CALMING PRACTICES

● Simply breathe
  o Take 30 seconds to several minutes to just consciously breathe and know that you’re breathing
  o Feel the sensation of your breath (in nostrils, how it touches ribs with inhale, how belly falls with exhale)
  o Double your exhale for sense of calm (inhale count of 4-5, exhale count of 8-10)
  o Square breath (inhale count of 4, pause at top of inhale, exhale count of 4, pause at end of exhale)
  o Slow your breathing and breath consciously when you’re with a consumer
  o Take a conscious exhale to let go
  o Take your arms overhead if you’re griping in the gut to get a bigger, fuller breath

● Softening the jaw
  o Gently soften the inside of the mouth, letting the tongue and muscles around the mouth relax
  o Lips together, teeth apart
  o Notice the ease it brings to the body
  o Breathe into that sensation of relief

● Softening the shoulders
  o Take your shoulders up toward your ears
  o Slowly, gently let them lower away from your ears, making space between bottom of ear and top of shoulder with arms at your side
  o Broaden across the collar bones (from center of heart to edge of inner shoulder)
  o Lengthen the spine, balance head over neck and shoulders

● Calming the Brain
  o Lightly press the heel of your hand on the center of your forehead, placing it just above the brow line
  o Close your eyes as you gently draw the skin of the forehead down
  o Hold for a few breaths, then release

● Taking Support from the Space Around You (Boundary)
  o Boundary is useful in calming or stabilizing the mind
  o Feel the seat of the chair as you sit. Release your weight into the chair
  o Feel your feet as a way to create grounding and boundary
  o Learn to ‘land’ during the course of your day (Arms & legs wide against wall or on floor, legs up the wall, breathe)
  o Sit or stand back to back with a co-worker, family member or friend
  o Breathe into relief
INVIGORATING PRACTICES

● Taking Arms and Legs Wide (Expansion)
  ○ Take your legs 3½ - 4 feet apart, turning the feet so they are pointing straight ahead
  ○ Broaden across the collarbones as you take your arms out to the sides to shoulder level.
    Drop the shoulder blades down the back
  ○ Lengthen from your hips to knees to feet
  ○ Lengthen from the center of your heart to elbows to wrists
  ○ Breathe
  ○ Feel your joints in space - your ankles, knees, and hips; your shoulders, elbows and wrists
  ○ Get bigger in space. Breathe!

● Office Downward Dog
  ○ Stand facing a desk or chair with feet hip width apart
  ○ Place your hands on the desktop shoulder width apart, broadening the palms and extending through the fingers
  ○ Step back, keeping feet hip width apart until the spine is parallel to the floor
  ○ Broaden across the back of the thighs and lift the kneecaps
  ○ Feel the length in the spine. Breathe
  ○ Slowly step forward and release

● Chair sun salutations
  ○ Sit at the edge of your chair. Place your feet directly below your knees
  ○ Inhale draw your arms overhead
  ○ Exhale taking the arms wide, forward fold (let spine curl, head hang)
  ○ Inhale, lengthen/flatten the back, head in line with spine
  ○ Exhale, forward fold
  ○ Inhale, ground the feet, take arms overhead
  ○ Exhale, palms together draw to heart center

● Grounding Hands and Feet (Both grounding and invigorating)
  ○ Sit at the edge of your chair, facing a table. Place your feet directly below your knees
  ○ Bring your hands to the table, shoulder width apart, palms facing down
  ○ Press the center of your palms into the table and stretch out through the fingers
  ○ Move the shoulder blades into the body and down toward the tailbone
  ○ Press down through the inner edges of your heels, feel your hands and breathe
  ○ Feel the lightness in your spine. Breathe

● Waking Up the Spine
  ○ Sit at the edge of your chair, feet pointing straight ahead
  ○ Ground and feel your feet in contact with the ground
  ○ Wiggle your toes
  ○ Inhale, lengthen through the spine
  ○ Balance the head over the neck and shoulders
  ○ Add rhythm/movement by exhaling and curling the spine, inhaling and lengthening
  ○ Soften the jaw
  ○ Smile, breathe
SCENARIOS

Being with someone who’s angry/frustrated
You may need to let this person vent. As that is happening here’s some ideas you may want to try:
  o Feel your feet, ground through your heels, lift your heart, wiggle your toes, ground your hands – find easily accessible sources of grounding in your body
  o Take support from the space around you – feel your feet on the floor, the back of your chair, your seat on the chair, the wall or hands on your desk
  o Slow your breathing

After the person has vented:
  o Draw attention to your feet
  o Soften your jaw, your eyes, your breath
  o Calm the brain (hand to the forehead)
  o Let it work through your body to shake it off
    - Office down dog
    - Chair sun salutations
    - Stand with arms and legs wide and get bigger in space
    - Feel your feet as you walk or take off shoes, wiggle toes, feel the earth
    - Use your exhale to let go of the energy
    - Slowly rick side to side
    - Shake your body either standing or sitting

Anxiety
  o Use props and walls to create boundary
    - Sandbag, rice bag, pillows, blankets, etc on lap or feet
    - Pet or child on lap
    - Stand or lean against a wall
    - Lay on the floor with arms and legs wide
    - Calm the brain
      - Ground hands on thighs or table and feet on floor
      - Sit or stand back to back -- can add rhythm by rocking

Pain
  o Use props to create boundary
  o Clam the brain
  o Sit back to back
  o Create rhythm

Delivering bad news
  o Before and during delivering bad news
    - Ground your feet, lift your sternum, lengthen through the spine and get tall
    - Office down dog
    - Ground your hands on the desk or your thighs
    - Soften your jaw (lips together, teeth apart
SCENARIOS CONTINUED

After delivering bad news
- Draw attention to your feet
- Soften your jaw, your eyes, your breath
- Calm the brain (hand to the forehead)
- Let it work through your body to shake it off
  - Office down dog
  - Chair sun salutations
  - Stand with arms and legs wide and get bigger in space
  - Feel your feet as you walk or take off shoes, wiggle toes, feel the earth
  - Use your exhale to let go of the energy
  - Slowly rick side to side

In General
- Practice when not under stress so you can use these practices in times of stress
- Find mind-body practices that resonate with you and practice them. Start with just a few
  - Use your short pauses and few minutes of downtime to restore
  - Take off your shoes and/or ground your feet
  - Office down dog
  - Sitting or standing back to back with a family member, friend or co-worker
  - Arms and legs wide (standing or on floor)
  - Soften the jaw (lips together, teeth apart)
  - Slow, conscious breathing