

10 WAYS TO INTRODUCE MINDFULNESS AT WORK

MINDFULNESS GUIDE

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Why incorporate mindfulness at work?

Mindfulness has been proven to reduce and effectively manage stress. It empowers employees to do their best, deal with emotions efficiently, and make sound decisions based on their thoughts, beliefs, and values. Ultimately, mindfulness is about paying attention to the present moment on purpose. Awareness of the present moment encourages positive reactions to difficult experiences and gives individuals more compassion for themselves.

Simply speaking, mindfulness is a sure way to take care of yourself 100% of the time.

External factors such as employee workload and social relationships may not be consistent 24/7, but an individual is always able to choose mindfulness practices.



10 WAYS YOU CAN BE MORE MINDFUL AT WORK

When you get to the office, take a moment to connect with yourself instead of diving right into your work. What is your intention for the day? Write it down on a post-it note and place it where you can read it throughout the day to ensure you're aligned with your intention.

Mindful Minute

Mindful Breathing

Set an alarm and take deep, slow breaths for 1-3 minutes. Do it throughout the day. This will keep you grounded and reduce your stress, allowing you to manage your day and not have your day manage you.

Bring your full attention to what the other person is saying. Don't formulate your response in your head as they are speaking. Truly be in the moment of listening. Go a step further and reinforce what was said by summarizing the conversation – "So if I heard you correctly..."

Mindful Listening

Mindful Break

Pause from your activities and notice how you feel - do you need to get up? Stretch? Breathe? Connect with your needs to keep yourself in the present moment.

When you're stressed - STOP - observe how you feel and what can you do to neutralize it. Do this as often as you can. You're training yourself to be better at identifying stressors to stop them from taking over. Write down results in a journal. Review your progress.

Mindful Observation



Mindful Eating

At lunch, notice your food and pay attention to each bite. Savour the taste and texture of your food. Don't go on autopilot or do other activities. Focus just on eating.

Take a walk outside or around the office and pay attention to what's going on by walking slower than usual. Pay attention to the little things. There is more going on than you know. Connect with what is happening around you.

Mindful Walking

Mindful Body Language

What are you doing with your body? Pay attention to your actions and moods and notice if they have a pattern. Write your observations in a journal so that you can come up with ideas on how to shift your patterns of behavior to more mindful ones.

Notice the sensations of drinking - hot versus cold. Like mindful eating, savour the taste and movement in your mouth.

Mindful Drinking

Mindful Interaction

Annoyed with a colleague? Take 3 breaths and put yourself in their shoes...are they stressed? Can you listen and consider their point of view? Can you show compassion and understanding? When you realize that people are not purposefully annoying you then you can be mindfully alter your reaction. You have the power to look at situations differently and change your reaction to one of peace, compassion and understanding.