

A SIMPLE GUIDE TO CREATING A mindful workplace

mindfulness *noun* 1. The ability to calmly acknowledge things as they really are whilst being truly aware of the present moment.

Benefits of mindfulness

- ✓ Greater sense of wellbeing
- ✓ Improved ability to remain task-focussed
- ✓ Better equipped to cope with stress
- ✓ Awareness of mental 'roadblocks'
- ✓ More cohesive team environment

9 easy ways TO BE MORE mindful at work

Start the day with a few moments of 'conscious awareness'

Spend a few minutes silently tuning in to the moment. Become aware of your thoughts (while being willing to let them go).

Practice active listening

Listen carefully to what is being said, process what was said, and then reply thoughtfully and intentionally.

Notice your body language

Body language speaks volumes. It sets your intention to both yourself and your colleagues.

Watch the tone and language in your communications

Be mindful of the message you intend to send. At times, your intention may not match your intended outcome.

Eat mindfully

Take small bites. Chew your food slowly. Notice the flavours and textures.

When stressed, take a time out

Get some fresh air. A short break may break your thought cycle and change your perspective on things.

Respect all people, even if you may not agree with their ideas

Everybody has the right to be heard. Listening to alternate opinions may help you with your own.

When communicating, remember to THINK:

- Is it True?
- Is it Helpful?
- Is it Inspiring?
- Is it Necessary?
- Is it Kind?

Stay in the moment!

The past has already happened. The future has yet to occur. Check in with yourself. Now is what we have!