

STRETCH AND STRENGTHEN



At work

One of the most common reasons for skipping exercise is simply that we think we don't have time. We work eight or more hours each day, and then there's too much to do at home. Well, why not capitalize on those eight or more hours with some simple exercises you can fit in at work? We're all busy. But we still need to find time to stay healthy and active. Not only is it necessary – it's also possible.

Working a workout into your work day – it's less work than you might think.

From the moment you arrive at work and all throughout the day, there are plenty of opportunities to fit in a little exercise. The trick is identifying those opportunities, picking your exercises and, most importantly, making them part of your everyday work routine. Here are few tips to make it happen:

- › Park your car further away
- › Make use of your lunch break
- › Take the stairs
- › Have “walk and talk” meetings
- › Put down the phone, pick up your feet
- › Take a quick walk on your break
- › Stretch and strengthen at your desk

Stretching Guidelines

Don't rush; don't bounce. Move slowly and gradually:

- › Hold for 5–20 seconds
- › Move a little farther
- › Hold for another 5–20 seconds

Stretching at your desk

Eyes

With your head straight and still, and your neck and shoulders relaxed throughout the stretching session:

- › Look left
- › Look right
- › Look down
- › Look up



For an added benefit, incorporate relaxation breathing:

- › Breathe in deeply through your nose as you look right
- › Breathe out through your mouth as you bring your eyes back to forward or neutral position

Wrists

- › Bend wrist down
- › Apply light tension to top of hand if desired
- › Turn arm so palm is facing up
- › Bend fingers down and away from palm with fingers open and relaxed
- › Apply light tension across base of fingers and upper palm area for more stretch

Hands and fingers

Thumb stretch

- › Turn palm up
- › Place one thumb on top of the other
- › Stretch one thumb, then the other

Hand and finger stretches

- Make a fist and hold it tightly for 2-3 seconds.
- Open your fingers wide and stretch your hand and finger muscles like a cat's paw

Shoulders

Shrugs

- › Shrug or lift tops of your shoulders up toward ears
- › Hold position 2-3 seconds and then relax shoulders and lower to starting position

Rolls

- › Sit or stand with good posture
- › Roll shoulders backwards and hold
- › Reach behind lower back with both arms and interlock fingers
- › Roll shoulders forward; extend arms out in front at shoulder level with fingers interlocked and palms facing out

Neck

Turn

- › Flex and extend neck
- › Slowly turn head as far to the right as is comfortable and hold
- › Repeat to the left
- › Drop chin gently toward chest

Tilt

- › Lower right side of chin toward right collar bone and shoulder area
- › Repeat to the left

Arms/upper side

- › Interlace fingers then turn palms upwards above head as you straighten arms
- › Think of elongating your arms as you feel a stretch through arms and uppers sides of rib cage
- › Hold for 10-20 seconds
- › Hold only stretches that feel releasing
- › Do three times

Hips/lower and middle back

- › Sit with left leg bent over right leg
- › Rest elbow or forearm of right arm on outside of upper thigh of left leg
- › Apply some controlled, steady pressure toward right with elbow or forearm.
- › As you do this, look over left shoulder to get the stretch feeling
- › Hold for 15 seconds
- › Do both sides

Upper legs

Hamstring stretch

- › Sit back in a chair with lower back supported.
- › Place hands under right knee area and slowly lift up leg with knee bent toward chest
- › Repeat with left leg

Quadriceps stretch

- › Standing next to your chair, lift leg closest to chair off ground, holding ankle to buttock with knee pointed toward floor, hips forward and level
- › To stretch deeper, move knee backward, push hip forward
- › Hold stretch
- › Repeat with opposite side

Lower legs and ankles

- › While seated, extend or point right toes and foot straight ahead
- › Hold the stretch

Note: You may place the upper most toe area on the floor for support

- › Place back of right heel on floor and pull toes and upper foot toward front of lower leg and hold for a calf stretch
- › Repeat with left



Strength training at your desk

Legs

Chair squat

- › While sitting, lift butt off seat and hover over chair for 2-3 seconds
- › Stand up and repeat 10 times
- › Use resistance band for more challenge by looping the band under feet and holding ends in hands

Leg press

- › While seated, place center of band under left foot, grasping ends in each hand
- › Keep right foot on ground
- › Keeping elbows bent and at sides, extend left leg by pushing foot out and away from body.
- › Complete 10 repetitions on each leg

Abs

Pelvic tilt:

- › Pull in tummy (navel to spine, press low back into chair), tense and tighten up ab muscles
- › Hold for 10 seconds and repeat 15 times

Crunch

- › Sit on edge of chair, arms extending in front
- › Keeping back straight, contract abs and slowly lower torso towards back of chair
- › Hold 2-3 seconds and repeat 15 times

Curls

- › Cross arms over chest and sit up straight
- › Contract abs (as in Pelvic Tilt above) and curl shoulder towards hips, pulling abs in
- › Hold for 2 seconds and repeat 15 times

Knees to chest

- › Sit upright in a chair
- › Hold on to arms of chair or a point under seat of chair
- › With feet together and knees bent, lift knees toward chest while contracting ab muscles
- › Hold for 3 to 5 seconds; relax and repeat 15 times



Resistance training at your desk

Resistance Bands Guidelines

- Maintain a good posture
- Keep your wrists straight and in line with elbows
- Breathe normally
- Use controlled movements
- Maintain natural width of band to keep it from digging into hands or sliding up legs
- Increase resistance by shortening distance between hands on the band

Chest and back

Chest press

- › Place band across back of shoulder blades, grasping ends with both hands
- › Extend arms forward at chest height, pressing away from body
- › Control resistance band as you move hands back towards body, elbows at right angles
- › Complete 10 repetitions

Lat pull down

- › Grasp ends of resistance band with each hand
- › Raise hands in air above head, arms straight
- › Bending elbows towards floor and hands wide, pull down and wide on band, letting band go behind head as you pull
- › Repeat 10 times

Shoulders

Lateral raises

- › Standing, step on one end of resistance band with one foot
- › Grab other end of resistance band with one hand
- › Keeping slight bend in arm and palm facing ground, raise hand up and out to side of body, parallel to floor
- › Complete 10 repetitions on each side

Front raises

- › Standing, step on one end of resistance band with one foot
- › Grab other end of resistance band with one hand
- › Keeping a slight bend in arm and palm facing ground, raise hand up and out in front of the body, parallel to floor
- › Complete 10 repetitions on each side



No resistance bands? Try using a water bottle.

Biceps

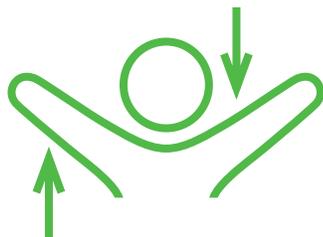
Curls

- › Sitting, place middle of band under feet, holding ends in both hands
- › Begin with palms facing inward, thumbs up and slowly bend elbows and bring forearms to shoulders
- › Make sure you keep your wrists straight and elbows stable
- › Repeat 10 times

Triceps

Kickbacks

- › Sitting, place the center of resistance band under feet
- › Grasp ends of resistance band with each hand
- › Leaning forward slightly, slowly tighten back of arm and push forearm down and back until arm is straight (not locked!).
- › Make sure elbow is stable and doesn't move throughout movement
- › Slowly return to starting position with hands at the sides of the legs
- › Repeat 10 times



Extensions

- › Hold band in left hand behind back and grasp other end of band in right hand
- › Begin with arm straight up over head, palm facing out
- › Slowly lower arm to 90 degrees until forearm is behind head
- › Squeezing triceps, straighten arm without locking it
- › Left arm stays stable and provides resistance by pulling resistance band tight
- › Make sure elbow is stable and doesn't move throughout movement
- › Complete 10 repetitions on each arm

Dips

- › Make sure desk or chair is stable (i.e., does not have wheels!) and place hands next to hips
- › Move hips just in front of desk or chair and bend elbows, lowering body until elbows are at 90 degrees
- › Complete 10 repetitions

Hips and legs

Standing hip flexion

- › Stand with abs in, spine straight
- › Bend left knee and lift left leg up until level with hip
- › Hold for 2 seconds, repeat other side
- › Complete 10 repetitions with each leg

Side leg lift

- › In same starting position as above, lift left leg straight out to side a few inches off floor
- › Hold for 2 seconds, repeat on other side
- › Complete 10 repetitions with each leg



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