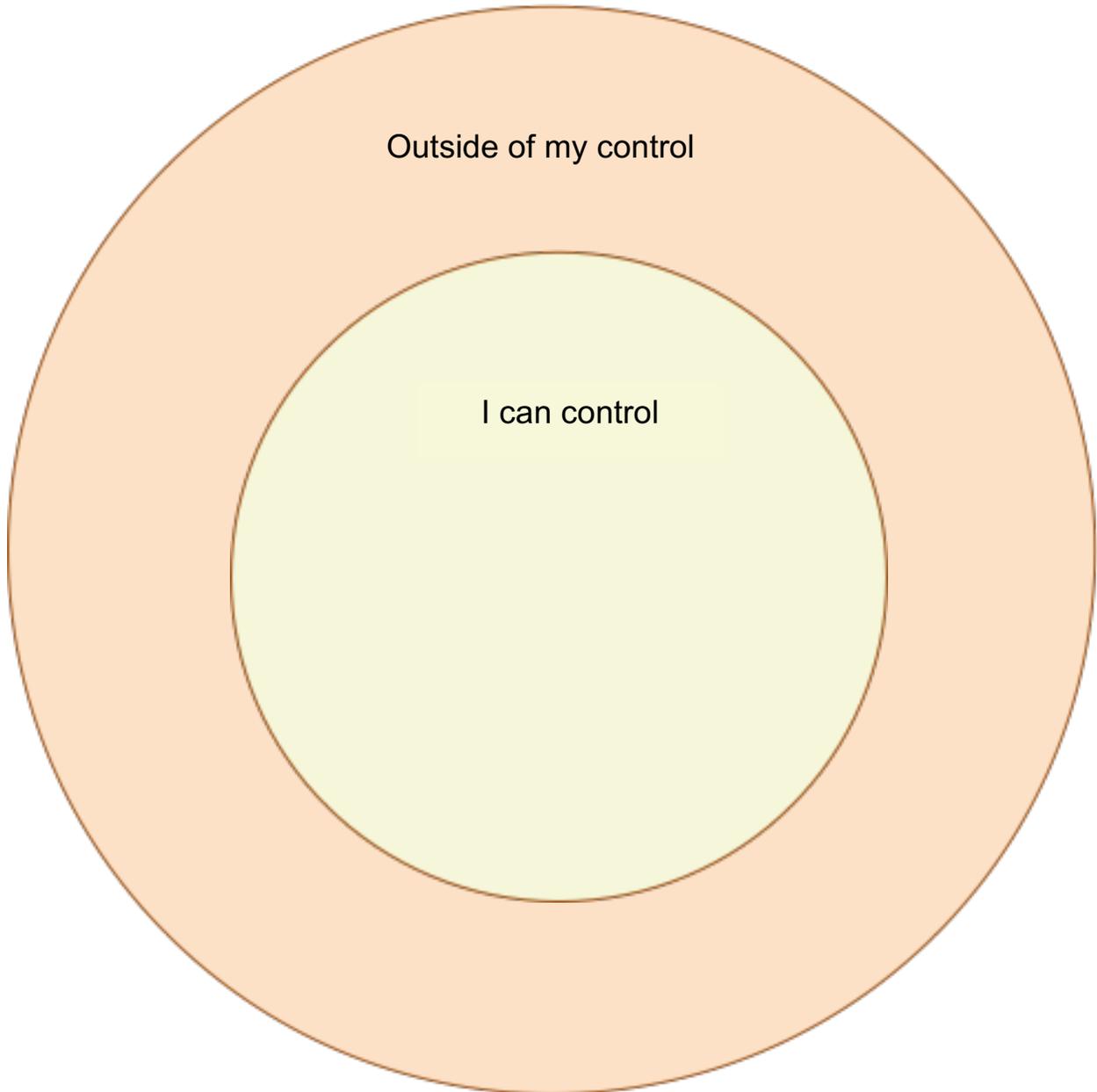


Daily routine planner

Time	What will I do?

Circles of control- If you are feeling powerless to help others, it can be helpful to identify those problems you can do something about and those you cannot. Forgive and be gentle with yourself if you are unable to help in a particular situation.





Progressive Muscle Relaxation

A useful stress management tool!
The exercise takes about seven minutes.

Here is a script to carry out progressive muscular relaxation. You can use this exercise for

yourself as one of your self-care strategies, and you may also be able to offer it to others, such as people you may be helping. If you use it with others, remember to keep a calming tone of voice as you give the instructions below and speak slowly, allowing ample time for people to experience the full effect of relaxation. Let us all practice this exercise as a tool to take care of our well-being.

Progressive Muscle Relaxation Script:

As we breathe, we will do some progressive muscle relaxation so that you can feel the difference between tension and relaxation in your muscles. We are not often aware when we hold tension in our bodies. These exercises will make us more aware and give us a way to release the tension.

Close your eyes or have them open and sit straight in your chair. Place your feet on the floor and feel the ground under your feet. Relax your hands in your lap. As you breathe in, I will ask you to tense and tighten certain muscles in your body. As you tense and hold the muscles, you will hold your breath for a count of three, then relax them completely when I tell you to breathe out.

Let's begin with our toes...

Lead the person through progressive muscle relaxation

SLOWLY. Ask them to tense a part of their body and to inhale and hold their breath while you count aloud slowly, like this: *Inhale and hold your breath, 1 --- 2 ---3*. Then say: *Exhale and relax*.

Give a slight rise to your voice as you say: *Inhale and hold your breath* and a bring your voice down as you say: *Exhale and relax*.

Have the person tense and relax their muscles in this order:

- *Curl your toes tightly and hold the tension strongly.*
- *Tense your thigh and leg muscles.*
- *Tense your belly, holding it in.*
- *Make fists of your hands.*
- *Tense your arms by bending at the elbows and bringing your arms tight alongside your upper body.*
- *Shrug your shoulders up to your ears.*
- *Tense all your facial muscles.*

After they have exhaled and relaxed each part of their body, say: ...Now feel your [toes, thighs, face/fore- head, etc.] relaxed. Breathe normally. Feel the blood come into your [toes, thighs, etc.].

Now, drop your chin slowly toward your chest. As you inhale, slowly and carefully rotate your head in a circle to the right, exhale as you bring your head around to the left and back toward your chest. Inhale to the right and back ... exhale to the left and down. Inhale to the right and back ... exhale to the left and down. Now, reverse directions ... inhale to the left and back, exhale to the right and down (repeat twice).

Now bring your head up to the centre.

Notice the calm in your mind and body.

Make a commitment now to take care of yourself each and every day.