

# 6 Mindful Office Tips

## Transforming your Mindset at work



1

### STAY PRESENT

Mindfulness is, at the core, about being aware and awake as opposed to going through the motions. Be in the moment on whatever you're working on. If you're working on a report, for example, and your mind wanders off, acknowledge the thoughts and come back to the present.



2

### PRACTICE SHORT MINDFUL EXERCISES

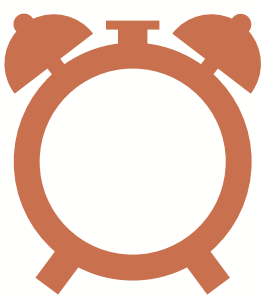
Mindfulness exercises can optimize your brain function, specifically to hold focus on one task at a time. These exercises can be as short as you need. Even giving yourself 1 minute to connect to your senses can help rebalance your nervous system and get back to work. Try actively noticing your breath for a minute or if you're walking to a meeting, do so without looking at your phone or talking and silently noticing your steps.



3

### BE A SINGLE-TASKER

It's extremely common in our society to multi-task; doing 2 or more tasks at a time or jumping from one thing to another. If your brain is rapidly switching from one thing to the next, it could lose data in the process. Try time-blocking and set up time in your calendar to work on certain tasks. In turn, this will make you more mindful on the task at hand and when the time block is up, switch to another task.



4

### MINDFUL REMINDERS

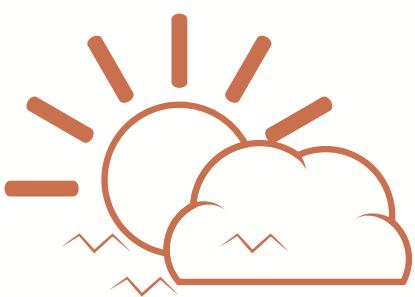
We all understand the benefits of mindful living, but it can be hard to implement when our brains are habitually lost in thought. The average person can spend up to 47% of their day lost in thought, according to research by Harvard University. To help break the cycle, set a vibrating alarm on your phone to remind you to take one slow deep inhale and a slow deep exhale before returning to your work.



5

### TURN TO GRATITUDE

How often do we focus on what has gone wrong over what has gone right? Actively practicing gratitude makes you feel better and is linked to better creativity, health, relationships and quality of work. Spend 2-3 minutes when you get into the office in the morning writing down what you're grateful for.



6

### ACCEPT WHAT YOU CANNOT CHANGE

Being mindful means accepting each moment for what it is. Accepting yourself for where you are. Accepting situations for what they are and learning from your triumphs and mistakes in order to move forward with peace. Doing so cuts down on negative self-criticism and promotes a clear mind.