

Instant Recess[®]

Tool Kit



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APPENDIX

Desk Table Tents/Signs

Posters

Reminder Cards

**For more information:
www.healthiestcommunity.org**



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Tool Kit created and compiled by Liz Demski, community health intern from Keene State College. 2012.

Champion Instant Recess© Guide

What is Instant Recess©?

- Workplace wellness plan created by Dr. Toni Yancey, Professor of Health Services, UCLA School of Public Health
- Fun structured activity breaks (5-10 minutes) are incorporated into the work day
- Schedule time daily
- Effective and accessible
 - ⇒ Employees are able to participate in work clothes
 - ⇒ Minimal equipment needed (music recommended)

Instant Recess© can take place anywhere!

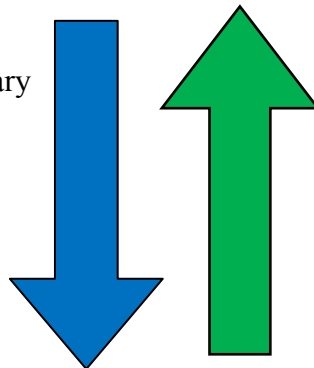
- ⇒ Outside
- ⇒ Conference room
- ⇒ Break room
- ⇒ Office
- ⇒ Hallway

Anyone can lead Instant Recess© (do not need to be a fitness instructor)

Why Instant Recess©?

- Due to the increase in sedentary work, entertainment, and transportation many people are not getting the recommended amounts of physical activity
- A sedentary lifestyle directly effects an individual's health in a negative way by increasing the risk of: Obesity, heart disease, cancer, Alzheimer's, vascular dementia, chronic kidney disease, hypertension, osteoporosis, glaucoma, and diabetes

- Stress & anxiety
- Negative effects of sedentary lifestyle
- Sick time & missed days
- Waistline
- Fatigue & drowsiness



- Energy levels
- Mood & self esteem
- Supportive work environment
- Overall physical activity
- Sleep quality

Types of Breaks:

- Aerobic
 - ⇒ Maximize energy expenditure
 - ⇒ Cardiovascular endurance
- Strength
 - ⇒ Muscle endurance
- Stretch
 - ⇒ Flexibility

Guidelines:

Instant Recess© should ALWAYS be done at a level in which participants feel comfortable

Employees can participate in Instant Recess© in any attire

- ⇒ Encourage those wearing high-heels to remove them
- ⇒ Sneakers are not required but encourage employees to keep a pair at their desk for Instant Recess breaks and lunchtime walks!
- Begin with lower body movements and then add upper body movements
 - ⇒ Maximizes calorie burning
 - ⇒ Improves coordination
 - ⇒ Improves agility
- Exercises should never produce pain
- Never bounce when stretching
 - ⇒ Allow time for each stretch
- Never “lock out” a joint
 - ⇒ Maintain a slight bend in elbow and knee joints to prevent injury
- Always bend from the hips (not at waist) to protect lower back
- Music should be varied to keep things interesting
 - ⇒ Eventually have people bring in their own music
 - ⇒ 110 – 130 beats per minutes is ideal

Instant Recess©: Aerobic

Warm Up

1. Marching in place
2. Swing arms overhead (inhale up, exhale down)
3. Shoulder rolls
4. Arm stretches

Exercise (Repeat any and all as time allows)

1. Side Step or Toe Touch
 - a. Side (Together) Side (Together)...
 - b. Pick up this pace!
 - c. Add in swinging arms
2. The Hulk
 - a. Bend at the hip (keep back straight)
 - b. Let your arms fall in front of you
 - c. Bend at the elbow
 - d. Squeeze! (Together) Squeeze! (Together)...
3. Hallelujah or Back Step
 - a. Same as side step just slightly stepping backwards
 - b. Add the arms (swing up overhead)
4. Knee Side Step
 - a. Add the knees (pump up!)
 - b. Keep feet about shoulder width apart
5. Hamstring Curls
 - a. Kick heel back
6. Front Punch
 - a. Leave slight bend in elbow to avoid injury

Cool Down

1. Swing arms overhead (inhale up, exhale down)
2. Shoulder rolls
3. Neck rolls

Instant Recess©: Strength

Warm Up

1. Squats (Reminder – knees should not pass beyond toes)
2. Shoulder raises (multiple)

Exercise

1. Shoulder Press
 - a. Raise arms up to the ceiling
2. Triceps Extension
 - a. Bend at the hip (keep back straight)
 - b. Keep abs tight
 - c. Bring arms up to side parallel with ground
 - d. Extend hand back then hip, back then hip

3. Wall Push Ups



4. Arm curls

5. Add in Knees to arm curls (march)

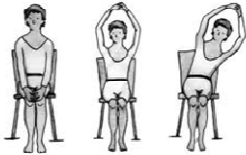
Cool Down

1. Swing arms overhead (inhale up, exhale down)
2. Stretch

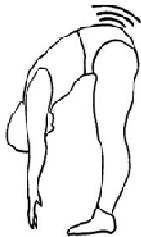
Instant Recess[®]: Stretch

Stretching helps keep your muscles loose by increasing blood flow. Be fluid and do not rush: allow time for each stretch (10 – 30 seconds). Overtime range of motion and flexibility will improve!

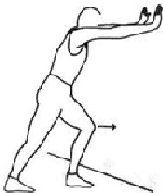
1. Reach Up/ Upper Body (sitting or standing)



2. Touch Toes



3. Calf



Standing calf stretch

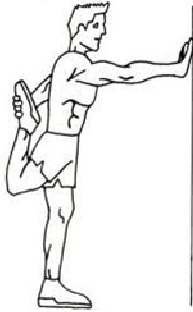
4. Hamstring



5. Groin



6. Thigh



7. Triceps



8. Shoulder



9. Lean Back & Relax



Motivational Sayings

Stay positive & be creative during INSTANT RECESS© breaks

- How's everyone feeling today?
- We're already over half way there!
- Everybody is looking great! Keep it up!
- Don't worry if you're feeling a little tired, that is your body's way of telling you it is working (this is a good thing)!
- Enjoy the movement while you can. We'll have plenty of sitting time later today.
- If you need a rest, do just the upper or lower body movement. It's always ok to take a quick break then come back and join us.
- You're doing a great job! Remember to _____ (keep your arms up, bend with your knees, hold abs in tight, etc.)
- These breaks will get easier with time, I promise!
- Think of all the good you're doing for your body!
- Your body is thanking you!
- Before too long _____ will be asking us to be in her next video!

INSTANT RECESS©: Music

Instrumental songs are suggested so the person leading Instant Recess© can talk/guide participants clearly

Test a song by listening to it at home - do Instant Recess© moves

- ⇒ How does the pace feel? fast...slow...just right?
- ⇒ Ideally songs should be 110 – 130 beats per minute

- Free instrumental downloads: <http://mp3skull.com/>

Free Instant Recess© Lift Off! Tunes <http://www.gramercyresearch.com/gramercy/physical-activity-resources/instant-recesslift-off-audio/>

Music Suggestions

- Metro Station
- Coldplay
- Aretha Franklin
- Maroon 5
- Katy Perry
- Rihanna
- Aerosmith
- Queen
- The Avett Brothers
- Madonna
- Vampire Weekend
- Red Hot Chili Peppers
- R.E.M
- The Rolling Stones
- Sheryl Crow
- The Beach Boys
- Fleetwood Mac
- Journey
- Techno beats
- Hip hop beats
- Salsa beats

Gone to RECESS

Back in Ten



Gone to RECESS

Back in Ten





Gone to RECESS Back in Ten



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Join us for **INSTANT RECESS®**



Group:

Place:

Time:

Other Ideas for Fitting Physical Activity into Your Day:

Play time tomorrow

Schedule 10 minute recess breaks everyday

Meet on the move

Set up walking meetings

Favor distance parking

Park your car at the far side of the lot

Exercise your right to fresh air

Enjoy time outside at least once a day

RECESS Reminder!

Group:

Place:

Time:

Benefits:

- Increase energy levels
- Decrease stress
- Improve sleep quality
- Lift your mood
- Improve work environment



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