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STEVER ROBBINS: Stever Robbins, here. Welcome to the Get-It-Done, Guy's quick and dirty tips to work less and to do more. Today's topic is working exercise into your daily activities.

I recently took a full-time job-- spiritually rewarding, great colleagues, challenge and contribution-- yes. Time to work out? No. My muscle tone now resembles breadfruit. And trainer Tyler is not pleased. I begged him to help me find ways to get exercise so I don't turn into a giant dumpling. He graciously agreed.

TYLER DUCKWORTH: This is Tyler Duckworth. About nine months ago, Stever walked into my gym asking to look like a Greek god. He has been a dream client, doing everything I ask and, might I add, all with a rather coy smile. Now he looks fantastic with toned arms, muscular legs, and defined pecs.

But I can say with all certainty, no one knows how to turn a simple bicep curl into a vaudevillian drama better than Mr. Stever Robbins. And here he is making more drama by not having time to get fit. If you don't have the time to join a gym, hire a trainer, and workout fanatically, well, the good news is fitness is fun. And fun is had everywhere.

I have five tips to stay lean and mean at the office without breaking, well, much of, a sweat. Water, water everywhere. First take a water break. You can lead a horse to water, and even then, there's enough for you to have some too. Every hour, fill up your water bottle. Drinking water decreases hunger and overeating-- a big problem with most office workers. And we all know that water cooler conversation is where it's really at. This is your chance to chime in.

Stairway to fitness. Never take the elevator, guys, come on. There's a reason the song was "Stairway to Heaven." stairs burn calories while tightening and toning that toosh. When where I'm going is five or fewer flights away, I take the stairs. Plus, you never know who you may run into in that hallway. You may find yourself finding excuses each and every day to run up those five flights.

And ladies, yes, you and the black pumps, I say go for it. The shoes already work your calves, so take the stairs for that bikini bum for your winter wonderland vacation in the Bahamas. Listen, I have seen a drag queen do precision high kicks in 6-inch heels. So no excuses here. I mean, what's five flights compared to precision high kicks?

Snack the hunger away, yet, eat more? You'd think that five meals a day will make you eat more. Well, the truth is, your body is like an engine. Food is gasoline, but just not as expensive. You can't put too much in, but you don't want to be running on fumes.

Five small meals and a couple of snacks lets your metabolism keep running without being swamped with calories. It keeps your energy up all day long. Then your body recruits those calories to digest. So you eat food to burn the food you ate earlier. But it's all about balance-- many small, even meals.

See, big meals are way too many calories in just one sitting. And where do those calories go? To fat. Knee up on the competition. Your chair is your best friend when it comes to that washboard stomach. Yes. You can actually tone your abs by just sitting in your chair.

So what you need to do is this. Sit on the edge of your chair, keep a straight back, and slowly bring those knees up off of the floor. Yes. You're already working your core, more specifically though, your lower abs. Be sure to grip the end of your seat with both your hands to ensure a solid grip.

If you want to challenge yourself even more, lean back slightly. This increases the range of motion. But remember to keep your back solid and strong. How do you sit in your chair throughout the day? Are you upright, slouching, arching? Simply keeping your back completely upright in the neutral position requires lots of core strength and conditioning. And if you keep those abs flexed, the entire time, you'll get a nice long burn.

And if you like your floor more than your chair, oh, brave office commando, don't be afraid to drop down and give me 20. If you do 20 push each hour over the typical 9-hour work day, that's 180 push-ups. So that sassy salesperson on a third floor is all but yours.

Setting stretch goals. Keep your body nimble and agile, and you keep blood flowing, which builds muscle faster after a workout, especially after all those stairs you took after that terrible 9 o'clock meeting.

STEVER Meetings? I just love meetings. Uh, no. No, I don't. I hate meetings.

ROBBINS:

TYLER Stretching also prevents injury by allowing mobility in your joints and musculoskeletal system.

DUCKWORTH: Hey, job interviewers always want flexibility. Well, give it to them. Do some simple arm

stretches, arm circles, and deep lunges in your cubicle. What better opportunity to show off your assets to the company?

So to recap, drink wa--

STEVER

Don't you just love meetings? I do too, especially when I can participate from my own comfy chair with my co-attendees spread all over the globe. GoToMeeting lets you hold meetings remotely over any internet connection. Try it free for 30 days and gotomeeting.com/podcast.

ROBBINS:

TYLER

--water, take the stairs, eat small and steadily throughout the day, tone your abs at your desk, and stretch.

DUCKWORTH:

STEVER

Thanks, Tyler. This is Stever Robbins. Send questions to get it done at quickanddirtytips.com or leave voicemail at 866-Work-Less. You can find this episode's transcript at getitdone.quickanddirtytips.com. And conquer your email with my audio program, You are Not Your Inbox-- Overcoming Email Overload at youarenotyourinbox.com. Work less, do more, and have a great life.

ROBBINS:

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