



10 ways to increase your mindfulness at work

- 1. Start your day mindfully.** Before you get out of bed, take a few moments to breathe deeply. Decide your intentions for the day. Pay attention to the sensations during your shower. Notice your surroundings as you travel to work and appreciate the moments that pass.
- 2. Practice focusing on one task at a time.** Multi-tasking is not helping you. We can only truly do justice to one task at a time. Turn off “pop up notifications” on your email account. This way you won’t be distracted when something new arrives.
- 3. Practice saying “Can I get back to you when I have finished this task?”** You do not need to be available to people at every moment of the day.
- 4. Look someone in the eye when talking with them and really listen to what they are saying.** Switch off distractions like your phone and computer screen. Mindful interactions will help you keep present with yourself and others. Also, finding ways to show compassion and appreciation towards others will benefit both you and them.
- 5. If struggling to remain mindful, try changing your environment.** A different room or even moving outdoors can refresh you and remove distractions.
- 6. Practice a mindfulness meditation exercise.** Commit yourself to regular practice. If you need guidance with this, there are lots of free helpful resources online: YouTube, mindfulness websites and a multitude of apps. Otherwise, simply find a quiet space and practice Mindful breathing.
- 7. Be aware of your body throughout the day.** Are you hydrated? Are you carrying tension? Are you comfortable? Can you practice Mindful movement as you travel between appointments?
- 8. Pause.** Use your breaks wisely, try not to fill them with more “mental clutter” like scanning social media. Eat mindfully (away from the desk!). Think of how the food made it to your table, appreciate the nourishment it provides you. Throughout the day, regularly “check in” with yourself to notice how your body and mind are feeling. Gather your attention and take three slow, mindful breaths to relax your body and mind.
- 9. Notice judgement words you use.** Do you need to change your words? When someone asks how your day is, try responding in a different way. Saying “I’m really under the pump today” tells your brain you are having (or about to have) an unpleasant experience and compounds your suffering. If you feel overwhelmed, try writing a list of your priorities and then highlight the most important ones. Then, focus your energy on just one at a time
- 10. At the end of the day, find time for reflection.** Try taking a deep breath as you leave the office, acknowledging the positives in your day and as you exhale, let go of the day. Before you fall asleep, reflect on your day and your experiences. It is challenging to do this without judgement. Remember, mindfulness is about being present and aware but without passing judgement.

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