



**FLEX & FIT
BY CAROL**

Sessions held at Next Level Training
Memphis, TN

www.flexnfitcarol.com



SIT TO FIT HANDBOOK

**FITNESS PLAN FOR
OFFICE PROFESSIONALS**

Welcome Message



Carol McElya

Certified Personal Trainer

Qualifications

- NASM Certified Personal Trainer
- NASM Certified Nutrition Coach
- Senior Fitness Specialist via NASM
- Corrective Exercise Specialist via NASM
- Stretch & Flexibility Coach via NASM
- Over 20 years as Administrative Office Professional
- Personal experience with losing & maintaining healthy weight

Welcome to Flex & Fit by Carol! I've struggled with weight loss and health issues most of my life, that is until I discovered how to implement consistent strength training and a whole foods nutrition plan to produce lasting results! That's why I made the decision to obtain my certification in personal training. My mission is to encourage and guide others who desire improved health and increased strength & energy; it's my passion!

Having worked as an administrative professional for over 20 years, I've also experienced the aches and pains associated with desk work, or sitting for extended periods of time. Following a fitness plan designed specifically for issues such as tech neck, stiff hips, low back pain, or shoulder issues can make a significant difference in improving strength and mobility.

My Sit to Fit program will provide you with a self check posture guide and stretching techniques to supplement your personal strength training sessions.

Sit to Fit Program

Stabilization



Before you begin building strength and power, you need a solid foundation. Stabilization exercises train your core, balance, and joint control - helping you move efficiently and safely. Starting a strength program with stabilization reduces injury risk and improves form, making every rep of your future strength and power work more effective.

Endurance

Long hours at a desk can lead to sluggish energy, poor posture, and low stamina. Together we will work on training your body to handle everyday demands so that you feel stronger, more focused, and less drained after work.

Strength

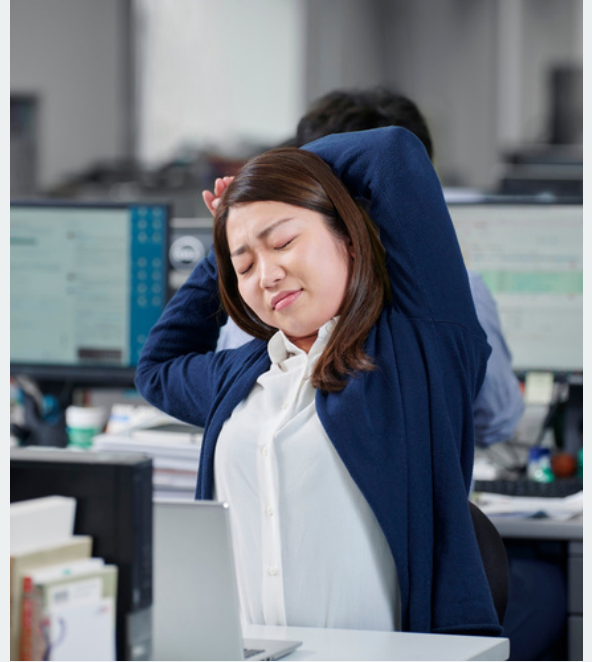
Strength training helps to combat the effects of sitting by improving posture, reducing aches and stiffness, boosting energy, and building and maintaining the muscle support needed for daily activities.

Stretching

Stretching techniques help counter the tightness and stiffness that come from long hours at a desk. Regular stretching improves posture, increases flexibility, and reduces pain in areas like the neck, shoulders, hips, and helps you feel more energized and focused throughout your work day.

Stretching

Taking consistent stretch breaks throughout your work day is crucial. Here are some tips below to help you incorporate stretching at the office:



- Use your phone's built in alarm or timer to alert you at regular intervals such as every 45 to 60 minutes.
- Try installing a desktop or mobile app designed to prompt stretch breaks such as Stretchly, Work Rave, or Big Stretch Reminder.
- Create an Outlook calendar event to remind you to stretch.
- Utilize a smart watch for a "move alert" option.
- Pair stretching with daily tasks such as stretching your neck and shoulders while waiting for your computer to load.

Stretch Descriptions

Seated upper trap stretch: addresses neck and shoulder tightness from desk work, computer use and stress.

1. In a seated position, gently tilt your head to one side, slowly bringing the ear toward the shoulder.
2. Use your hand on the tilted side to gently move your head closer to the shoulder. Make sure to avoid forcing the stretch.



Overhead reach stretch: targets the shoulders, chest, back, and arms.

1. Stand with your feet hip width apart, keeping your back straight and arms relaxed at your sides.
2. Inhale slowly and raise both arms overhead, interlocking your fingers if comfortable, and turning your palms to face up or toward the ceiling.
3. Reach your fingertips towards the ceiling, elongating your spine and feeling the stretch in your upper back, shoulders, and arms.

Stretch Descriptions

Overhead reach stretch (continued)

4. Hold the stretch, breathing deeply and evenly for 10 to 15 seconds.
5. Return to start, exhaling as you slowly lower your arms back to the starting position.



Tricep stretch

1. Raise your arm and bend it so that your hand reaches toward the opposite side.
2. Use your other hand and pull the elbow toward your head.
3. Hold for 10 to 30 seconds.
4. Repeat on the other side.



Stretch Descriptions

Trunk rotation

1. Stand tall with your feet evenly spaced.
2. Brace and engage your core muscles.
3. Slowly rotate your torso from side to side, keeping your hips and shoulders moving together.
4. Hold the end position briefly before rotating to the opposite side.



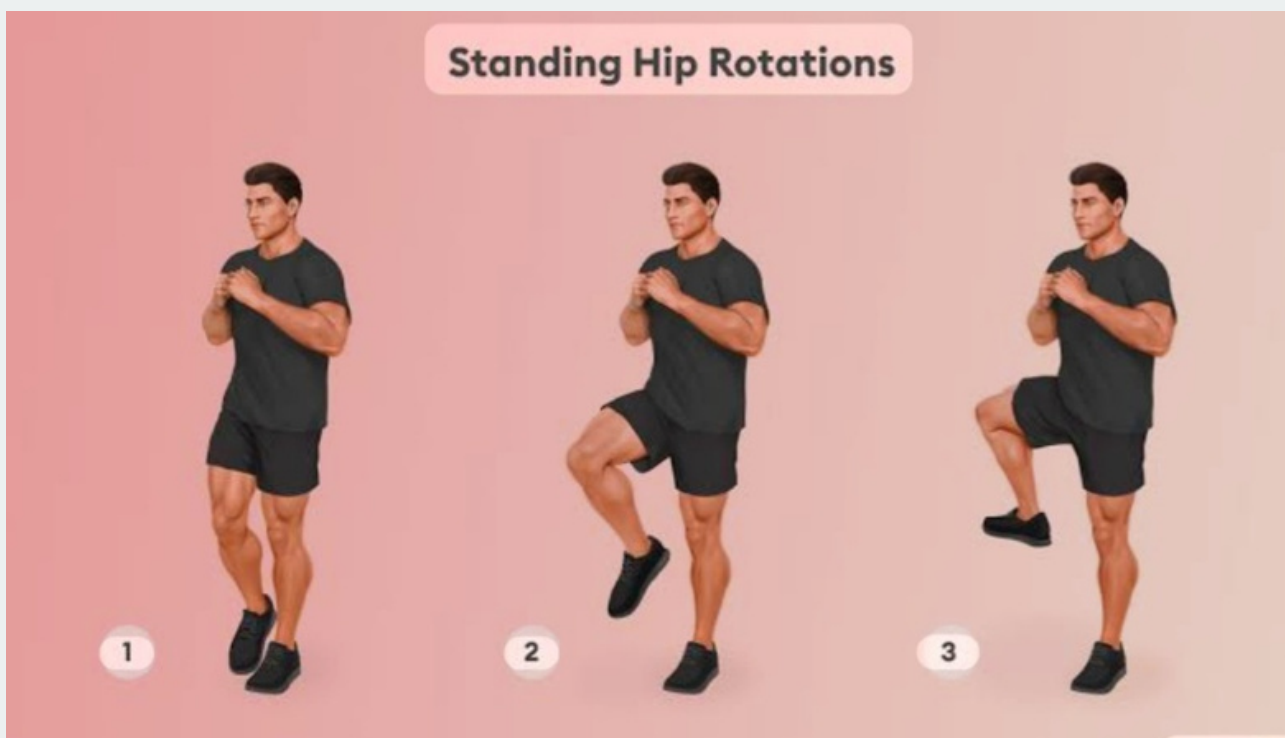
Knee to chest

1. Lie on your back on a comfortable surface such as a yoga mat, keeping your spine and pelvic floor muscles relaxed.
2. Gently lift one leg, bending the knee and bringing it toward your chest.
3. Place your hands around the back of your thigh or under your knee.
4. Use your hands to pull your knee closer to your chest until you feel a stretch in your low back and glutes.
5. Hold this stretch 15 to 30 seconds and remember to breathe slowly. Inhale through the nose and exhale through the mouth.
6. Repeat on the other side.

Stretch Descriptions

Hip Opener

1. Stand with one foot firmly on the ground and the other foot free. You can hold on to a chair, a wall, or a table for support if needed.
2. Keeping your body upright, lift your free leg so your knee is bent and comes up towards hip height, aiming for a 90° angle.
3. Without turning your torso, move the raised leg out to the side. Your knee should be pointing to the side, and you'll feel a stretch in the hip and groin area.
4. Hold the position for a couple of seconds, then slowly bring your leg back to the center and lower it to the starting position.
5. Perform a total of five reps, then repeat going in the opposite direction for five reps. Once completed perform on the other side for five reps in each direction as well.



Stretch Descriptions

Hamstring stretch

1. Step forward and flex your foot so that your heel is on the ground and the toes point upward. Keep your front leg straight.
2. Hinge at the hips to lean your torso forward while keeping your back straight until you feel a stretch in the back of your thigh.
3. Hold this stretch for 10 to 30 seconds, then return to the start and switch legs.



■■■■ Self-Posture Check Form

Name: _____ Date: _____

■ **Instructions:** Stand tall in front of a mirror (side view if possible). Wear fitted clothing so you can clearly see your posture. Check each statement that applies.

Head & Neck

- My head is level, not tilted or turned to one side
- My ears line up over my shoulders (not forward or jutting out)
- My chin is parallel to the floor (not tucked or lifted)

Shoulders & Upper Back

- My shoulders are even (one isn't higher than the other)
- My shoulders are relaxed and slightly back, not rounded forward
- My shoulder blades feel engaged, not winging out

Chest & Core

- My chest is lifted naturally, not puffed out or caved in
- My ribcage feels stacked over my hips
- My core is gently engaged (belly not sagging forward)

Hips & Pelvis

- My hips are level (not tilted forward or backward)
- My weight feels evenly distributed on both feet
- I'm not leaning to one side or twisting my hips

Knees & Legs

- My knees face forward and are soft (not locked)
- My legs feel evenly balanced—not one taking more weight

Feet & Alignment

- My feet point straight ahead (not turned in or out)
- My arches are lifted, not collapsing inward or rolling outward

- My weight is even between toes and heels

Postural Awareness

- I breathe easily and feel open through my chest
- I feel balanced and aligned from head to toe
- My posture feels comfortable, not forced

■ Sitting Posture – Office Desk Check

Head & Screen

- My computer screen is at eye level (not too high or low)
- My chin stays parallel to the floor (not jutting forward)

Shoulders & Arms

- My shoulders are relaxed, not hunched
- My elbows are bent about 90°, close to my sides
- My wrists stay neutral, not bent up or down

Back & Core

- My back is supported by the chair (not slumped forward)
- My lower back has slight natural curve support
- I sit upright, not leaning heavily to one side

Hips & Legs

- My hips are level and slightly higher than my knees
- My feet rest flat on the floor (or on a footrest)
- My thighs are parallel to the ground

Notes or Observations:

Next steps:

- strengthen weak areas with a personalized fitness plan tailor-made to meet your goals.
- develop a plan to correct any possible ergonomic issues with your office desk setup.
- begin incorporating daily stretch breaks and move your body at least once per hour.

