

# *Keep fit at the workplace!*



A simple training programme  
for more exercise at the workplace.

*Dear Readers,*

Keeping your body in one position, such as sitting or standing for a long time, results in a lack of movement and gives rise to short- or long-term discomfort and pain. The variety of strengthening and stretching exercises in the calendar show how you can greatly benefit your health and avoid bad posture and complaints with just a little effort. These exercises take up little time and require no special clothing or equipment.

Practice the exercises during the working week and you will promote your wellbeing and your health!

*Keep it up and enjoy yourself!*

### *Carrying out the exercises*

The exercises should be carried out in accordance with the instructions. You can either carry out the whole daily or weekly programme with exercises for all parts of the body or just some exercises in accordance with your needs (e.g. for your neck). However, depending on your possibilities, carry out at least two exercises each morning and two every afternoon.

In order to ensure a degree of regularity, it is helpful to get together with colleagues and fix regular times for the exercises: for example, every sixty minutes, at the beginning of work, before or after the break or before or after lunch.

## *Important rules for exercising (1)*

- Carry out all the exercises **slowly and in a controlled way.**
- Keep to the suggested exercises.
- Do not force any exercise.
- Carry out the stretching exercises gently in time with your breathing.

## *Important rules for exercising (2)*

### **When exercising, remember also:**

- If you don't get much exercise or practice no sports, start with single exercises and gradually increase the number.
- Break off exercising if you feel dizzy or nauseous or experience sudden pain (e.g. cramps).
- If you have heart or circulatory complaints, are taking drugs for high blood pressure or have back problems, ask your doctor whether these exercises are appropriate for you before you start.
- Don't forget to drink enough water throughout the day (at least 1.5 to 2 litres).

MONDAY

## Mobilizing

Move your chin slowly forward and back again. Keep looking straight ahead and keep your upper body stable.

*10 times*



NECK

## Stretching

Hold your chin with one hand and press backwards; hold the back of your head with the other hand and press against it. Look straight ahead.

*3 times 10 seconds*



MONDAY

## Mobilizing

Stretch out your arms.  
Alternatively point your  
thumbs up and down.  
Always look towards the  
thumb which is pointing  
upwards.

*Alternately,  
each side ten times*



SHOULDERS/  
CHEST

## Stretching

Stretch out your arms to rest on a chair. Straddle your legs.  
Turn your head alternately to the left and right while stretching your shoulders.

*3 times  
each side  
10 seconds*



MONDAY

## Mobilizing

Keep the upper part of your body straight.  
Turn back to one side and grip the back of the chair.

*Alternately,  
each side 10 times*



BACK/  
STOMACH

## Stretching

Sit on the edge of a solid table, supporting yourself with your hands. Lift up one knee and then the other towards the upper part of your body.

*Alternately,  
each side 10 times*





MONDAY

## Strengthening

Support yourself with your lower arms on a solid table. Stretch forward one leg, then the other.

*Alternately,  
each side 10 times*



## Stretching

Support yourself by one hand on the table, put one leg back, shift the weight of your body on to your front foot. Stretch the upper part of the thigh of the straight back leg.

*3 times 10 seconds  
each side*



HIPS/  
BUTTOCKS

MONDAY

## Strengthening

Interlock your hands behind your head, spread your legs and point your feet slightly outwards. Shift the weight of your body onto your heels. Crouch while keeping your back straight.

*10 times*



## Stretching

Support yourself on the table. Straighten out one leg and stretch the back thigh of that leg.

*3 times*

*10 seconds each side*



THIGHS

MONDAY

## Strengthening/ mobilizing

Raise your leg slightly from the floor, then straighten it. Stretch your foot, then point your toes towards your body.

*Alternately,  
each side 10 times*



## Stretching

Support yourself against the edge of a table. Put one leg forward and one back. Stretch the calf of the straight leg.

*3 times  
10 seconds each side*



CALVES/FEET

## Strengthening/stretching

Interlock your hands behind your head. Lean your head back, hold it back with your hands, look upwards.

Interlock your hands behind your head. Pull your head forwards and downwards with your hands, look downwards.

TUESDAY



*3 times 10 seconds alternately*

TUESDAY

## Mobilizing/ stretching

Stretch your arms downwards and pull them slightly back.

Raise your arms to shoulder level and pull them backwards, palms upwards.

Stretch your arms upwards and push them back, palms forwards.

*Hold each position  
for 2 seconds, repeat  
the exercises 5 times*



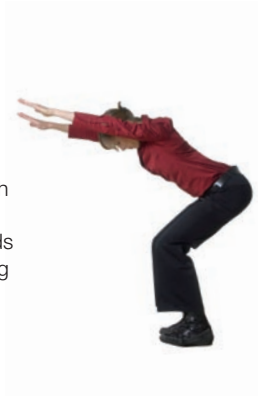
SHOULDERS/  
CHEST

TUESDAY

## Strengthening

Bend your knees slightly, lean the upper part of your body forwards with your back straight. Stretch your arms forwards from your waist, then bring your arms back.

*10 times*



BACK/  
STOMACH

Sit on the edge of a solid table, keep the upper part of your body slightly leant back (while keeping your balance!). Bring your right knee and your left elbow together, alternate with your left knee and your right elbow.

*Alternately,  
each side 10 times*



## Strengthening/Stretching

Support yourself by one hand on the table, put one leg forward, the other back. Bend your knee while keeping the upper part of your body straight, then return to the starting position.

*10 times each side*

TUESDAY



THIGHS/  
BUTTOCKS

TUESDAY

## Strengthening

Part your legs, shift the weight of your body onto your legs and stand up, keeping your back straight.

*10 times*



## Stretching

Interlock your hands or your elbows behind your knees. Straighten your legs without releasing your hands.

*3 times 10 seconds*



THIGHS



TUESDAY

## Strengthening

Grip objects on the floor with your toes and lift them up.

*Alternately 10 times*



## Stretching

Lean on the table, place the front of your foot against the leg of the table. Put your heel against the floor and move your hips forward, stretching your calf.

*3 times*

*10 seconds each side*



CALVES/FEET

## Mobilizing

Turn your head alternately from right to left and back.

*Alternately, each side 10 times*

WEDNESDAY



## Mobilizing/ stretching

Keeping the upper part  
of your body straight,  
stretch one arm upwards  
and the other downwards.

*Alternately,  
each side 10 times*



SHOULDERS/  
CHEST

## Stretching

Keeping the upper part  
of your body straight,  
move one arm back,  
then the other with the  
palm of your hand facing  
upwards.

*3 times  
10 seconds each side*



WEDNESDAY

## Mobilizing

Bend over, gradually straighten up the upper part of your body until your back is stretched. Raise your arms above your head and press them backwards.

*5 times*



**BACK/  
STOMACH**

## Strengthening

Support yourself on a solid table with your forearms, keep the upper part of your body parallel to the table, slightly bend the supporting leg. Stretch out your other leg backwards and then change legs.



*10 times  
each side*

**WEDNESDAY**

## Strengthening

Support yourself with your hands on a solid table, move one leg back from your hips, keeping your pelvis straight.

*Alternately,  
each side 10 times*



## Stretching

Sit down with your back straight and one foot on your knee. Pull your foot slightly upwards while pressing your knee gently downwards.

*Three times  
10 seconds  
on each side*



WEDNESDAY

THIGHS/  
BUTTOCKS

## Strengthening

Lean on the edge of the table, slightly bend your supporting leg. Bend your knee (max. 90°) in the direction of your foot (not to one side!).

*10 times each side*



## Stretching

Lean lightly on the edge of the table, cross your legs. Shift the weight of your body towards the rear, stretch the back of your thighs.

*Alternately,  
3 times 10 seconds*



WEDNESDAY

THIGHS

## Strengthening/ mobilizing

Stand on one leg and rotate

- your foot
- your lower leg
- your leg.

*3 times*

*10 seconds each side*



## Stretching

Crouch, press your heels against the ground and move the weight of your body forward, stretching your calves.

*3 times 10 seconds*



WEDNESDAY

CALVES/FEET

## Strengthening

Place your hand behind your head and press against it with your head.

*Alternately,  
3 times 10 seconds*



## Stretching

Keep yourself straight. Hold the edge of the chair with one hand while placing your other hand on your temple and carefully stretching your head to one side.

*Alternately,  
3 times 10 seconds*





## Mobilizing

From a sitting position, unroll your back upwards while raising your arms backwards.

*Repeat  
the exercise  
5 times*



SHOULDERS/  
CHEST

## Stretching

Sitting upright, stretch one arm upwards and lean to one side.

*Alternately,  
3 times 10 seconds*



THURSDAY

## Mobilizing

Support yourself with your hands on the arms of the chair. Alternately, arch and flatten your back.

*10 times*



BACK/  
STOMACH

## Stretching

Interlock your hands behind your head. Alternately move one elbow towards the opposite knee.

*10 times each side*



THURSDAY

THURSDAY

## Strengthening

Support yourself with your hands on the back of the chair, keep your upper body straight, part one leg to the side.

*10 times each side*



## Stretching

Place the back of your foot on the edge of a solid table, move your hips forward and stretch the front of your thigh.

*Alternately,  
3 times 10 seconds*



**THIGHS/  
BUTTOCKS**

THURSDAY

## Strengthening

Sit upright with both hands on the edges of the chair. Raise both legs and extend them straight out.

*10 times*



## Stretching

Hold the edge of the chair with one hand, grasp your foot with the other, pull it backwards, stretching your thigh.

*Alternately,  
3 times 10 seconds*



THIGHS

## Strengthening

Move the weight of your body from your toes to your heels and back. Your body should keep straight.

*10 times forwards  
and backwards*



## Stretching

Stretch out your leg straight keeping your foot on the floor, point your toes towards your body.

*Alternately,  
3 times 10 seconds*



## Mobilizing

Bend your head forward and turn it from right to left, looking downwards.

*Alternately,  
each side 5 times*



Lean your head back and turn it from right to left, looking upwards.

*Alternately,  
each side 5 times*



## Strengthening

Support yourself on a solid table with your hands, shift the weight of your body on to your arms, bend your knees.

*10 times*



SHOULDERS/  
CHEST

## Stretching

Place one hand on your back behind your head. Grasp your elbow with the other hand and pull downwards.

*Alternately,  
3 times 10 seconds*



## Strengthening

Interlock your hands behind your head. Bend forward with your upper body stretched out, keeping your back straight.

*10 times*



BACK/  
STOMACH

Grasp the sides of the chair with both hands, stretch your body upwards.

*10 times*





## Strengthening

Place the back of your foot on the edge of a solid table, bend your knees.

*10 times each side*



## Stretching

Spread your legs, stretch the inside of your thigh.

*Alternately,  
3 times 10 seconds*



**THIGHS/  
BUTTOCKS**

## Strengthening

Step forward with one leg, bending the knees while moving your bodyweight onto the front foot. Switch legs.

*Alternately,  
each side 10 times*



## Stretching

Lightly support yourself on the edge of a table, grasp your foot and pull it back, stretching your thigh.

*Alternately,  
3 times 10 seconds*



THIGHS

## Strengthening

Stand on one leg,  
close your eyes  
and keep your balance.

*Alternately,  
3 times 10 seconds*



## Stretching

Support yourself on the  
edge of a table. Slightly  
bend your front support-  
ing leg, place your back  
leg at an angle of about  
60° and raise your heel  
from the floor.

*Alternately,  
3 times 10 seconds*



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