

HOW AN OFFICE WOMAN MAY KEEP HER HEALTH.

The following article was contributed by a business woman to a recent health magazine, and its excellent advice may give many ideas of great benefit to the women in the civil service. Whether they could be carried out or not will be considered in an article which will follow in the next issue of *The Civilian*:

"I had to learn by experience," she writes. "After I had been in the office a short time, I found it beginning to wear on me. I found myself growing weary and nervous, tired of my work, and dreading the future. I looked around me at the scores of business women who were nervous wrecks, who dragged themselves listlessly through their work, who broke down long before they should; and I determined, then and there, that if it was in my power, I should not become like one of them.

"I made out a daily schedule for myself, with the aid of books on hygienic living and health articles, and followed that programme as closely as possible. I selected physical exercises which I felt would do me the most good. Each morning, on arising, I practise them, with windows wide open, breathing deeply all the time. I have time for only a few movements, but I try to make those include exercises which should, as a whole, strengthen every muscle in my body. Sometimes I can give twenty minutes to my exercises, sometimes only ten, but I always give at least *ten*.

"I follow up my exercises by a quick sponge-bath in cool water — not ice cold.

"I take plenty of time for my breakfast, never allowing myself to hurry through it. After a good deal of experimenting, I found the one which seemed to be most suitable for me. I take a raw egg beaten up in a glass of milk, accompanied by fruit, cereal, toast, and usually a cup of cereal coffee.

"Breakfast over, I walk to the office. Unless the weather is very stormy, I never deviate from this custom. It takes me a half hour, and I try to enjoy the walks as much as possible, to breathe deeply all the way, to keep the proper walking position — head up, chest high, weight on the balls of my feet. I do not allow myself to think of business, or worry of any kind; I simply enjoy the walk and the fresh air. I try to observe as many things as possible, so as to give my mind healthful occupation, and thus make the exercise all the more helpful. I never hurry; I always allow myself plenty of time, but I walk with a brisk, rather quick step, as I find walking in that way does me more good. When I arrive at the office, after my morning walk, I feel fresh and invigorated, and ready for my day's work.

"I am a great believer in plenty of fresh air, and I have my office well ventilated. I always have one window up at least an inch or two, so that I have a steady current of fresh air in the room while I am working. I keep a screen, which I adjust to avoid drafts. I breathe deeply all the time, and, as often as I can during the morning, I go to the window, throw it open wide, and take five or ten good, deep breaths. It does not interfere with my work, for I find when I return to my desk that I am stronger and able to accomplish more work in a shorter time than if I had not stopped to take the new life which breathing the fresh air gives me.

"I always try to keep the correct position while working, never to stoop or allow myself to become round-shouldered over my desk. I use a straight-backed chair, and sit with spine erect, chest high, shoulders down, and head up. I never suffer from backache or pain in the waist muscles, of which so many sedentary workers complain, and I think the reason for this is my maintaining at all times this erect posi-