

Relaxation Techniques for Wellness and Stress Reduction

Participant Packet

Solutions to Everyday Problems

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Relaxation Techniques for Wellness and Stress Reduction

OVERVIEW

Today we will discuss how relaxation can reduce the effects of stress. What you will take away from this session are practices to help you achieve balance in your daily life. We will look at relaxation techniques to better shape our response to events. The goal is to improve our mind, body, behavior and emotions.

Agenda Topics:

- Welcome
- Introduction to Relaxation Techniques
- Fight – Flight or Relaxation
- The Events
- The Mind and How we Allocate Time
- The Body
- Behavior and Exercises
- Review of Participant Package
- Reminders
- Wrap-up

Seminar Length: Approximately 1 hour

Physical Consequences of Stress and the Physical Benefits of Relaxation

Fight of Flight	Relaxation
↑ Heart Rate/Pulse	↓ Heart Rate/Pulse
↑ Blood Pressure	↓ Blood Pressure
↑ Shallow Chest Breathing	↑ Full Abdominal Breathing
↑ Muscle Tension	↓ Muscle Tension
↓ Blood Vessel Size	↑ Blood Vessel Size
↓ Skin Temperature	↑ Skin Temperature
↓ Digestive System Changes	↑ Digestive System Changes
↓ Immune System	↑ Immune System

Dissecting a Stressful Event

Write Down:

Some incident in your life that causes you stress. (The Event)

What was your thinking about the event? (Mind)

How did it manifest in your body? (Body Affect)

What changes occurred in your behavior? (Behavior)

Choose Your Battles

Exercise: On this sheet note five or six things that add to the stress you experience. They could include money, time, family, work, relationships, health or anything else you would like to note.

Next circle those things about which you can do nothing.

Start working on the items over which you have control.

What tasks will I work on next?

The Event

Stuff happens. Not all of it is what we would like. It happens to everyone. It is the nature of life. How we cope with the events we judge to be bad is at the core of relaxation. Since we cannot change the event (It has happened and none of us can change the past) we will examine ways of looking at the event so as to reduce stress.

1. Acknowledge Responsibility for everything in your life.
 - a. Ask what you can do; not why it is happening to you
2. Analyze what you can and cannot do.
 - a. Work on those tasks over which you have some control.
 - b. Plan instead of react
3. Avoid stress by exiting the situation when possible
 - a. Learn to say NO
 - b. Take time outs
 - c. Delegate
4. Accept what you cannot change
 - a. Know your limits
 - b. Eliminate irrational thoughts.

Allocation of Time

On the Activities Time Chart below circle the approximate time you spend each week on the listed items

Activities Time Chart							
Sleep	Kids	Work or School	Friends	Household Chores	Exercise	Volunteer Service	Personal Time
20 hr	1 hr	20 hr	1 hr	1 hr	1 hr	1 hr	1 hr
30 hr	2 hr	30 hr	2 hr	2 hr	2 hr	2 hr	2 hr
40 hr	3 hr	40 hr	3 hr	3 hr	3 hr	3 hr	3 hr
50 hr	4 hr	50 hr	4 hr	4 hr	4 hr	4 hr	4 hr
60 hr	5 hr	60 hr	5 hr	5 hr	5 hr	5 hr	5 hr
70 hr	6 hr	70 hr	6 hr	6 hr	6 hr	6 hr	6 hr
80 hr	7 hr	80 hr	7 hr	7 hr	7 hr	7 hr	7 hr
90 hr	8 hr	90 hr	8 hr	8 hr	8 hr	8 hr	8 hr
	10 hr		10 hr	10 hr	10 hr	10 hr	10 hr
	15 hr		15 hr	15 hr	15 hr	15 hr	15 hr
	20 hr		20 hr	20 hr	20 hr	20 hr	20 hr
	30 hr		30 hr	30 hr	30 hr	30 hr	30 hr
	40 hr		40 hr	40 hr	40 hr	40 hr	40 hr

Use the following chart to estimate percentage of time each week allocated to each activity. As an example, 5 hours represents approximately 3% (Percent). All percentages (accept 1 hour and 4 hours) have been rounded up or down to the closest whole number.

Percentage of time in a week represented in Hours								
1 hour	2 hours	3 hours	4 hours	5 hours	8 hours	10 hours	20 hours	40 hours
.05%	1%	2%	2.5%	3%	5%	6%	12%	24%

Fill in the boxes on the following chart and number (1 through 3) the items that need attention. There are a total of 168 hours in the week.

My Time Allocation Chart			
Activity	Hours per Week	% of Week (optional)	Needs Attention
Sleep			
Kids			
Work/School (include commute			
Friends / Couple Activities			
Household chores			
Community Service			
Personal Time			
Other			
Total	168	100%	

Priority Chart and Action Plan

Remembering how you spent your time when you felt most relaxed; use the chart on this page to indicate areas of your life that need some action.

In the “Current Stress” box grade each category with a number from 1 to 10 with 10 being the highest stress. In the second column indicate a desired level. Last, in the “Action Priority” column; number three areas (1, 2, & 3) that you experience the most stress.

Decide to work on just one area at this time. Later indicate on the action plan those steps you will take in this area.

My Priority Chart			
Activity	Current Stress Level (High – Medium – Low)	Desired Level	Action Priority
Sleep			
Kids			
Work/School (include commute			
Friends / Couple Activities			
Household chores			
Community Service			
Personal Time			
Other			

My Action Plan:

Breathing Exercise

Make yourself comfortable. Sit back in your chair, have your back straight but not stiff. Your head straight, resting on your shoulders. Feet planted firmly on the ground.

Allow your hands to be relaxed, in your lap, or resting gently, palms up, at your sides.

Take several long, slow, deep breaths, breathing in fully and exhaling slowly. As you exhale, blow as if you are blowing out a candle ...but slowly so the flame only flickers, but does not go out...

Allow your breath to find its own natural rhythm. Feel the cool air as it enters your nose...and the warm arm as you exhale.

Let your eyes close, or simply leave them softly focused.

Become aware now of your stomach, as it expands on the in-breath and relaxes and let's go on the out-breath.

To help you with concentration, for the next breaths I would like you to count to five on the in-breath and say "Relax" to yourself as you slowly exhale.

When your mind wanders from your counting as you are distracted by sounds, or my voice, simply notice the distraction like clouds floating by and when you notice you are distracted; return to focus on the 'breathing'...

And now, bring your attention to the area of your body where you experience pain...tension...or tightness, and imagine that area of pain softening and releasing with time as you exhale.

And now allow your attention to return to your breath ...feeling the rise and fall of your abdomen ...now, include your entire body ...becoming aware of yourself sitting on the chair...opening your eyes and slowly becoming aware of other images in the room...

And now, stretch your arms out in front of you, feeling the life in your hands and arms; breathe deeply; release, and return fully alert and awake to the present moment.

Self Massage - Shoulders

We all have a stiff neck, aching shoulders or headaches from time to time and a self administered shoulder massage can go a long way to relieve the tension.

- a. Rub your left shoulder with your right hand. Mold your hand to the curves of your body. Starting at the base of your skull, stroke down the side of your neck, over your shoulder and down your arm to the elbow. Go back to your neck and repeat. Then do the other side.
- b. Make circular pressures with your fingertips on either side of the spine. Work up the neck and around the base of the skull. Then squeeze and release the flesh on your shoulders and at the top of your arms.
- c. Finish by stroking softly and smoothly with both hands. Start with your hands on the side of your face and glide them under your chin. Slide your hands past each other at the front of the neck, so that each hand is on the opposite shoulder. Stroke gently over your shoulders, down your arms and off at the fingertips. Repeat as often as you like. This is relaxing and relieves headaches and tension.

These same techniques can be applied to the entire body

Eye Relaxation

- a. Try to take a 5 minute break every 40 minutes of working with computers.
- b. Work in a room/office with enough light, and if necessary, use a desk light to illuminate your documents to the brightness of your screen.
- c. Set up your monitor a little lower than your eye height.
- d. Use blinds or curtains to reduce reflections on the screen.
- e. Blink and use eye drops when you are in a room/office with Air Conditioning.
 1. Place your palms gently over your eyes and block out all of the light.
 2. While eyes are covered; focus on the color 'black' for several minutes
 3. Slowly open your eyes as you gradually become accustomed to the light.
 4. Feel the sensation of relaxation
 5. To extend and deepen this procedure; periodically attempt to focus on a different color while your eyes are covered.

Muscle Stretching & Pressure

Flexibility and freedom from muscle tension may be among the most relaxing conditions we can experience. Before we discuss techniques to increase those qualities it is important to discuss two items.

First; a lecture or text book are not a substitute for medical advice. Do not exceed a range of 'somewhat hard' to 'hard' without medical advice.

Second, these items are not competitions. They are for your comfort and ease; so do not over do to the point of harm.

That said, the process simply involves systematically going through the body and stretching and or tensing; then relaxing each identified body part.

- Sit comfortably in a chair.
- Tense or stretch each muscle group for about five seconds. Pay attention to how the tension feels
- Breathe deeply as you do these exercises.
- As you exhale, let go of the tension.
- Spend some time noticing how the relaxed state feels.
- Go through and tense/relax each group several times.
- If time is a limiting factor, then only perform these exercises on some muscle groups. (i.e.: hands, feet, etc.)

A. Upper Limbs:

1. Gently stretch arms and when they are returned to your lap; clench your fists tightly. Now more tightly for several seconds.
2. Relax your arms and hands and feel the change.
3. Repeat the process.
4. Now bend your arms at the elbow and tighten the biceps.
5. Relax and feel the difference.

B. Legs & Feet:

1. Stretch your legs out parallel to the floor and extend toes out and back as far as possible.
2. Return legs to floor.
3. Press your feet against the floor and after several seconds, release.
4. Point your toes down creating pressure in the calves and then release.
5. Point your toes back creating pressure in the shins and then release.

C. Upper Body:

1. Take a deep breath; hold it and then relax.
2. Bring your shoulders up as close to your ears as possible. Hold them; now roll them and then relax.
3. Arch your back; hold and now relax.

D. Neck:

1. Hold head back as far as you can. Hold it. Now Relax.
2. Put chin toward chest as far as possible. Hold it. Now relax.
3. Stomach and Buttocks:
4. Hold stomach muscles tight; now relax.
5. Hold buttocks tight; now relax.

E. Face:

1. Scrunch up your face and forehead as tight as possible. Hold it. Now Relax.
2. Close your eyes tightly and wrinkle your nose.
3. Clench your jaw. Hold. Relax.
4. Press your tongue against your mouth top. Hold Relax.
5. Press you lips tightly together. Hold. Relax.

For a minute close your eyes, breathe deeply, notice any tension in your body and let it soften and wash away as though a wave were washing over you.

Immediate and Short Term Relaxation

The bestselling book, “All I Really Need to Know I Learned in Kindergarten” by Robert Fulghum pointed to the fact that there was a great deal of wisdom in the bromides given to us as children.

It may not be possible to lie down on a blanket in your office and nap for 10 minutes as you did in Kindergarten; but that does not keep you from taking a ten minute break several times a day.

Don't steal the ten minutes; plan for it. Set your computer to remind you to try one of the following exercises in the middle of your morning and afternoon. Studies show you will be more at ease and more productive as a result of doing so.

Here are some things you can do at the office or home.

1. Go for a walk through the office or in the neighborhood.
2. Play 5 minutes of basketball with crumpled paper and the waste basket.
3. Watch the clouds in the sky or find something new in an old setting.
4. Put your head down on the desk and rest for 5 minutes.
5. Rub the palms of your hands until they are warm and hold them over your closed eyes.
6. Shake your arms and hands for ten seconds.
7. Call a friend or family member.
8. Close your eyes and imagine a favorite vacation spot.
9. Smile. It alters your mood.
10. Take a deep breath and imagine the breath coming in from the bottom of your feet.

Intermediate Relaxation

Relaxation can take some planning. It is an oxymoron that relaxation or having fun can be hard work. Don't let that deter you. The rewards exceed the cost and the rewards accrue to your health, your attitude and productivity.

There is a word of caution that should be said about what to take and what not to take on these excursions.

- Do not take your problems
- Do not take the "look at my watch to see what time it is." behavior.
- Do not take 'continuous thoughts' of being somewhere else.
- Do bring your full presence and attention.
- Bring your curiosity.
- Bring your eyes, ears and any senses necessary to fully enjoy the time.

Here are some suggestions:

1. Take a nap or hot bath.
2. Read or listen to a chapter of a good book.
3. See a funny movie.
4. Get a massage.
5. Listen to some music.
6. Start a hobby or plan to spend some time in the hobby you have.
7. Go to a movie, play or comedy club.
8. Go to a football or baseball game. (high school, college or pro)
9. How long has it been since you went on a picnic?
10. Have a day at the beach, a visit to another city or dinner someplace new or that you have not been to in a while (make it a surprise.)

Life Practices

Vacation

- If you have extra work to do before your vacation, spread it out.
- Begin packing before the last minute.
- Choose a location that will allow you to relax. Visiting family is important, but it is often not relaxing. Plan to spend at least part of your vacation in a more relaxing setting.
- Plan to get a full night's sleep every night, and consider packing your own pillow.
- Avoid working on vacation. Don't leave contact information with the office, and consider leaving your laptop at home.
- Choose a vacation that adds balance to your life. If life is hectic, get away and relax. If life is lethargic, consider a more active vacation.

Mind Body Practices

There are a number of disciplines intended to create harmony between the body, mind and breathing. Developing competence requires that the participant practice these disciplines; usually with a teacher.

Tai Chi is a comprehensive series of gentle physical movements, and breathing techniques, with mental and spiritual intent, which allows you to experience a meditative state. It is calming and rejuvenating, and assists the body and mind to maintain balance, and exercises the body, mind and spirit, together with the internal organs.

Chi Kung (Pronounced Qi Gong) A breathing exercise that cultivates chi (the circulating life energy that in Chinese philosophy is thought to be inherent in all things; in traditional Chinese medicine the balance of negative and positive forms in the body is believed to be essential for good health) and transmits it to all the bodily organs. Known in ancient China as "the method to repel illness and prolong life."

Feldenkrais: This system combines stretching, exercise and yoga to improve awareness of movement patterns and encourage proper body movement.

Yoga: A philosophical and physical way of life emphasizing harmony of body and mind. The goal is to help a person become balanced in mind and body and attain self-enlightenment. Yoga, apart from its metaphysical teachings, is beneficial to the body.

Meditation: usually refers to a state of extreme relaxation and concentration, in which the body is generally at rest and the mind quieted. Meditation is an easy and simple way to balance a person's physical, emotional, and mental states. It is used as an aid in treating stress, anxiety, pain management, and as part of an overall treatment for other conditions including hypertension and heart disease. Research shows that meditation decreases the heart rate, respiratory rate, oxygen consumption, and even decreases blood pressure.

Attitude

Attitude is a state of mind, a disposition or manner of carrying oneself. It is the filter through which we view life. The world we see is a combination of the events that occur in our lives and the interpretation that we put on those events.

Remember the old saying, “Garbage in; Garbage out.” We are all busy, driven and the forces around us have a habit of directing our lives instead of the other way around. We need to be vigilant custodians of our own well-being and our own positive attitude. Self talk is more than idle chatter. Fill your mind with positive thoughts.

- Read books and messages that are positive and motivational.
- Get a portable CD player and tape machine and listen to stories that build up your enthusiasm instead of your blood pressure.
- Read about the individuals who have been successful at the goals you are pursuing

A Week’s Worth of Wellness

Monday: Put freshly cut flowers on your desk and take a deep breath every time you see it.

Tuesday: Place a piece of masking tape over the face of your watch and write the number “2” on it. Each time you look at the watch, stop what you are doing and take two deep breaths.

Wednesday: Take it easy this day. Start the day out by taking the scenic route to work, driving five miles per hour below the speed limit. Walk, talk, and eat more slowly than the people you are with all day.

Thursday: Today and tomorrow are no-caffeine days. Try an herbal tea during your coffee break. While enjoying the fragrance, visualize a beautiful place you have been or would like to go. Take your time and enhance the images with feelings, smells and sounds.

Friday: During your breaks today, contrast this week of small changes with past weeks and feel good about the differences. Take a moment before rushing home to decide how you will bring a quiet, positive attitude home into your weekend.

38 Relaxation Techniques - Check those techniques that might work for you.

- _____ Postpone thinking about problems when you are overwhelmed or stressed. Give yourself a half-hour, half-day, or overnight break.
- _____ Get realistic about “perfection” and build in a “margin of realism” to account for failures.
- _____ Contact a friend. Talk, vent, have lunch, go for a walk, and don’t talk shop!
- _____ Wear clothes that make you feel comfortable and boost your self-image.
- _____ Consider using milk as a “natural tranquilizer” instead of sedatives.
- _____ Take a walk instead of a coffee break. Large muscle exercise does as much for headaches, depression, or stress as anything else.
- _____ Get exercise.
- _____ Sleep enough for you; take naps if they agree with you.
- _____ Don’t take yourself, your skills or flaws too seriously.
- _____ Maintain your sense of humor and ability to laugh.
- _____ Enjoy hot tubs, hot showers, whirlpools, and saunas when available.
- _____ Take a candlelight bubble bath with a glass of wine.
- _____ Dance.
- _____ Do something you’ve always wanted to do.
- _____ Finish a task. That’s a great stress and depression reliever.
- _____ Practice your faith; join a worship group (unless you’re already over committed!)
- _____ Try quiet relaxation, meditation, yoga, deep breathing.
- _____ Read a novel (not a self-help book)
- _____ Listen to music (and don’t watch TV, read and pay bills at the same time!)
- _____ Find an enjoyable hobby.
- _____ Take a “mini vacation” of one or more days out of town.
- _____ Do something fun with your partner at least once a week.
- _____ Do something fun with your kids, at least once a week.
- _____ Create and negotiate for win-win situations whenever possible.
- _____ When appropriate, cry. It’s one of nature’s great “safety valves.”
- _____ Buy yourself a gift for no specific reason.
- _____ Don’t abuse any substance – food, alcohol, coffee, sugar or drugs.
- _____ Learn how and when to say “no.”
- _____ Recognize your limitations as signs of humanness, not inadequacy.
- _____ Avoid being a “workaholic.” It’s a form of escape and it’s counterproductive.
- _____ Guilt is taught. Some guilt is emotional “excess baggage.” Let go of it.
- _____ Don’t confide in people you don’t trust to a high degree.
- _____ Anticipate stressful situations and prepare for them. Eat, rest and rehearse.
- _____ Do deep breathing exercises at work.
- _____ Stand up while talking on the phone.
- _____ Do stretching exercises while at your work area.

Five Finger Exercise

The following exercise has been used very effectively for relaxation. Memorize the following steps, close your eyes, begin breathing slowly and deeply, relax your body and begin the visualization.

Touch your thumb to your index finger.

As you do so, go back to a time when your body felt healthy fatigue, when you had just engaged in an exhilarating physical activity. You might imagine that you had just played tennis, jogged, etc.

Touch your thumb to your middle finger.

As you do so, go back to a time when you had a loving experience. It may be sexual, it may be a warm embrace, or an intimate conversation.

Touch your thumb to your ring finger.

As you do so, go back to the nicest compliment you have ever received. Try to really accept it now. By accepting it, you are showing your high regard for the person who said it. You are really paying him or her a compliment.

Touch your thumb to your little finger.

As you do so, go back to the most beautiful place you have ever been. Dwell there for a while.

The five finger exercise takes less than five minutes, but it pays off with increased vitality, inner peace and self-esteem. It can be done at any time you feel tension.

Common Sense

- Have regular and recommended Medical check-ups.
- Eat reasonably and eat health food.
- Exercise.
- Get the hard tasks done early. Manage your time.
- Share your feelings with someone you trust.
- Practice stressful meetings before you have them.
- Avoid unnecessary stressful situations.
- Learn to say 'NO' when you need to.
- Learn to say 'YES' when you need to.
- Practice deep breathing.
- Take mini breaks several times a day.
- Have things to anticipate on your calendar.
- Spend time on yourself each day.
- Laugh and at yourself when you make mistakes.
- Give up the need to be perfect.
- Don't give up the need to do your best.
- Do things with people you enjoy.
- Give yourself little rewards.
- Do new things.
- Be realistic.
- Don't be rigid in your attitudes.
- Forgive yourself and others. There is no power in the past.
- Check your attitude to see that it is positive.
- Love the people in your life and tell them you do.
- Do something a different way.
- Learn to have fun. It takes practice.
- Do things you love to do.
- Spend time with happy people.
- Help others. It will come back to you.
- Seek professional help if it is needed.

Stress Test

Event	Value	Happened	Score	Life Event
1	100			Death of a spouse
2	73			Divorce
3	65			Marital separation
4	63			Jail/institution term
5	63			Death of close family member
6	53			Major personal injury or illness
7	50			Marriage
8	57			Being fired at work
9	45			Marital reconciliation
10	45			Retirement from work
11	44			Major change in health or behavior of family member
12	40			Pregnancy
13	39			Sex difficulty
14	39			New family member through birth, adoption or remarriage
15	39			Major business readjustments
16	39			Major change in financial state
17	37			Death of close friend
18	36			Change to a different line of work
19	35			Major increase in the number of arguments with spouse
20	31			Taking on a mortgage
21	30			Foreclosure of mortgage/loan
22	29			Major change in responsibilities at work (promotion, demotion, transfer)
23	29			Son or daughter leaving home
24	29			In-laws Trouble
25	28			Outstanding personal achievement
26	26			Spouse beginning or ceasing work outside the home
27	26			Going back to school
28	25			Major change in living condition (building, remodeling or deterioration of home)
29	24			Revision of personal habits
30	23			Troubles with supervisor, boss, or superiors
31	20			Major change in working hours or conditions
32	20			Change in residence
33	20			Change to a new school
34	19			Major change in type or amount of recreation
35	19			Major change in church activities
36	18			Major change in social activities
37	17			Major purchase (car, etc.)
38	16			Major change in sleeping habits
39	15			Major change in number of family get-togethers
40	15			Major change in eating habits
41	13			Vacation
42	12			Christmas or holiday observances
43	11			Minor violations of the law (traffic tickets)
Total:				

1976, Thomas Holmes, M.D., and Richard Rahe, Ph.D

- People who score 100-199 have a very mild risk.
- People who score 200-299 have a more moderate risk of developing physical illness in the next 12 months.
- People who score 300 or more have a strong risk of developing physical illness in the next 12 months.

Work Burnout Test

Instructions: For each question, circle the number under the appropriate answer. Add the circled numbers in each column. Add your answers from row 16 and place the answer in row 17.

	Question	Never	Seldom	On Occasion	A Lot	Almost Always
1	Do you feel an unpleasant level of pressure to succeed?	1	2	3	4	5
2	Do you feel that you are achieving less than you should?	1	2	3	4	5
3	Do you find that you are harder or less sympathetic with people than they deserve?	1	2	3	4	5
4	Do you feel that you do not have time to do many of the things that are important to a good quality job?	1	2	3	4	5
5	Do you feel misunderstood or unappreciated by your co-workers?	1	2	3	4	5
6	Do you feel that you have no one to talk to?	1	2	3	4	5
7	Do you find that you are inclined to negative thinking about your job?	1	2	3	4	5
8	Do you feel run down and drained of physical or emotional energy?	1	2	3	4	5
9	Do you feel that you are not getting what you want out of your job?	1	2	3	4	5
10	Do you feel that you are in the wrong organization or the wrong profession?	1	2	3	4	5
11	Are you becoming frustrated with parts of your job?	1	2	3	4	5
12	Do you feel that organizational politics or bureaucracy frustrate your ability to do a good job?	1	2	3	4	5
13	Do you feel that there is more work to do than you practically have the ability to do?	1	2	3	4	5
14	Do you find yourself getting easily irritated by small problems, or by your co-workers and team?	1	2	3	4	5
15	Do you find that you do not have time to plan as much as you would like to?	1	2	3	4	5
16	Total circled numbers in each column					
17	TOTAL ALL NUMBERS IN ROW 16					

- 15 – 18 No sign of burnout here
- 19 – 32 Little sign of burnout here, unless some factors are particularly severe
- 33 – 49 Be careful - you may be at risk of burnout, particularly if several scores are high
- 50 – 59 You are at severe risk of burnout - do something about this urgently
- 60 – 75 You are at very severe risk of burnout - do something about this urgently

{Note: These scores only represent a likelihood of getting sick and not a definite prediction}.

Note: This tool, like most self evaluation tests, should be used with common sense. It is an informal and cursory glance at burnout. While it may be useful it should not be the basis of major decisions by itself. Also, make allowances for any recent events that could be influencing your mood at the time you take the test!

adapted from a test of Mind Tools Corporation

Relaxation Quotes

To be able to fill leisure intelligently is the last product of civilization, and at present very few people have reached this level. *Anatole France (1844 - 1924)*

This art of resting the mind and the power of dismissing from it all care and worry is probably one of the secrets of energy in our great men. *Bertrand Russell (1872 - 1970)*

Acquire inner peace and a multitude will find their salvation near you. *Captain J. A. Hadfield*

There is no need to go to India or anywhere else to find peace. You will find that deep place of silence right in your room, your garden or even your bathtub. *Dr. Joyce Brothers*

When we are unable to find tranquility within ourselves, it is useless to seek it elsewhere. *Euripides (484 BC - 406 BC)*

If a man insisted always on being serious, and never allowed himself a bit of fun and relaxation, he would go mad or become unstable without knowing it. *Henry David Thoreau (1817 - 1862)*

Never lose sight of this important truth, that no one can be truly great until he has gained a knowledge of himself, a knowledge which can only be acquired by occasional retirement. *Jane Austen (1775 - 1817)*

If you can attain repose and calm, believe that you have seized happiness. *Joseph Conrad (1857 - 1924)*

Besides the noble art of getting things done, there is a nobler art of leaving things undone...The wisdom of life consists in the elimination of non-essentials. *Julie-Jeanne-Eleonore de Lespinasse*

Stress is an ignorant state. It believes that everything is an emergency. *Lin Yutang*

Learning to ignore things is one of the great paths to inner peace. *Ovid (43 BC - 17 AD)*

There must be quite a few things that a hot bath won't cure, but I don't know many of them. *Ruth Stout*

Men for the sake of getting a living forget to live. *Margaret Fuller*

For fast-acting relief, try slowing down. *Lily Tomlin*

Half our life is spent trying to find something to do with the time we have rushed through life trying to save. *Will Rogers, Autobiography, 1949*

One of the symptoms of an approaching nervous breakdown is the belief that one's work is terribly important. *Bertrand Russell*

There is more to life than increasing its speed. *Mohandas K. Gandhi*

The field of consciousness is tiny. It accepts only one problem at a time. *Antoine de Saint-Exupery*

A crust eaten in peace is better than a banquet partaken in anxiety. *Aesop, Fables*

Tension is who you think you should be. Relaxation is who you are. *Chinese Proverb*

Additional Resources

The Relaxation & Stress Reduction Workbook by Martha Davis, et al

Instant Calm: Over 100 Easy-To-Use Technologies for Relaxing Mind and Body by Paul Wilson

The Relaxation Response by Herbert Benson, Miriam Z. Klipper

Beyond the Relaxation Response by Herbert Benson, William Proctor

A Meditation for Relaxation & Wellness (Health Journeys) by Belleruth Naparstek

Stress Relief & Relaxation Techniques by Judith Lazarus, Judith Lazarus

Total Relaxation: Healing Practices for Body, Mind & Spirit by John Harvey

Experience Yoga Nidra: Guided deep relaxation by Swami Janakananda Saraswati

The Fine Arts of Relaxation, Concentration & Meditation, Revised : Ancient Skills for Modern Minds by Joel Levey

Guided Yoga Relaxations by Rolf Sovik (Audio CD - April 2005)

Babaji's Kriya Hatha Yoga: 18 Postures of Relaxation & Rejuvenation by Marshall Govindan

Guided Relaxation by Kelly Howell

Deep Relaxation and Expansion: A Guided Meditation by Leslie Temple-Thurston

Seminar Evaluation Form

CONCERN: Employee Assistance Program

Please fill out and return to presenter or HR Representative. Your feedback is very important to us. Thank you!

Seminar Title Relaxation Techniques Company: _____

Date _____ Presenter: _____

Regarding the Seminar	Excellent	Very Good	Good	Fair	Poor
1. How well were the seminar objectives met?					
2. Usefulness of seminar information?					
3. Length of seminar?					
4. Effectiveness of exercises?					
5. How would you rate this seminar overall?					

Regarding the Presenter	Excellent	Very Good	Good	Fair	Poor
1. Presentation skills?					
2. Ability to answer questions?					
3. Knowledge of subject?					
4. Use of time?					
5. Overall assessment of presenter?					

Additional Comments

1. What would you recommend to make this seminar more effective? _____

2. What part of the seminar did you find most helpful? _____

3. Additional comments/suggestions for speaker's improvement? _____

Thank you for your feedback.