

# MINDFULNESS IN THE WORKPLACE

## FOCUS ON YOUR BREATHING

Work can be stressful at times, which may cause anxiety, tension, and even shortness of breath. Take 3-5 minutes to calm down by focusing your attention to your breath. Begin to inhale through your nose for a count of five. Feel your breath travel all the way into your belly. Exhale for a count of seven, feeling your breath move through the body & breathing out through the nose. You can even create a mantra...On your inhale repeat, "I am in the here and now." On your exhale repeat, "I am letting go."



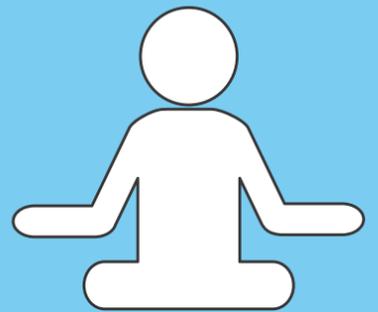
## MAKE A GRATITUDE LIST



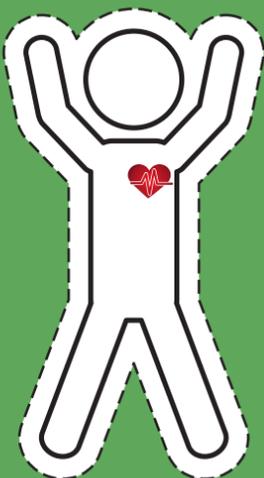
It's easy to become overwhelmed and to get lost in negative thoughts. Practicing gratitude not only lifts of your spirits, but can release endorphins and re-wire your brain! You can write out your list or simply state what you're grateful for in your mind. At the end of the day, even when things are tough, we all have something we can be thankful for.

## MEDITATE

We are always in a rush to get things done. Contact that client, run to that next meeting, check our voicemail, email our co-worker...the list is endless. We are in a constant state of hustle and bustle. What if we could all just take a moment to slow down? We tell ourselves we are "too busy" to do this, but we can participate in meditations that are less than five minutes. Download Insight Timer or Calm App to find a meditation that suits you. You can even simply play your favorite song, focus on your breathing and let go of racing thoughts.



## GET UP AND MOVE



We might spend hours of our day in a sedentary state. Given that, its easy to become disconnected from our bodies...the very vessels that carry us around everyday! Take some time to stretch and move around. Notice what sensations you feel in your body. You can even do a short body scan. How are you feeling physically today? Give yourself that extra time to be present in your body!

**DO SOMETHING TODAY THAT YOUR FUTURE  
SELF WILL THANK YOU FOR.**

*Our actions and decisions today will shape the way we will be living in the future.*

# **WHY IS MINDFULNESS SO IMPORTANT?**

In life, we have a lot to think about-- work, family, and bills just to name a few. Its easy to build a lifestyle focused around stress and the "rush." While it is important to stay busy, it is also important to take care of yourself. Have you ever heard the phrase, "You can't put someone else's safety mask on before your own." Caring for of our emotional and mental state of mind helps us cultivate a culture of love and kindness. We become better at focusing and responding. You are your most important person. Take care of yourself first and the rest will come.



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