

WORKPLACE MINDFULNESS PROGRAM



BACKGROUND:

Mindfulness has a multitude of benefits for the workplace and its employees to include increased flexibility, decreased rumination, increased self-determination and persistence, improvements in task commitment, and enjoyment of work. We have created a series of short videos (10-15 mins) with mindfulness techniques specific to the workplace. Below are the links to each video and attached is a handout that summarizes the techniques from each video as a quick reminder to employees on how they can practice these simple techniques throughout their day. Additionally, we have one video specific to supervisors and how they can use mindfulness in the workplace.

→ [Simple Mindfulness Techniques at Work](#)

→ [Mindfulness for Stress and Conflict at Work](#)

→ [Mindfulness and Change at Work](#)

→ [Being Assertive with Mindfulness](#)

→ [Mindfulness Tips for Supervisors](#)

WAYS TO USE

MINDFULNESS

AT WORK

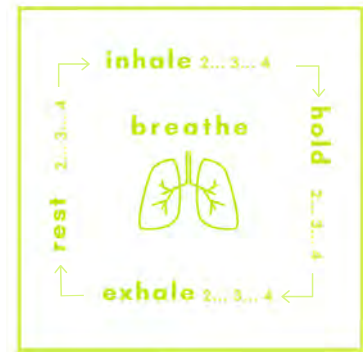
Mindfulness is the awareness that arises through paying attention in a particular way: on purpose, in the present moment, and non-judgmentally.

3 SIMPLE TECHNIQUES TO PRACTICE DAILY

HANDS & FEET

Focus your attention on your hands and/or feet while you are sitting, standing, or walking

SQUARE BREATHING



MINDFUL EATING & DRINKING

Pause and pay attention to the color, texture, and smell of your food or beverage before and during consumption

TECHNIQUE TO HELP YOU MANAGE CONFLICT



STOP: Stop what you are doing. Press the pause button on your thoughts and actions.



TAKE: Take a few deep breaths to center yourself and bring yourself fully into the present moment.



OBSERVE: Observe what is going on with your body, emotions, and mind. What do you see, hear, taste, or smell?



PROCEED: Proceed with what you were doing. This pause gives you time to respond skillfully to the situation.

TECHNIQUE TO HELP YOU ACCEPT CHANGE



RECOGNIZE: Recognize what is going on in your body and mind. For example, recognizing what emotion you are feeling and naming it.



ALLOW: Allow your experience to be just as it is. Don't try to fix, control, or judge it.



INVESTIGATE: Investigate your inner experience with curiosity and interest.



NURTURE: Nurture with self-compassion. Ask yourself what you need to help you work through these emotions, from talking to a friend to taking a walk.

5 STEPS TO HELP YOU BE MORE ASSERTIVE

1. RECOGNIZE

Recognize what it feels like to be assertive-empowered, anxious, guilty, or relieved?

2. ALLOW

Allow those sensations to be felt in the body, even the uncomfortable ones.

3. REFLECT

Reflect on why you might feel this way? For example, "I don't want to cause conflict".

4. WRITE

Write down what you want to say. Think about your needs and values. Use "I" statements to express your needs.

5. PRACTICE

Practice with a trusted friend using an upright, confident posture. Do not cross your arms. Maintain an open posture and use eye contact.



Practice the super hero pose for 2 minutes before the actual conversation to help build confidence