

Career Empowerment Tool Kit

This Tool Kit is meant as a guide to help provide insight and inspiration to you during your day. Do not feel you need to do every technique every day in order to make progress and be successful. Remember that yoga is a personal experience. You may find that some techniques resonate more with you than others. Take what you find to be useful and valuable to bring creativity, joy and love to your work life.

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Work is love made visible.

Kahlil Gibran

~
Morning Practice

✚ **Morning Movements** (while in bed)

- Full body stretch
- Ankle rolls
- Knee to chest
- Pelvic tilt
- Cat/Cow
- Childs Pose

✚ **Quiet Time**

- Meditation (5 to 20 minutes)
- Breathwork
- Prayer of Gratitude or write in your Gratitude Journal
- Set an intention for the day

✚ **Morning Movements** (Repeat sequence 3-5 times)

- Cat/ Cow
- Downward Dog
- Plank Pose
- Childs Pose

During the Day

- ✚ Drink Spring Water throughout the day
- ✚ Set a side creative-think time daily

✚ **Practice Personal Reflection** (Svadyaya-self study) – Learning to watch your thoughts can provide a whole new level of freedom! Examples:

- Why do I feel that way when “John” speaks to me?
- Why did I respond the way I did when “Lisa” called me? (Listen to yourself.)
- Why do I enjoy this aspect of my job?
- If I wouldn’t do it that way, how would I do it?
- Why did I react the way I did when I was asked to do that task or project? (observe)
- Why does it seem difficult to complete this job or assignment? (contemplate)
- Do I wait until just before the deadline to work on what needs to be done? Why?

✚ **Practice Contentment** (Santosha)

- Stay present by remembering your intention for the day. Are you running after a goal in the future or staying present with the intention you set for the day?
- Are you so focused on the goal that you are not enjoying the process? Ease up and get more done
- Remember what you are grateful for.

✚ **Practice Purification** (Soucha) - Noble, ethical thoughts inspire peace, contentment, compassion and creativity.

- For every problem that arises, contemplate three positive solutions – Open your mind to new possibilities.
- See at least one positive in each person you work with
- Put yourself in someone else’s shoes

✚ **Straw Breathing**

- Straw in mouth, holding straw gently with one hand
- Inhale through nose
- Exhale gently through straw
- Continue for 1-3 minutes

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Fear is “excitement without breath”.

Fritz Perls

~
✚ **Do some or all of the following postures at regular intervals during the day.** Relax the jaw. Take deep inhalations bringing the breath all the way to the belly.

Seated with spine erect, knees over ankles, reach through the crown of the head, feet elevated if necessary



Clasp hands together, squeeze and hold for 5 breath cycles. Roll the wrists inward and outward. Switch the grip and repeat.



Push palms away from body, straightening arms shoulder height



Raise arms overhead, extending through the palms, lengthening the wrists while shoulder blades descend



Ankle rolls by first coming onto the ball mounts of the toes, then outer arch of the feet, then the back heel, finally the inner heel, inner arch and ball mount of big toes.

Arms at sides, reach through crown of head, lift floating ribs away from pelvic rim, turn palms out, externally rotating arms and opening the heart and chest



(4)

Raise arms from the shoulder sockets, shoulder height. Shoulder blades descend as sternum rises towards the chin. Palms are taught and face upward. Reach through pinkies, hands move away from heart. Hold for 5 breath cycles. Turn palms and forearms down towards the floor, keeping the chest broad. Reach through the index fingers. Hold for 5 breath cycles.



Right hand on left shoulder or shoulder blade. Left hand gently pushes the right elbow across the body. Lift through the crown of the head. Hold for 5 breath cycles. Repeat on opposite side.



Right arm raised, bend at elbow bringing right hand to back of head or top of spine. Left hand brings elbow straight overhead. Hold for 5 breath cycles. Repeat on opposite side.



(5)

Stand tall in mountain pose with hands on back of chair. Slowly step away from the chair keeping the spine neutral and bending at the groins.



Sitting tall, right hand moves to outside of left knee. Left hand and arm move to the back of the chair. Twisting from the mid-thoracic spine, look over the right shoulder. Inhale, lift through crown of head, exhale twist more deeply.



Evening Practice

- ✚ **Warm salt bath** (3 cups non-iodized salt)
- ✚ **Evening Movements**
- ✚ **Reflect on the Day** (Tarka)
- ✚ **Visualize the next day** (set your intention)

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Please contact us with any questions or to view our class schedule and special events.

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