

Creating Calm in Your Work Zone

Turn workplace stress triggers into *relaxation reminders* by using the signals below as cues for calming the mind and body. Calmness can be achieved with just a few deep, slow breaths.

Some common workplace objects and experiences listed below may seem ordinary, but, in some cases, may stimulate feelings of stress. Give them a new purpose as cues to take a moment to relax. Keep this list nearby to remind yourself and try different ones at different times. You may want to circle those that appeal to you or write in one of your own.



Visual Signals

- Telephone
- Computer monitor
- Pencil/pen holder
- Stapler
- Another object in your workspace: _____

Sound Signals:

- Phone ringing
- Computer sound (i.e. indicating a new email)
- Voices of others nearby
- Keystrokes on your keyboard or another's keyboard
- Another sound in or near your workspace: _____

Feeling Signals:

- Keyboard under your fingers
- Mouse under your hand
- Handset on phone
- Chair beneath you: the shape, texture, and feeling of support
- Another sensation in your workspace: _____

Thought Signals:

- An upcoming deadline
- A meeting (past or future)
- A co-worker or boss
- Pressure from responsibilities
- Another thought in your daily workspace: _____

To learn more about workplace stress and how to cope with it, download and listen to the Hill Physicians podcast, **Workplace Cues for Relaxation**. Download this and other health podcasts at www.HillPhysicians.com, and find more tools to help you relax, manage stress, and achieve balance in mind and body.