

Take a relaxation break

Lean back in your chair or put your head down on your desk.

Close your eyes and take three slow, deep breaths.

Now picture yourself in your favorite place: on the beach, in a quiet field, a deep forest or anywhere else that's special and relaxing for you.

Imagine you're all alone, safe and comfortable, enjoying your special place.

No one else is nearby and no one can see you.

With your eyes still closed, imagine looking around and seeing all the beauty.

Hear the water lapping on the shore, the birds overhead, and the other sounds in your special place

Feel the sun on your face and body. Feel a light wind blowing on your face.

Smell the scents and aromas of your special place.

Let your body relax from head to toe because you're in your special place, alone, safe and completely at ease.

Relax every part of your body here in your special place, enjoying the sights, sounds, smells and feelings

Feel your body relaxing and your breaths slowing down.

Think to yourself, "I am so relaxed. Everything here is peaceful and calm"

Focus on the sounds, smells and feeling of being in your place. Notice your breathing and relaxed arms, legs, neck and shoulders. Let go of even more tension if there's any more in your body.

Stay like this for several more minutes.

After a while, tell yourself "It's time to leave, but I can come back to this place anytime I want to. It's always here for me."

Open your eyes and stretch your body. Slowly come back to the present, feeling the relaxation you've just enjoyed.

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