

A SIMPLE GUIDE TO CREATING A mindful workplace

mindfulness: Deliberately paying attention and being fully aware, without criticism or judgement, of what is happening both inside and outside yourself — in your body, heart and mind — and outside yourself, in your environment.

Benefits of mindfulness

- ✓ Increased empathy & compassion
- ✓ Improved ability to remain task-focused
- ✓ Decreased stress & anxiety
- ✓ Awareness of mental 'roadblocks'
- ✓ Increased collaboration

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.

Bring compassion into your interactions by practicing G.R.A.C.E.

Gather Attention
Recall Intention
Attune to Self/Other
Consider what will Serve
Engage Ethically

Eat mindfully

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

When stressed, take a time out

Use your breaks to get some fresh air. This can help 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.

Set up reminders to S.T.O.P. throughout the day

Stop what you're doing
Take a few deep breaths
Observe your experience as it is
Proceed with mindful compassion

Stay in the moment!

Our minds are habitually either "rehearsing the future" or "rehashing the past", leaving our bodies on autopilot. Remember to experience here and now - with your body and mind aligned.

The Encompass Mindfulness Project supports staff in integrating mindfulness awareness practices in their day to day work with each other and the people we serve.

For more information email Mindfulness@EncompassCS.org