



why practice mindfulness?



It can benefit your brain- increasing grey matter and shrinking the amygdala.

It can increase your ability to focus, and improve your memory.



It can help you manage technology and distractions, so they don't manage you.

It can make you more compassionate and boost emotional intelligence.



It can improve physical health and enhances immune function.

It can increase happiness, improve mental health, and boost overall wellbeing



To learn more about our customized workplace mindfulness workshops and classes, contact Christy Cassisa, christy@instituteformindfulworks.com



M-1-1 mindfulness @ work

1

A brief breath to begin your day. A brief breath to begin your day. In the morning when turning on your computer, before launching into your activity of the day, take a few moments to close your eyes and focus on your breathing. You may also choose to use this time to set an intention for the day.

2

"Where are my feet?" When in a conflict situation, notice the sensations in your feet right now to ground you and calm your nervous system.

3

S.T.O.P. Practice. Good for transitions and pausing throughout your day.

1. STOP what you're doing.
2. Take a Breath.
3. Observe what is present for you.
4. Proceed with Intention & Choice.

4

Take a Mindful Walk. Use your walking time between meetings, when walking to the restroom, or transitioning to and from work to practice being fully present. Check in with your body. Feel your breath and your feet. Notice your surroundings and take in the full sensory experience of just walking.

5

Mindful Meetings. S.T.O.P. before you enter. Turn off your tech. Take a mindful pause as a group before beginning. Really BE in this meeting.

6

Clear some breathing space with a Mindful Check-In. Set an alarm to remind you to take 3-5 minutes to refocus and recharge.

7

Mindful emailing. Reduce the frequency of checking to minimize distraction. Before you send emails, especially emotionally charged ones, pause. Notice any sensations in your body or emotions that may be influencing your words. Consider the tone being transmitted to ensure it reflects your intentions.

8

Uni-task. Do just one thing at a time and really pay attention to doing that one task, be it drinking coffee, writing an email, or attending a conference call.

9

Eat a meal mindfully. Choose one meal to eat slowly and with attention to all of the textures, flavors and sensations that accompany it. Consider where the components of the meal came from and the journey from production to plate. Savor it.

10

Mindful Communication. Practice being fully present and open in a conversation. Drop all agenda and explore what it is like to deeply listen without planning what you are going to say next.

11

Turn off notifications. Silence your phone, tablet, and laptop notifications to allow you to be fully present with your task at hand, sustain focus, and reduce reactivity.