



Mindful Moments | at work

Use this resource as a way to identify ways to practice mindfulness at work. Taking micro-moments every day to practice mindfulness can help reduce your stress and enhance your workplace engagement. What is mindfulness? Mindfulness is purposefully paying attention to the present moment and doing so with an attitude of openness, curiosity, and without judgement.

Mindfully Connect with Your Senses

Taking short pauses to intentionally connect with one of your senses can help you feel grounded and present.

It can stop you from going from one task to the next on automatic pilot.

Try taking one minute every few hours to connect with one of your senses.

You can focus on your breath, sounds, look out a window or sip your tea.

Practice Moments of Gratitude

Taking the time to notice and be present with what you appreciate can boost your emotional well-being, health and can strengthen relationships.

Each week:

- 1) Identify three moments that you feel grateful for and appreciate;
- 2) Identify 3 things at work that you are grateful for and appreciate;
- 3) Identify 3 things you like about yourself;
- 4) Identify 3 things you like about a coworker and let them know.

Stop, Pause, Listen

We often focus on what we want to say during conversations. Instead try to listen to understand; without judgement or preconceived ideas. At the start of a meeting or conversation, pause, feel your feet on the ground. Take a breath and then set your intention to speak less and listen more.

How are you positioning your body?

Are your shoulders relaxed?

Notice your feelings.

Can you listen with presence?

If yes, then practice paying attention to the listener and letting them finish.

Focus on Your Breathing

When you feel overwhelmed, tired, or frustrated, take a moment to focus on your breathing.

Bring your attention to your breath with a regular, relaxed rhythm.

Just notice how it feels when you breathe in and breathe out.

Take another breath in and notice how that feels.

Repeat 10 times.

This can help you feel more steady and less reactive.

Take a Mindful Walk

Getting outside for a mindful walk can help you restore, rejuvenate, and focus. This is particularly helpful when you feel stuck.

Try and remove distractions, like your phone and be present and aware during your walk.

When you walk notice how your breath feels. Notice how your body feels. Then begin paying attention to your arms, legs, and feet with each step.

Notice how it feels when your foot touches the ground. Pay attention to how your body moves with each step. If you get lost in thought, you can return your focus back to your steps. Then notice what you see. Notice what you smell. Simply notice with curiosity and kindness your thoughts, what you feel and try and be present with each step.

Mindfully Eat

Paying attention with curiosity and without judgement to how you eat can be helpful for your health. Practice mindfully eating by noticing how you feel when you eat.

Notice if you are eating to nourish your body.

Take a few deep breaths before eating to become more calm and set your intentions to not rush through your snack or meal.

Chew your food slowly.

Pause and notice if you are full. The brain can take 20 minutes to notice your body is full.

It can also be helpful to eat without distractions (e.g., not in front of your computer).