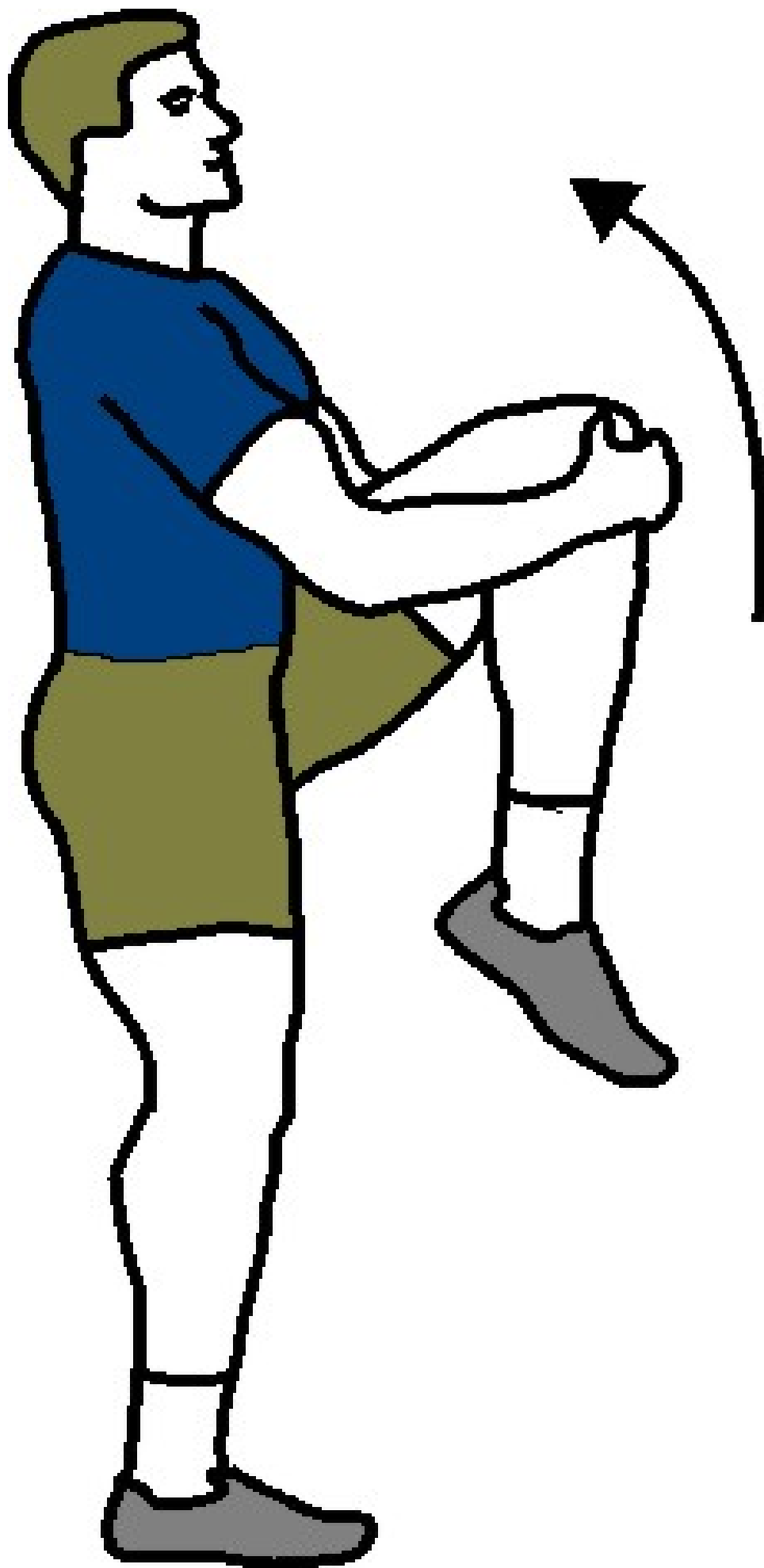


**Reverse
Namaste**



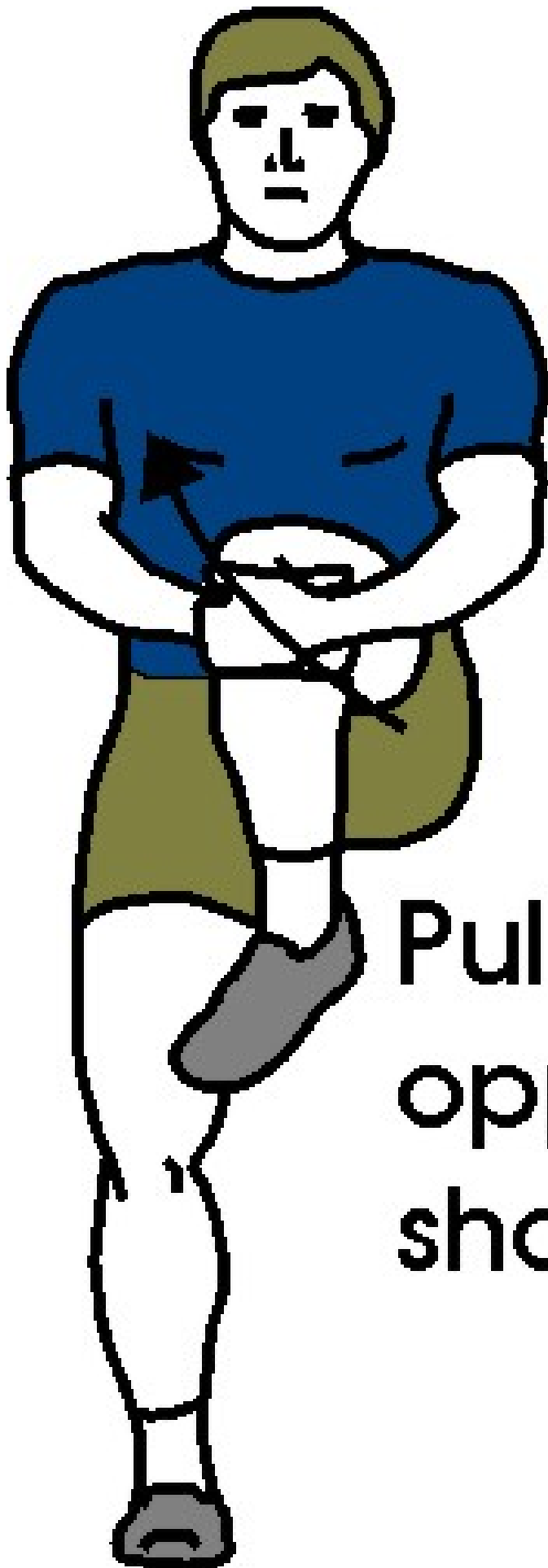
**Interlocking
Finger Stretch**





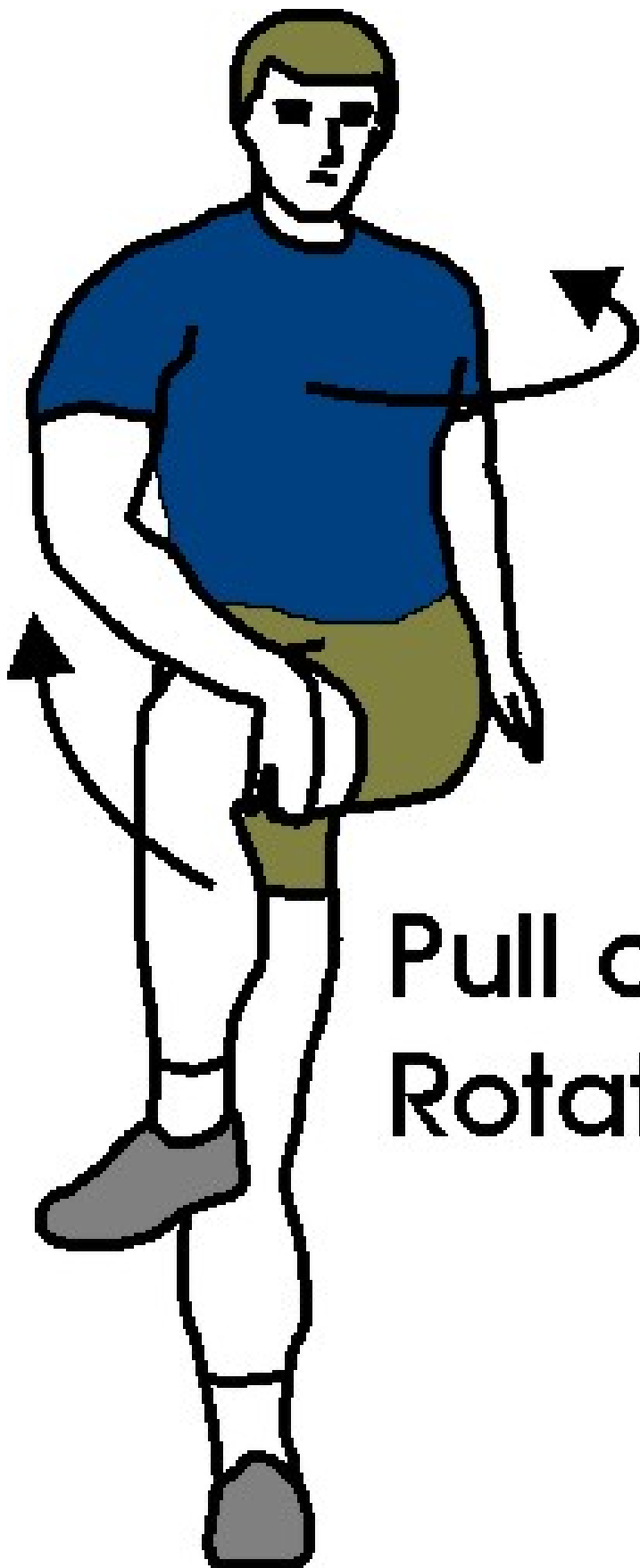
**Lower Body
Stretch #1**

**Lower Body
Stretch #2**

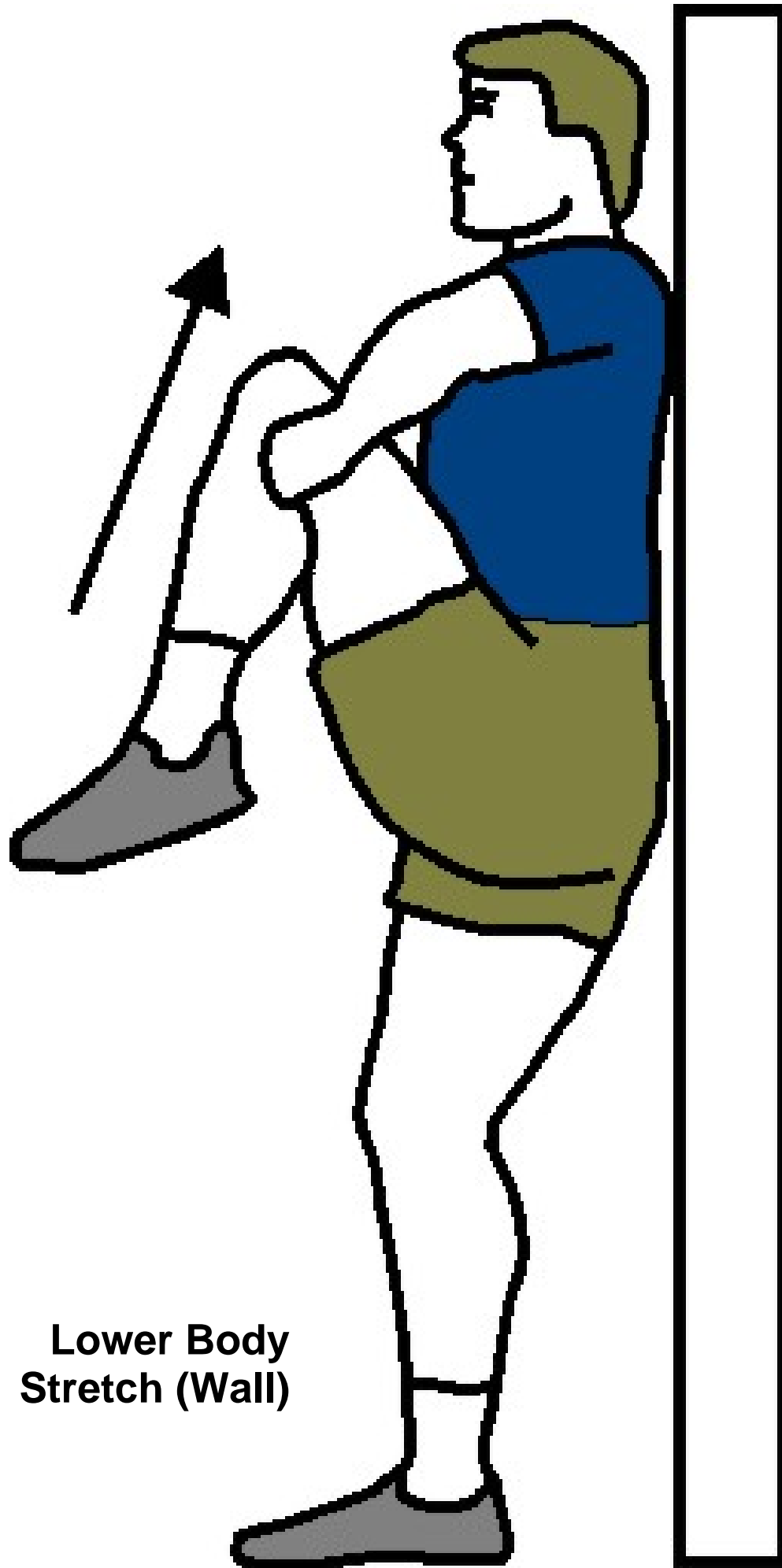


**Pull toward
opposite
shoulder**

**Lower Body
Stretch #3**

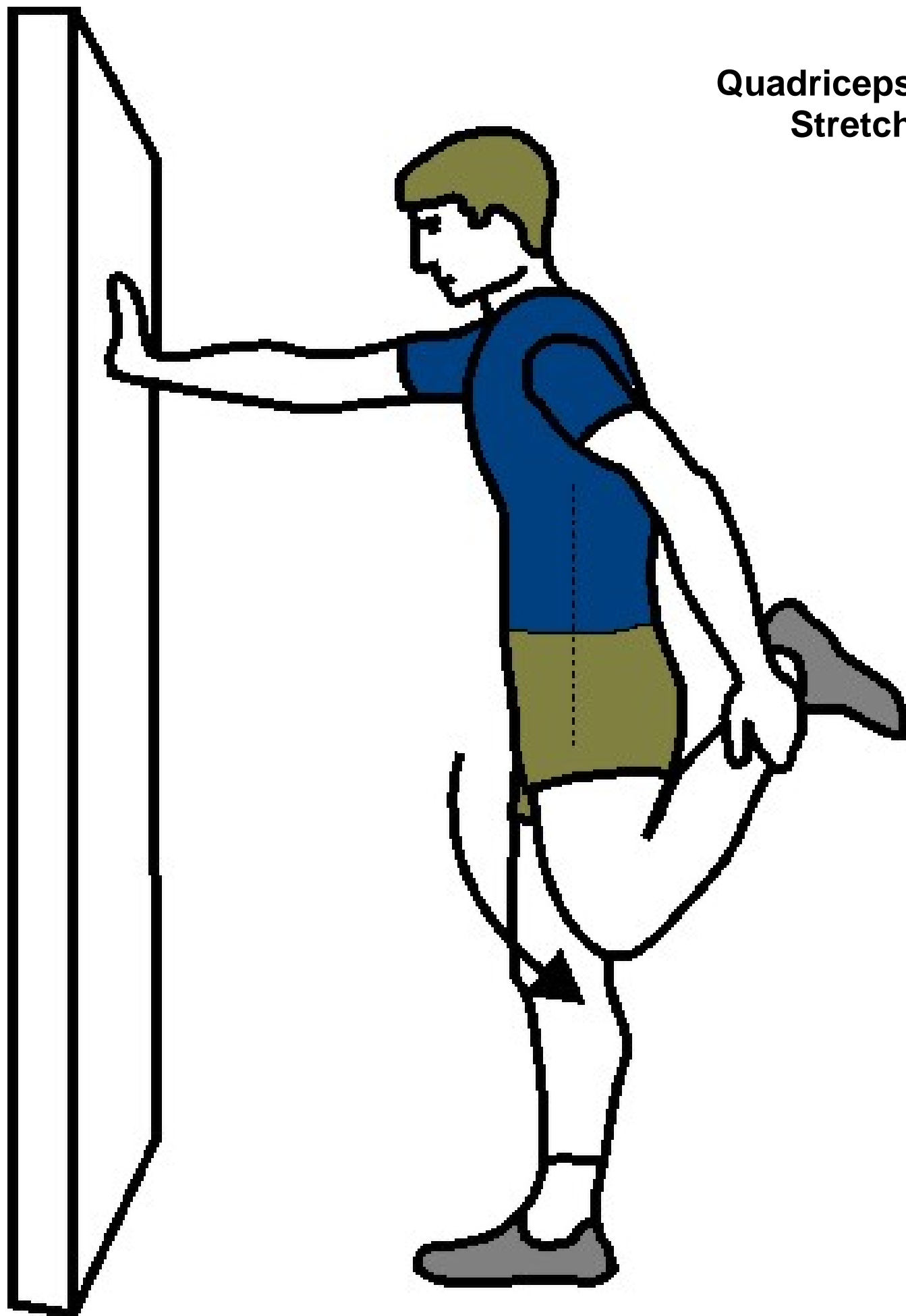


**Pull on side
Rotate shoulders**



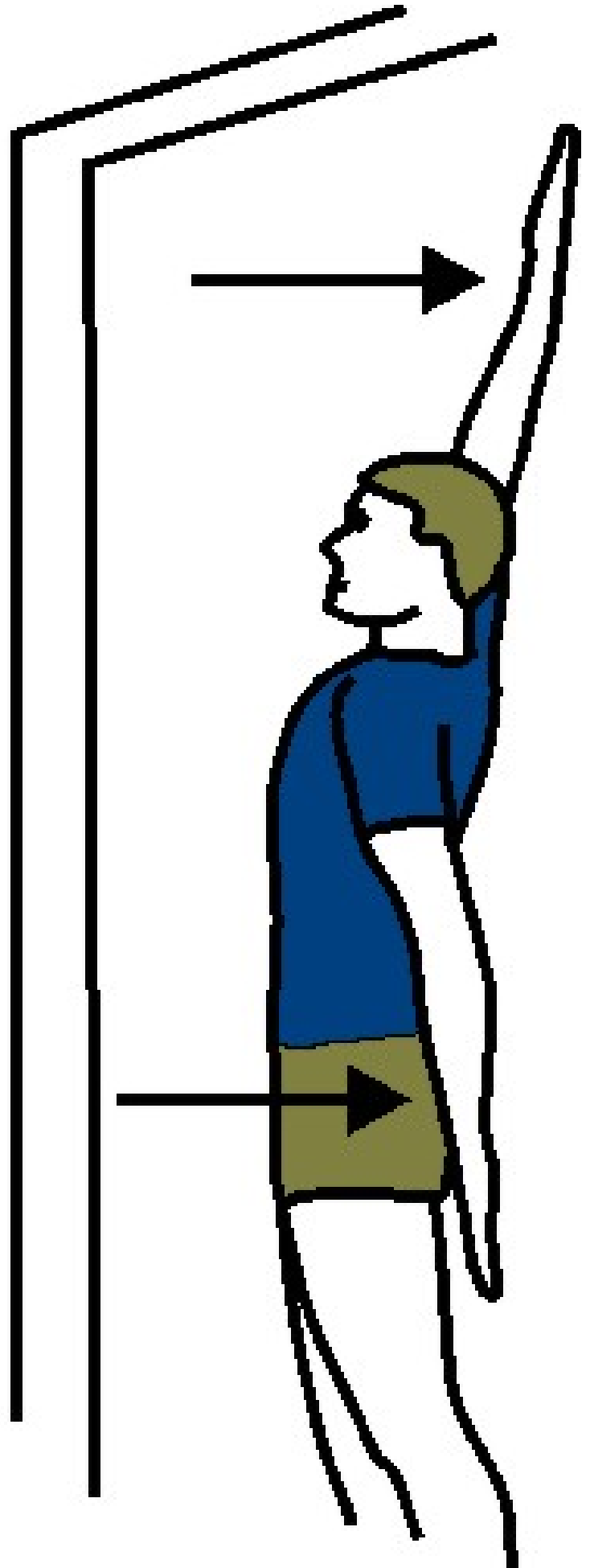
**Lower Body
Stretch (Wall)**

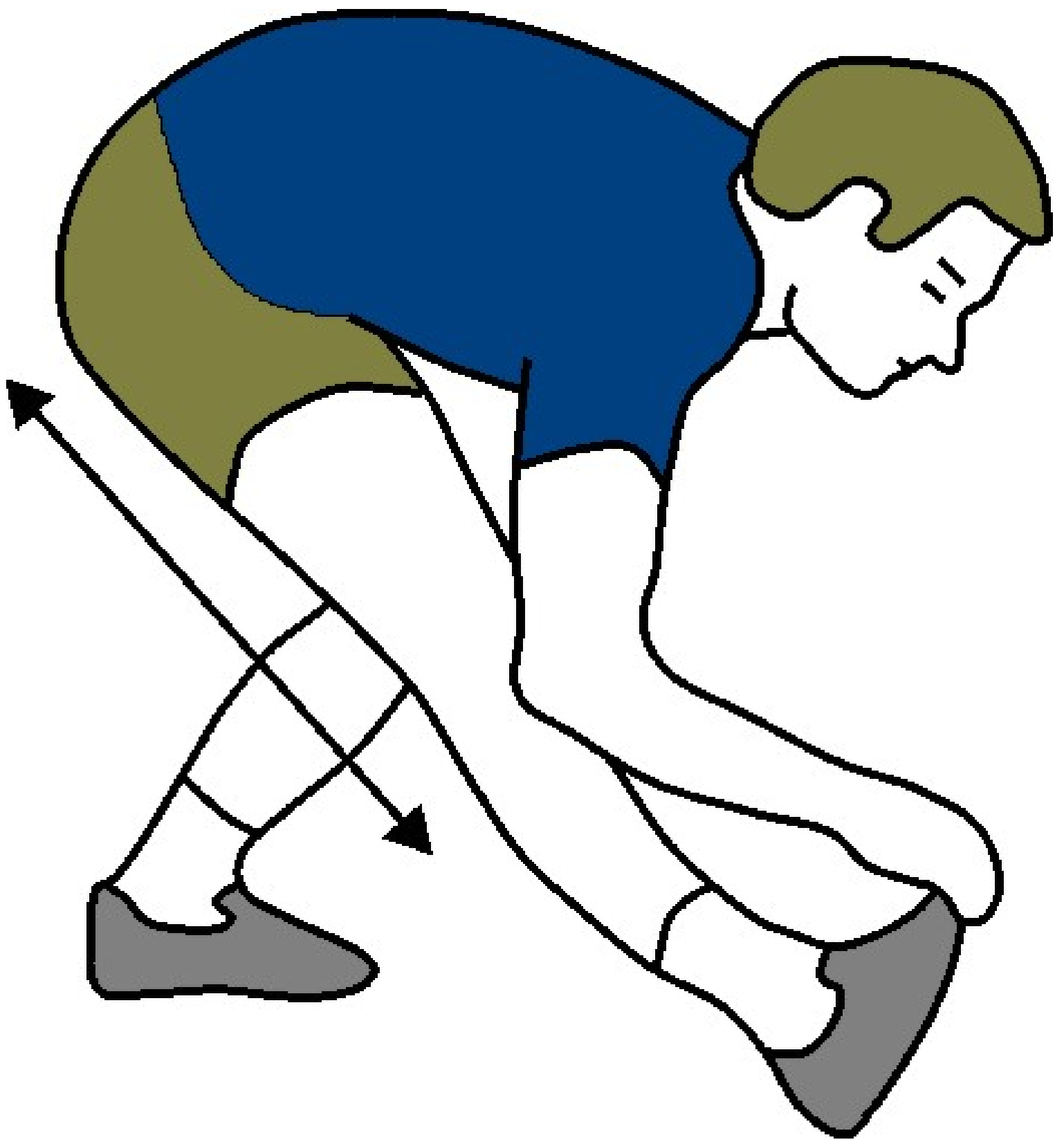
Quadriceps Stretch



Wall

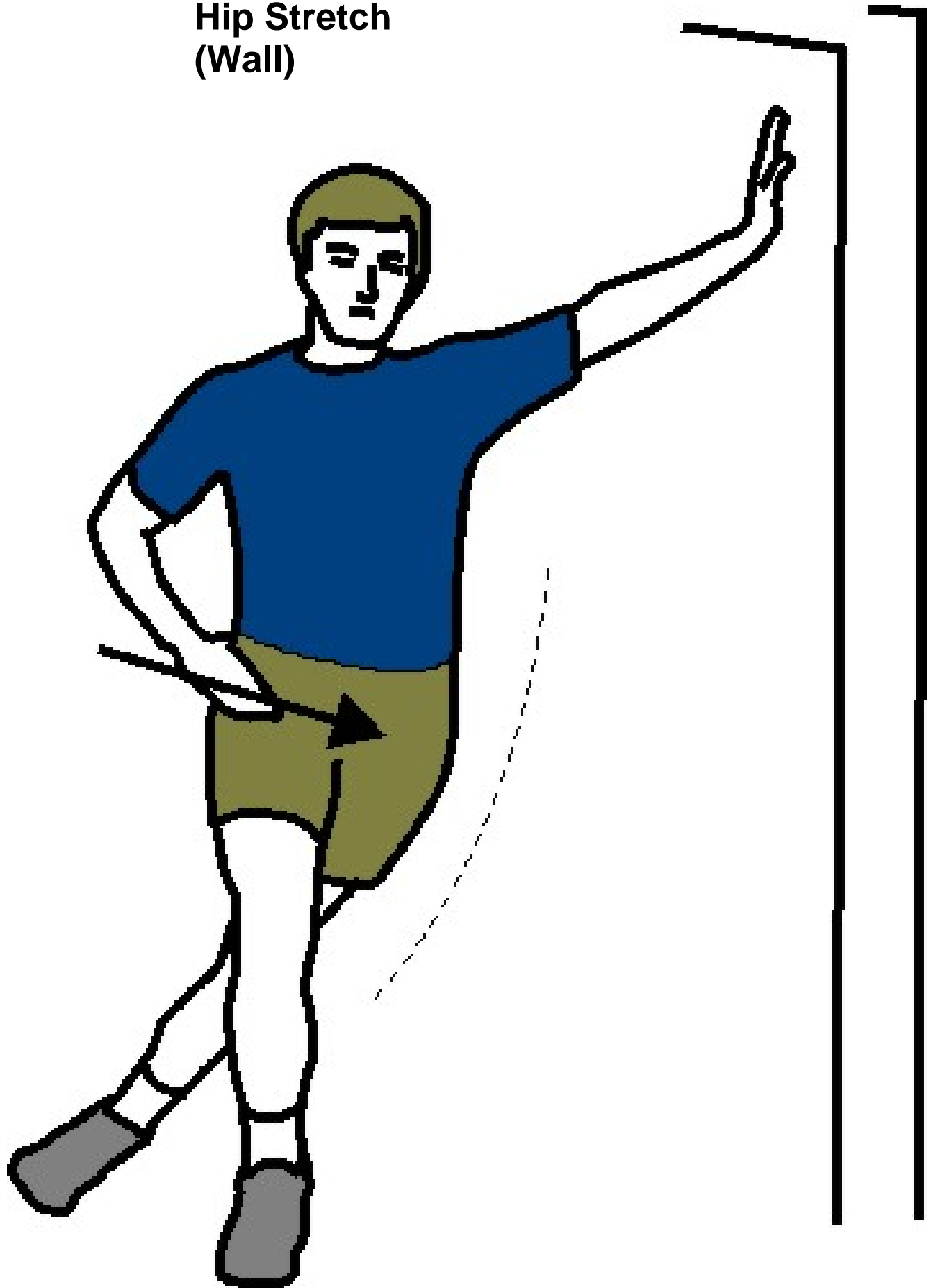
Doorway
Reach



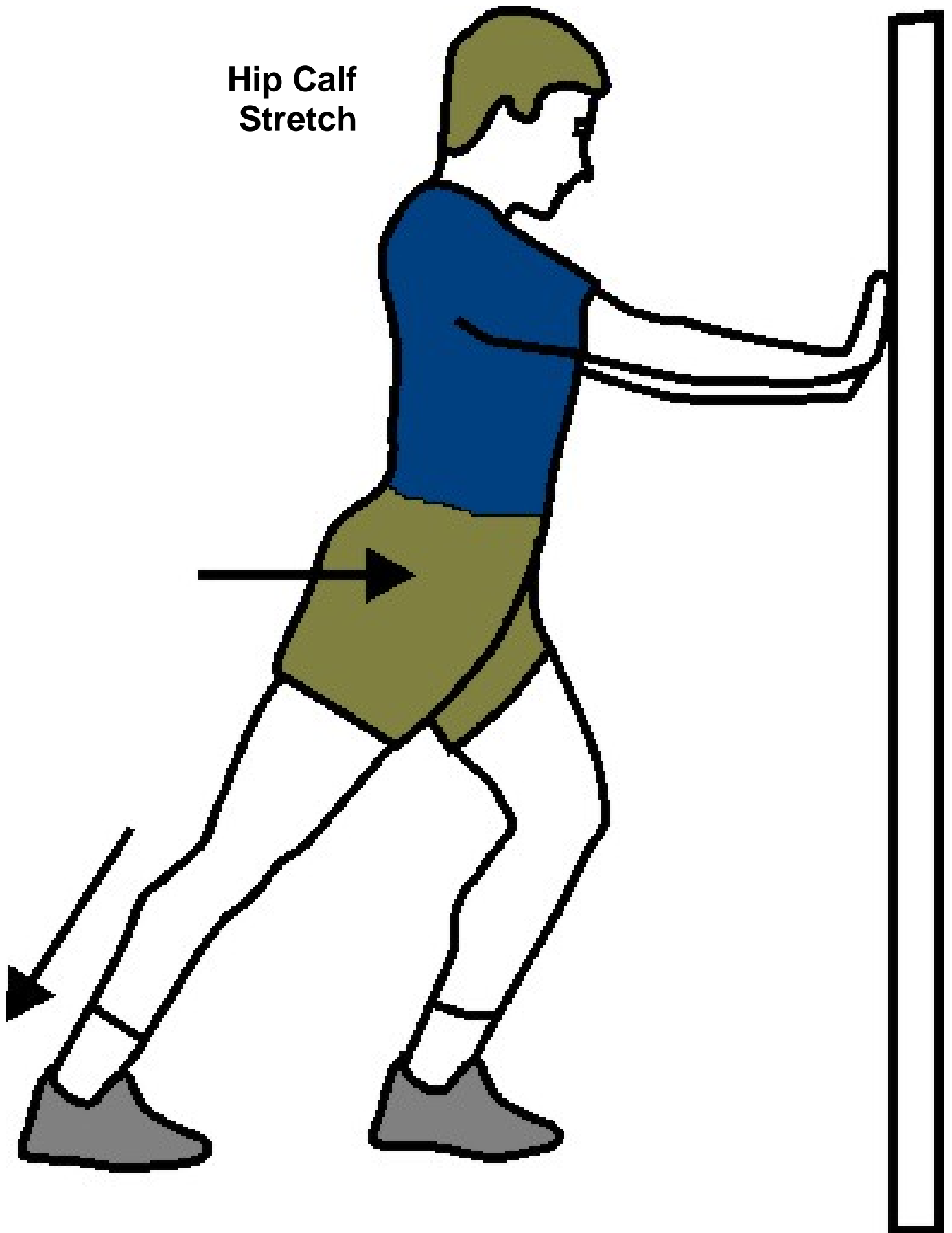


Hamstring Stretch

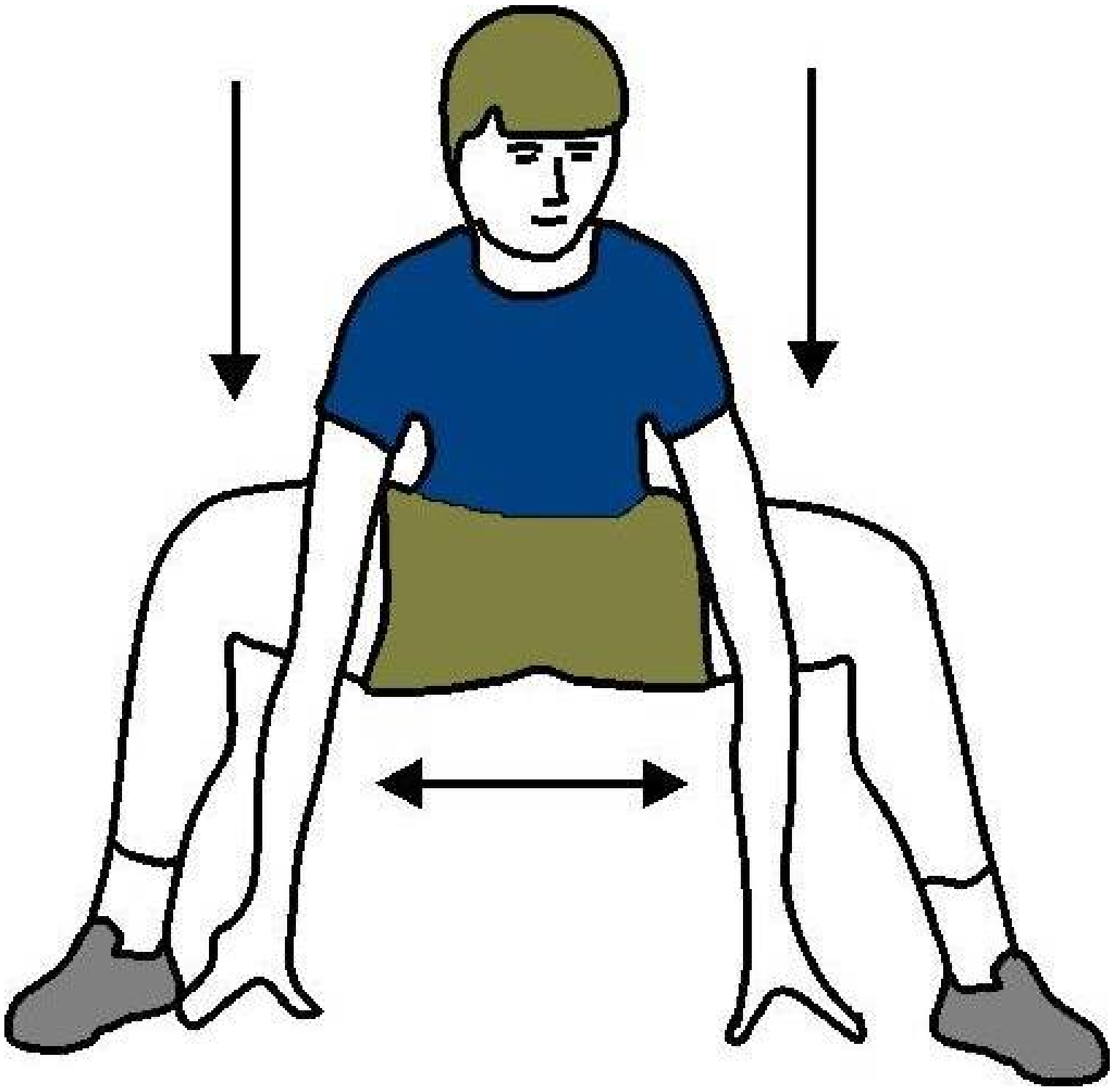
Hip Stretch (Wall)



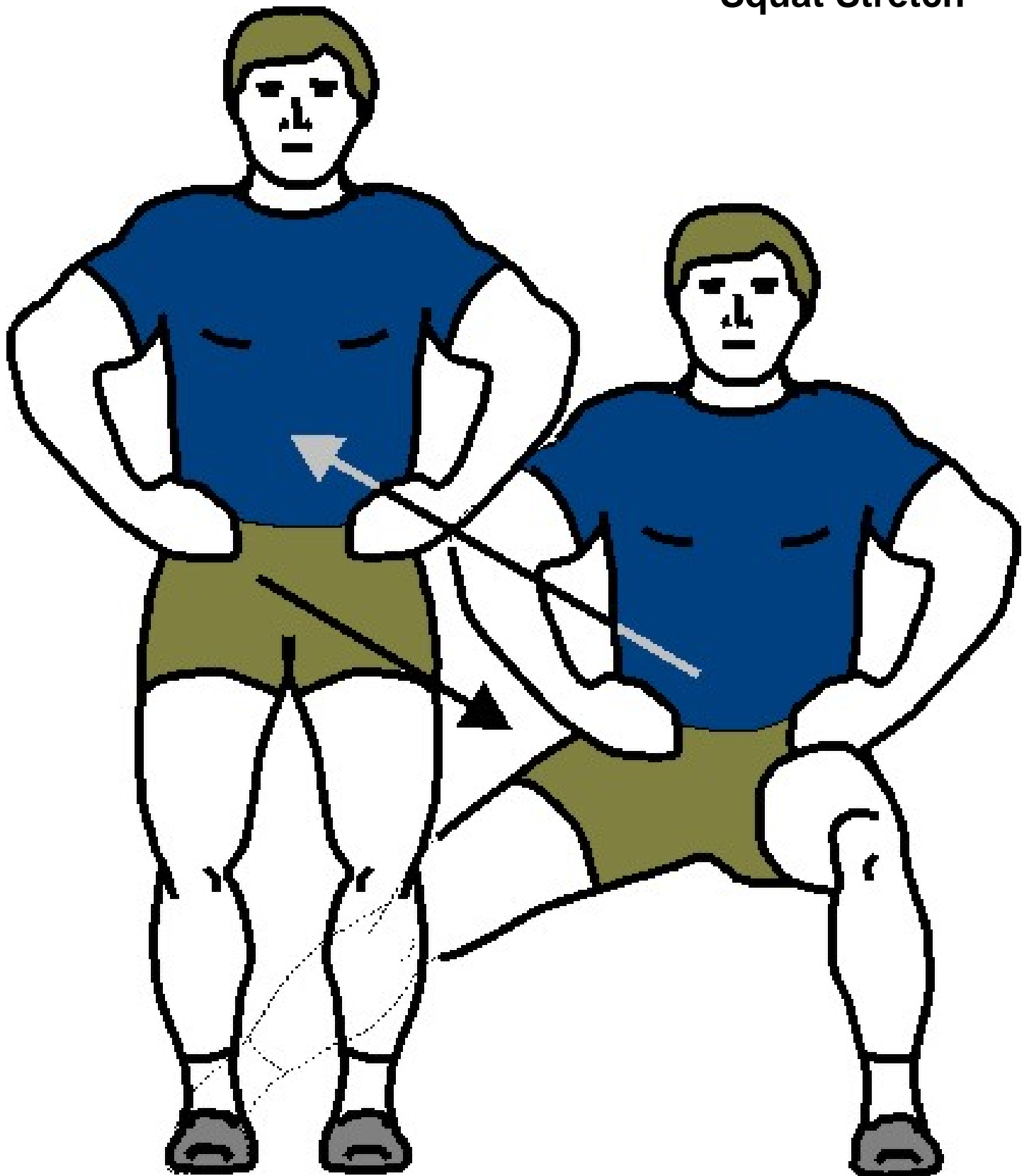
Hip Calf Stretch

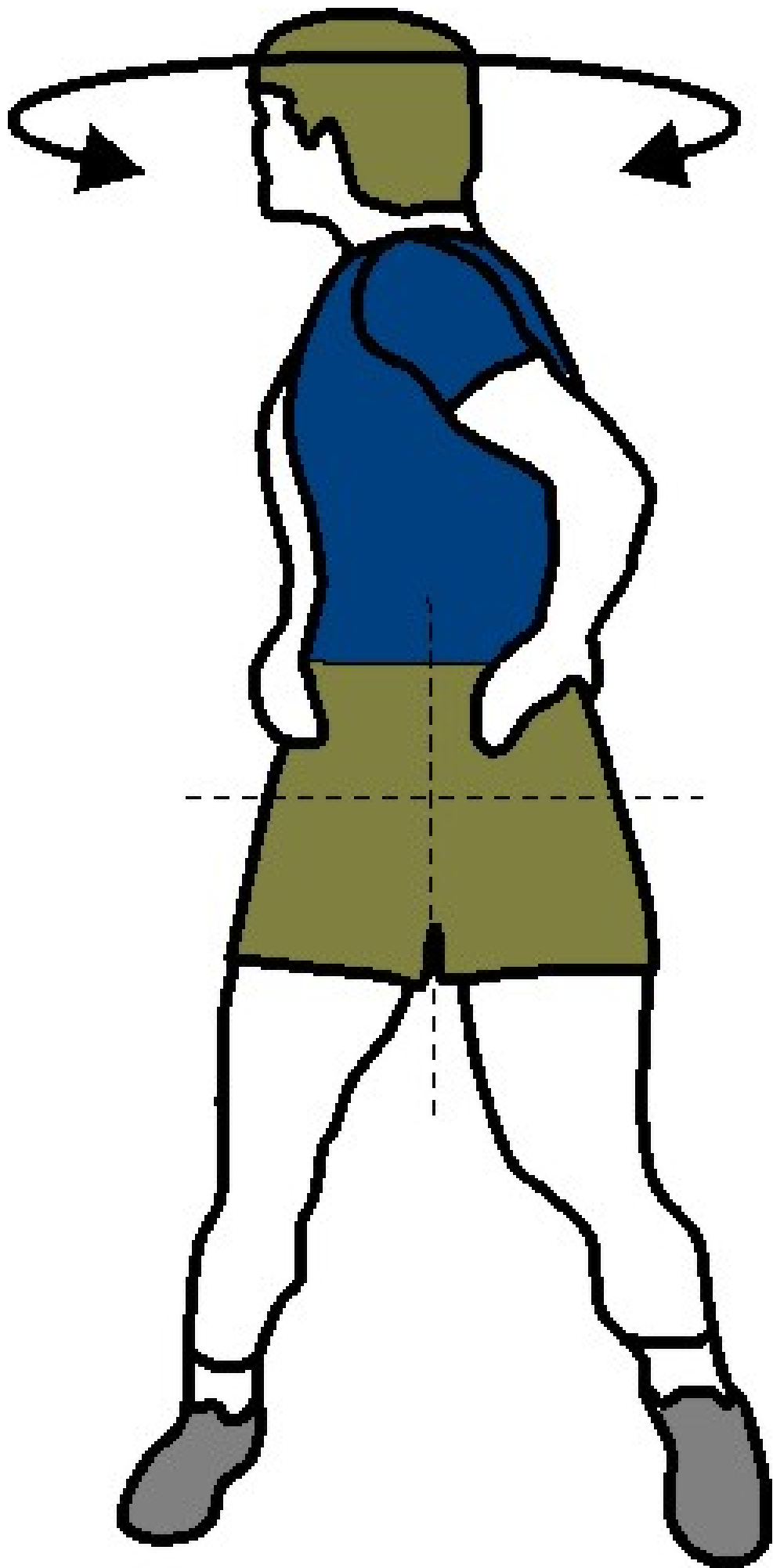


Sumo Squat Stretch

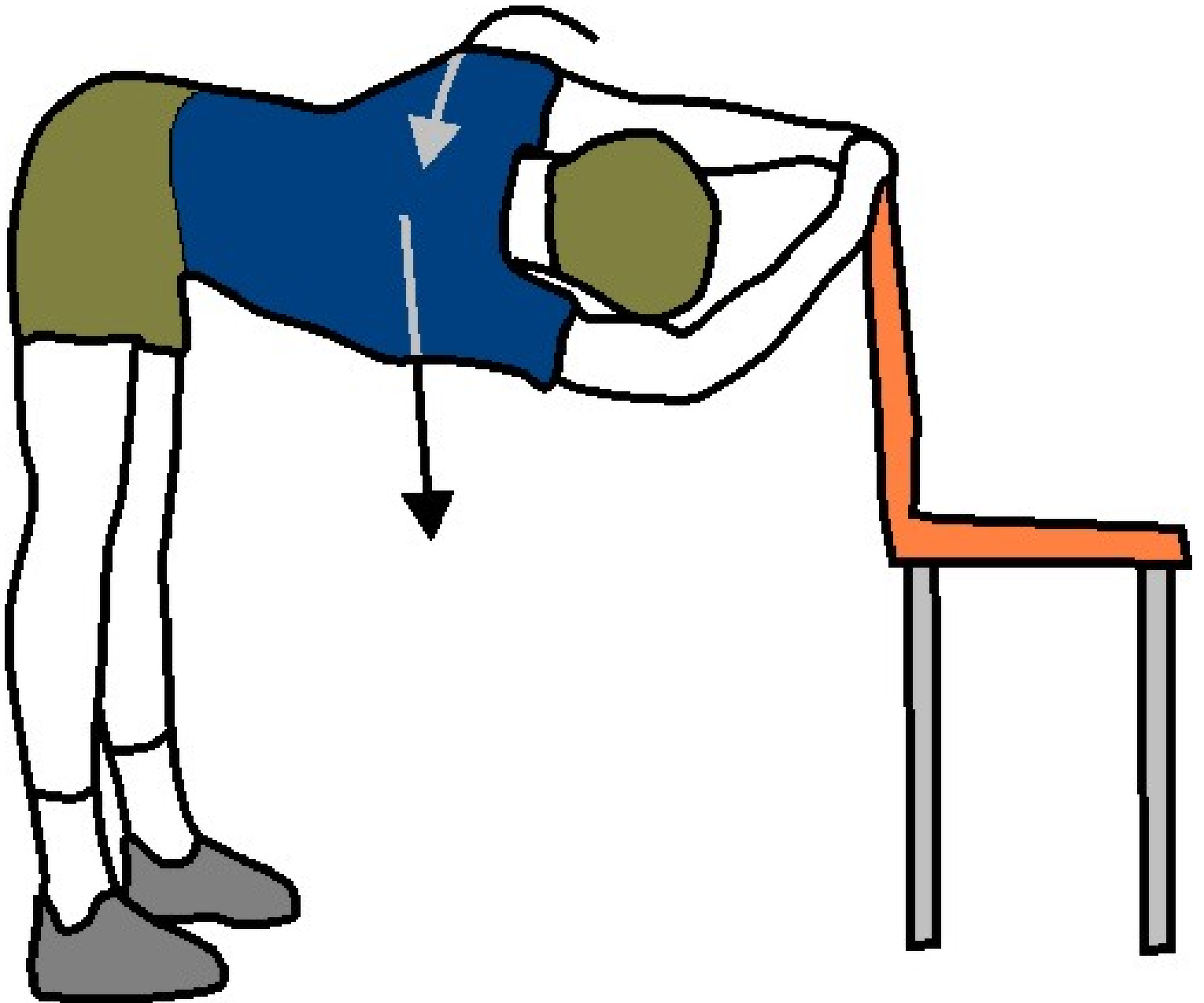


One Leg Squat Stretch





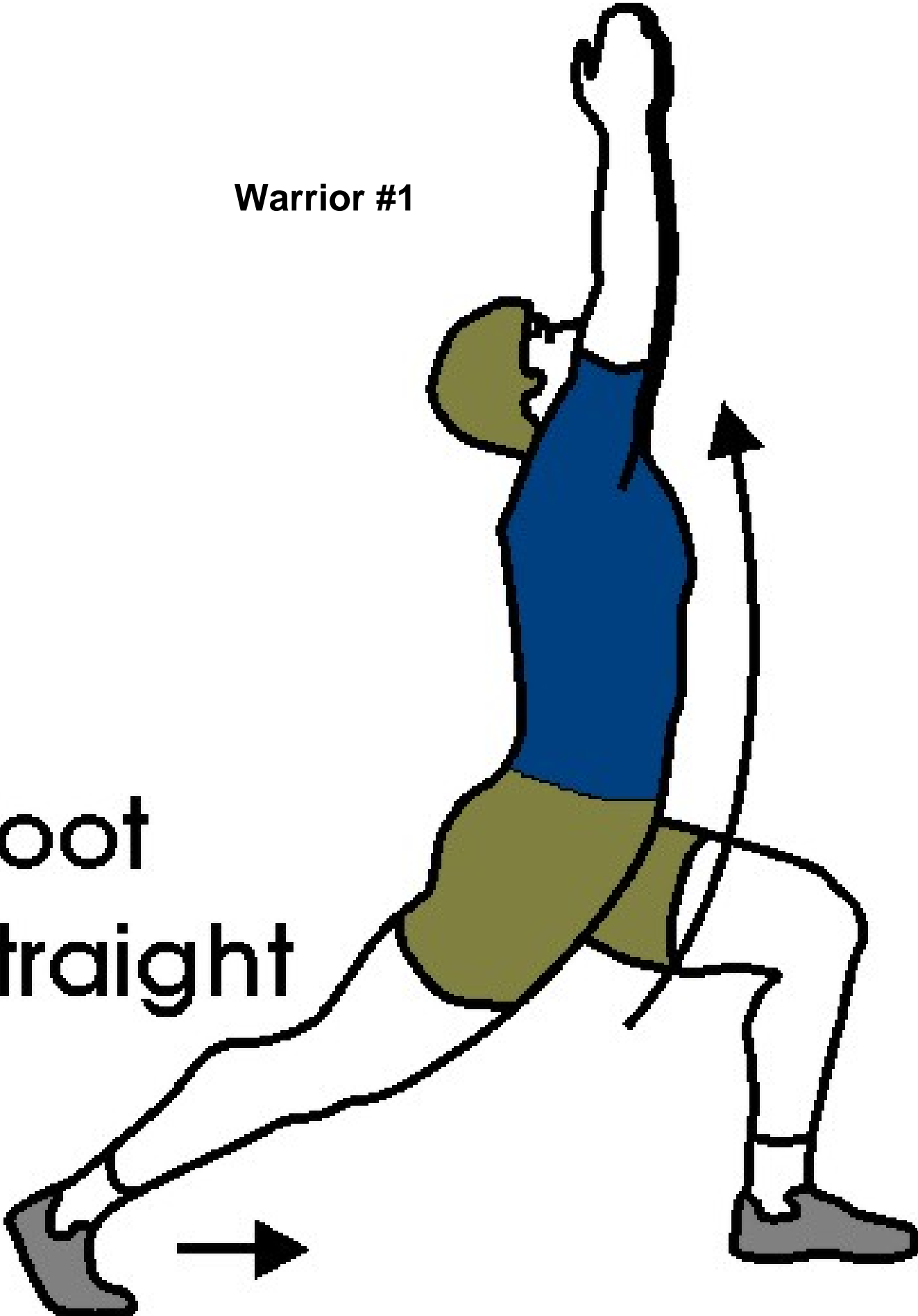
**Standing
Trunk Twist**



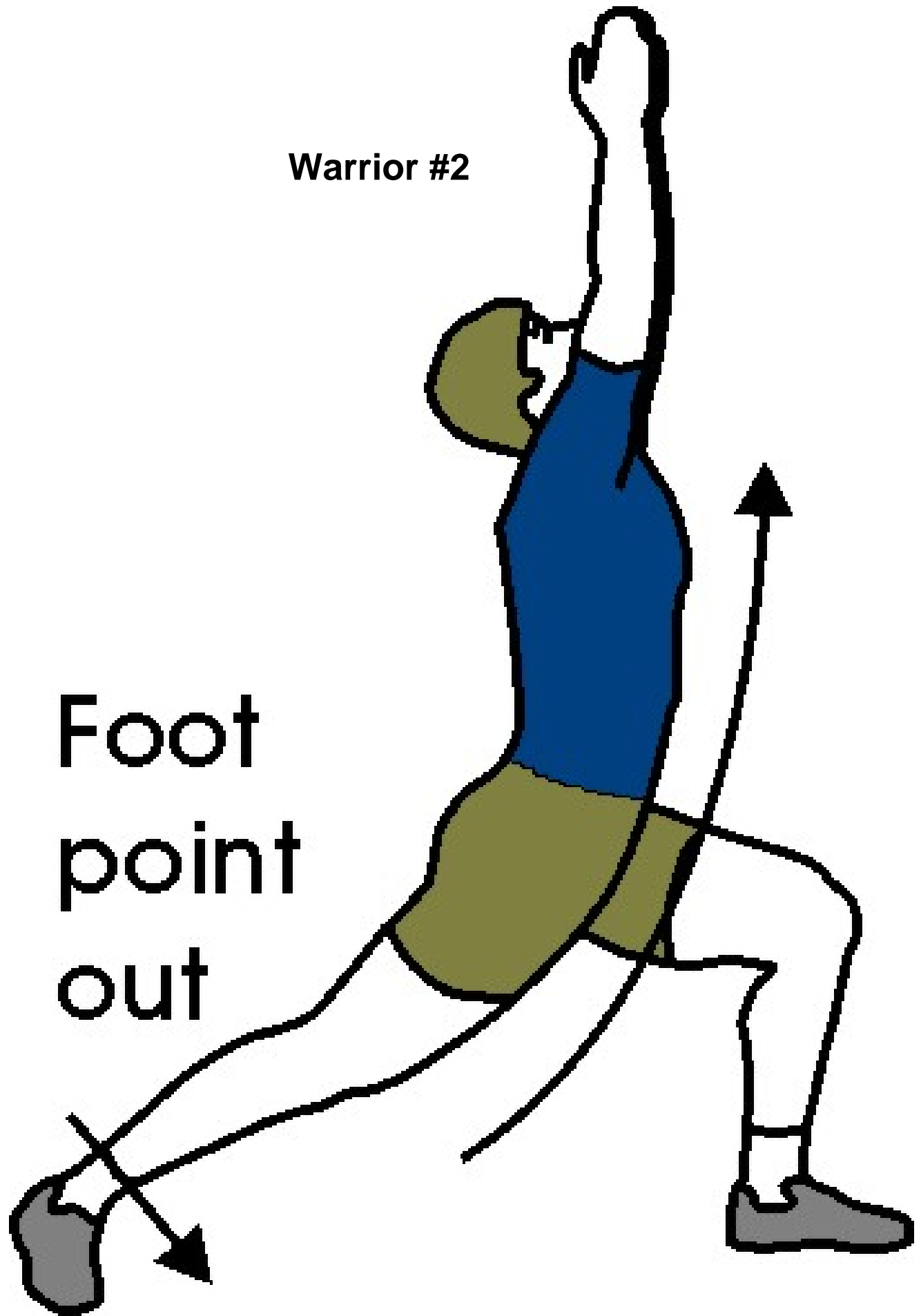
Bent Over Trunk Rotation

Warrior #1

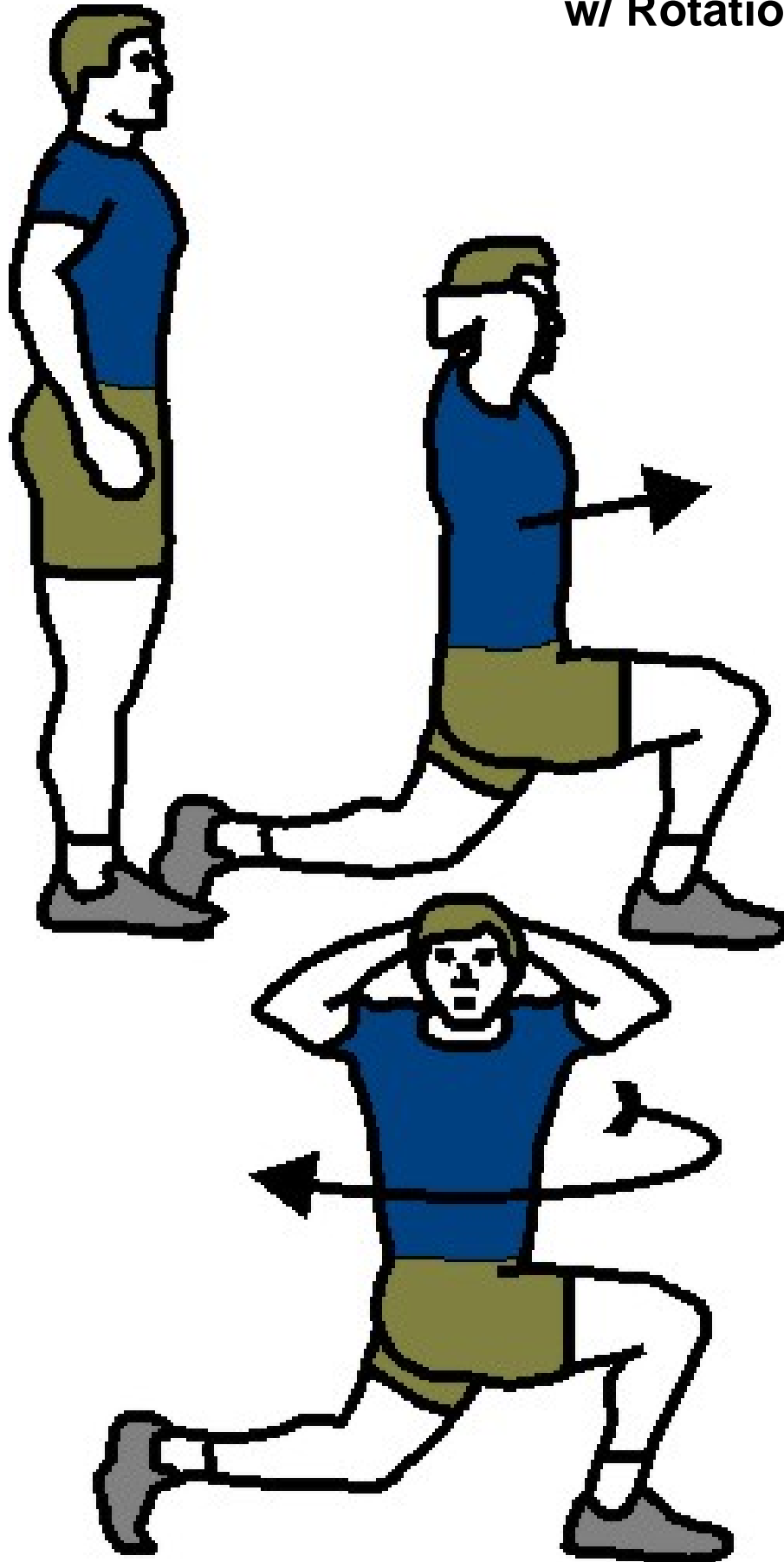
Foot
straight



Warrior #2



Lunge Stretch w/ Rotation



UCOP DESKERCISE



DESKERCIZE

When you sit throughout the day, tension can build up; muscles become tight and joints stiff. It's a good idea to stretch periodically, and take a break every couple of hours to "desk"ercise. Ease tension, increase flexibility and get your circulation going!

Neck Deskercises

Many people suffer from neck stiffness and soreness, and it's no wonder your neck has the difficult burden of carrying your head around, and it never gets a break except when you lay down. This neck push can be done sitting or standing and helps strengthen your neck muscles, which in turn will help alleviate some of the discomfort.

Keeping your head upright, hold the palm of one hand against your forehead, and press your head forward, resisting with your palm. Hold for 10 to 15 seconds. Now clasp your hands behind your head, and press your head backward, resisting with your hands. Hold for 10 to 15 seconds. Now hold your right hand against the side of your head, and press your head to the right, resisting with your hand. Again, hold for 10 to 15 seconds. Then repeat on left side.

Relax and Roll

Stress and anxiety often lead to an aching neck. Poor posture also plays a role. This stretch relieves tension in your neck and surrounding muscles.

Relax your shoulders and let your head roll forward, chin to chest. Slowly rotate your head in a circle without straining your neck. Repeat five times.

Relax. Then rotate in the opposite direction and repeat five times. Try not to raise your shoulders as you do this exercise.

Shoulder Exercises

Heavy Hinges

This stretch is best done in a standing position. It is great not only for your shoulders, but also your triceps (backs of your arms). Do several times a day, or whenever your shoulders and upper body are feeling tight.

Standing upright, push both arms straight back with your palms facing down and hold for five seconds. Bend in arms at the elbow (like a hinge), fingers pointing straight

ahead, and hold for five seconds. Repeat five to 10 times.

Chop Wood

You're not really swinging an ax as you do this exercise, so you needn't make the movements choppy or jerky. Try for maximum stretch to relieve the tension in your shoulders and elbows that develops as you work at your keyboard all day.

From a standing position, clasp your hands and hold them close to your right shoulder, as though resting an ax there. Gently swing the ax by straightening your elbows and moving your hands toward your left thigh. Raise your clasped hands to your left shoulder, and swing the ax toward your right thigh. Repeat on both sides seven or eight times.

Ready For Fight

Your shoulders are the link between the three most common sites of stress-related pain - your head, neck and back. Increasing flexibility in your shoulders will also help with back and neck relaxation.

Sit erect in a chair. Raise your arms so that elbows are flared in an outward position and hands are at shoulder level in front of your body. Keep hands at shoulder level and push your elbows as high as you can, isolating the pressure on your shoulders. Repeat 10 to 15 times. Perform the first few slowly and smoothly, the next few faster and more intense, and the last couple slow and smooth.

Do the Funky Chicken

Loosen up your shoulders, chest and back by doing this "funky chicken" exercise. It takes only a minute and releases a lot of tension in your upper body. It can be done from either a sitting or standing position.

Place your fingertips on your shoulders, elbows pointing out to the sides. Pull your elbows back as far as you can. Push your elbows forward and try to touch them together. Repeat 10 times. Now, keeping your fingertips on your shoulders, lift your elbows up and then push them down to your sides, as if you're trying to fly. Repeat 10 times.

Let the Good Times Roll

Your shoulders are one of the most flexible joints in your body, when they are functioning smoothly. Do this shoulder roll at least three times a day to relax your shoulders. You may do this one shoulder at a time, or both together.

Sit or stand tall. Lift your shoulders as high as you can. Bring them forward. Push them down. Pull your shoulders back, then return to starting position. Repeat in the opposite direction. Repeat three to five times.

Arm Deskercises

An Apple a Day

This "apple picker" stretch relieves tension in your arms, sides and waist. It feels great when done slowly and smoothly, so take your time and dont rush it. Perform the stretch first thing in the morning and periodically throughout the day.

Stretch your arms up, one at a time, as high as you can, as if reaching to pick an apple out of a tree. Repeat 10 times, alternating sides.

End Your Day with a Push-off

These stand-up push-ups are easier than the military kind. Nevertheless, they build up strength in the arms and shoulders and doing them feels great when you are stiff from sitting all day. All you need is a wall to lean on, so stand up and push.

Stand facing a wall, with your feet apart and about 12 inches from the wall. Rest your palms on the wall at about shoulder height. Bend your elbows and lean toward the wall as far as possible without touching your forearms to the wall. Keep your legs and back straight. Push yourself back to starting position. The farther from the wall you stand, the greater the shoulder effort needed to push back. Gradually increase your distance as you become stronger, but dont exceed two feet.

Hand & Wrist Deskercizes

Reach Out and Touch Your Fingers

This simple hand exercise will help to increase the mobility of your fingers. It's easily done at your desk several times a day.

Do each hand individually. Touch the tip of your thumb to the tip of each finger in turn, making the circle as round as you can. Straighten your fingers in between touching each finger.

Buttocks Deskercises

Firm Your Fanny

Whether you sit all day or not, buttocks are an area of the body that we often neglect until we notice the area increasing in size! This exercise can be done while sitting in a chair or lying on your back with your knees bent. Do it several times a day to tighten those buttocks and firm your fanny!

Tighten and squeeze your buttocks, hold five to ten seconds, and release. Repeat six to eight times. Really concentrate on the "squeeze" for maximum results.

Back/Upper Body Deskercises

Lets do the Twist

This torso twist stretch for the entire upper body can be done sitting right in your chair at the office. Perform it several times a day, whenever you get that "tense" feeling in your body.

Sit erect in a stationary chair with both feet flat on the floor. Look straight ahead. Slowly tilt your torso to the right as you reach around behind yourself with your right hand. Grasp the top right corner of your chair with your right hand. Complete the stretch by moving your left hand as close as possible to your right hand. Stretch as far as you can and hold it for 15 seconds. Repeat four to six times, twisting left and right, aiming to turn the body a little farther each time.

Tummy Twist

Performing this range of motion exercise several times a day will help prevent that tight, uncomfortable feeling in the trunk of your body that comes from sitting all day.

Stand with your feet shoulder width apart. Hold your bent elbows down at your sides with fists up. Lean slightly forward and twist side to side with your elbows leading the movement. Repeat for 30 to 45 seconds.

Seventh Inning Reach and Stretch

This stretch is good for your arms and body trunk. Done slowly, it also serves as a great relaxation technique. Try very hard not to bend forward as you leanto the right or left.

Stand with your feet spread shoulder width apart. Raise one arm, then bend over sideways reaching over your head, until your arm is parallel to the floor (or as far as you can). Hold for five to 10 seconds. Repeat with other arm.

Tarzan Stretch

This is a good way to "open-up" the chest muscles after you have been sitting, leaning forward all day at your desk.

Interlace your fingers behind your back, palms facing in. Raise and straighten your arms, squeezing your shoulder blades together and "opening up" your chest. Fold for five to ten seconds. Repeat five to ten times.

Leg Deskercizes

Sit on Air

Strengthen your weary, neglected legs as you have a "seat." If you have a wall and two to four minutes, try this exercise once a day. You'll definitely feel the results!

Stand with your back against a wall and feet apart and about 16 inches from the wall. Lower yourself into a seated position, keeping feet flat on the floor, and hold for 15 to 30 seconds. Return to standing and relax for 30 seconds. Repeat three times. Do not bend your knees beyond a 90-degree angle.

Ballet Bends

Weak or tight leg muscles often lead to back problems, which can make sitting for long periods uncomfortable. Legs are the foundation of good posture, and keeping them properly stretched prevents misalignment in the upper body.

Stand with your feet comfortably apart, your toes turned slightly outward. Hold the back of a chair if you need support. Keep your back straight and slowly bend your knees over your toes. (Its important not to extend your knees beyond your toes in order to avoid stress on the knees.) Straighten, by pushing up through your feet.

Hamstring Deskercizes

Stretch the "Hams"

When you sit throughout the day, those leg muscles can become tight if you don't stretch them periodically. This exercise will get you out of your chair and help increase the flexibility in your hamstrings. Do twice a day if possible.

From a standing position, extend one leg out in front of your other leg about 10 inches, lifting your toes and digging your heel into the ground. Bend the back leg slightly, and put both hands on the thigh of your back leg to support your weight. You should feel the stretch in the back of your front leg. Hold for 10 to 15 seconds. Now push the toes of the front leg down to the floor and hold for another 10 to 15 seconds. Repeat on the other side.

Hamstring Curls

When you sit a lot during the day, its a good idea to take a break every couple of hours to do this exercise. It will strengthen the hamstrings (backs of legs above knees) - follow with a hamstring stretch for optimal results.

Stand and hold on to something stable for support, such as a file cabinet or bookshelf.

Slowly lift one heel toward your buttocks, then lower. The knee of the supporting leg should be slightly bent during the exercise, not locked. Repeat 12 to 15 times on each side. At home try using ankle weights for added resistance.

Balancing Act

This is the best stretch for the quadriceps muscles - the large group of muscles in the fronts of your legs above the knees. You may find it difficult to do at first, but it will get easier if you do it daily and your flexibility increases.

Stand at the side of a chair with your left hand holding the chair for balance. Grab your right foot with your right hand (or grab your pant leg if you cannot reach your foot). Using your hand, pull your foot toward your buttocks and hold for 10 to 15 seconds. Your knee should be pointing downward, not out to the side. Repeat two to three times with each leg. To work on improving your balance, try removing your hand from the chair, little by little, as you hold the stretch.

Hamstring Hug

This is a good stretch for your lower body that you can do while sitting. Not only does it stretch your hamstrings - the group of muscles in the backs of your legs and above the knees, but you will also feel it working your quadriceps in the fronts of your legs.

Sit back and place your hands under your right thigh. Pull knee toward chest then extend the leg straight in front of you as far as you can. Repeat with your other leg. Do three to five times with each leg.

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