

10 Ways to Be More Mindful at Work

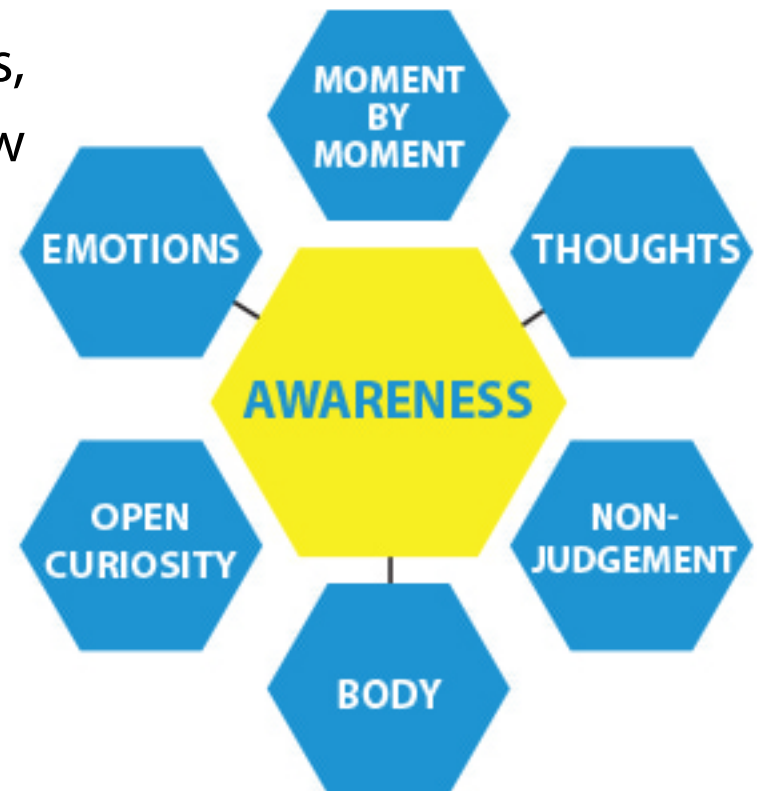


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What is Mindfulness?

Mindfulness at work is all about developing awareness of thoughts, emotions, and physiology and how they interact with one another. Mindfulness is also about being aware of your surroundings, helping you better understand the needs of those around you.

MINDFULNESS=



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Why Be More Mindful at Work?

Research concludes that mindfulness at work can:

- ✓ **Help employees develop positive strategies for dealing with highly stressful environments and work pressures**
- ✓ **Enable employees to deal better with complexity**
- ✓ **Enhance employee self-regulation of thoughts, emotions and behaviors and make them more resilient when facing of challenges**
- ✓ **Improve task performance**

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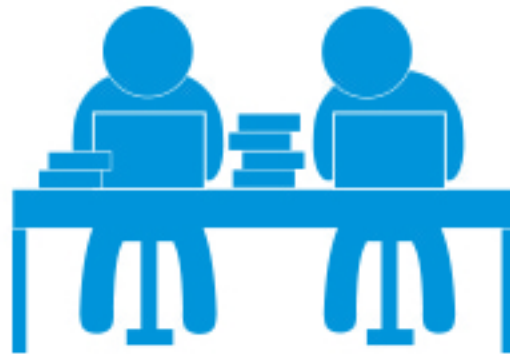
TIP 1. Be Consciously Present

In other words, stay awake: be aware of 2 aspects of your moment-to-moment experience:

1 what's going on around you



2 what's going on within your workplace



But how?

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TIP 1. Be Consciously Present

Some ideas to help you stop being mindless and unconscious at work and more mindful and present:

- ✓ Decide at the start of your workday to be present as best you can. Pause for a few moments before you turn on your computer to set this intention in your mind.
- ✓ Make an effort to WORK more consciously, even if that means you work slowly at first. Doing so will pay off in the long run.
- ✓ Connect with your senses rather than getting lost in trains of thought when performing a task.

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TIP 2. Use Short Mindful Exercises at Work

Mindful exercises train your brain to be more mindful. The more mindful exercises you do, the easier your brain can drop into a mindful state, thus optimizing your brain function. Close your office door or plug in your earphones, and play the short audio track for these two easy, relaxing exercises.

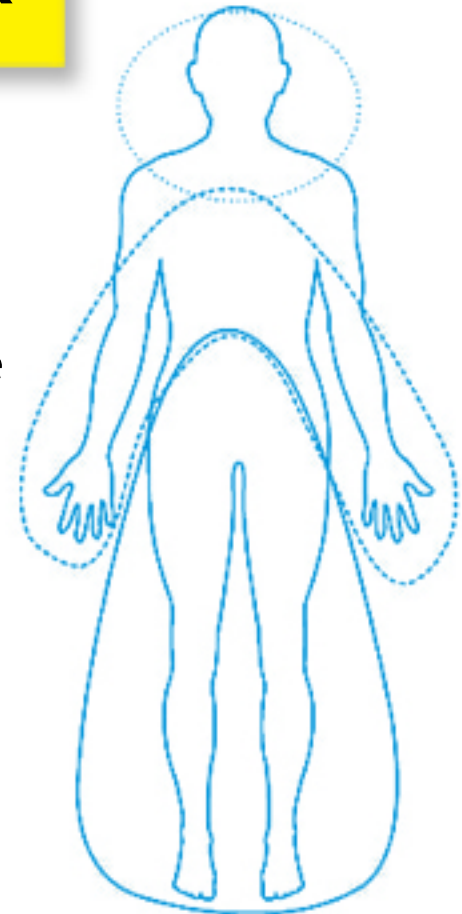
Mindful Minute

<http://www.dummies.com/WileyCDA/Section/id-821760.html>

1. Center yourself (20 seconds)
2. Acknowledge what's going on (20 seconds)
3. Take a mindful pause (20 seconds)

Three-Step Body Check

<http://www.dummies.com/WileyCDA/Section/id-821759.html>



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TIP 3. Be a Single-Tasker

What is single-tasking?

Multi-tasking is trying to do two or more tasks at the same time or switching back and forth between tasks. Nobody can actually multi-task. In reality, **your brain is madly switching from one thing to the next**, often losing data in the process.



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TIP 4. Use Mindful Reminders

Ever try to remember to do something but need a reminder to remember?

The reason you forget to be mindful is because your brain's default mode is to be habitually lost in your own thoughts – running a sort of internal narrative, almost dream-like.

By using some form of reminder, you can be mindful again.

The reminder shakes you out of autopilot.

Try these reminders:

- **Setting an alarm on the phone – even a vibrating alarm that doesn't disturb others works well.**
- **Jotting mindfulness in your calendar – setting an appointment with yourself!**
- **Placing a small note or picture on your desk to remind you to be mindful.**

All these things are opportunities to come back into the present moment, to see yourself and your surroundings afresh.

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TIP 5. Slow Down to Speed Up

Effective leaders, workers and entrepreneurs **slow down and reflect to make the best decisions and actions** – they slow down to speed up. That's a mindful way of working.

Clearly, rest can increase efficiency. If you do manage to get about seven hours of sleep and achieve a certain amount of work, imagine what would happen if you also did a few mini-mindfulness exercises during the day? Your brain would become even more efficient, focused, effective at communicating with others and better at learning new skills.

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TIP 6. Make Stress Your Friend

Wait, what?!

Yes! Your beliefs about stress, scientific research has shown, affect how they impact your health and wellbeing. If you want to make stress your friend, you need to change the way you think about it and, in turn, your body's response to it. **How?** Mindfulness.

WORK CHALLENGE >>> HEART RATE RISES >>> BREATHING ACCELERATES >>>

Your body is communicating with you.

Observe these biological responses and shift your attitude:

- **Choose creativity over negativity**
- **Be grateful the stress response is energizing you**
- **Your body is preparing you for your upcoming challenge**
- **A faster heart rate sends more oxygen around your body**

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TIP 7. Feel Gratitude

**Did you know the human brain has a natural negativity bias?
(Have you ever heard of a baby being born laughing?)**

Essentially, we are hard-wired to dwell more on the things that go wrong than the things that go well. The antidote? **Gratitude!**

Plenty of evidence suggests that actively practicing gratitude

- **Makes you feel better**
- **Has a positive impact on your creativity**
- **Improves health**
- **Improves work relationships and quality of work.**
- **Makes both work and home more positive experiences**

Use gratitude to neutralize your brain's natural negativity bias.

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TIP 8. Cultivate Humility

Humility: from the Latin *humilis*, meaning *grounded*

How is humility linked to mindfulness? Mindfulness is about accepting yourself just as you are, and being open to listening to and learning from others. Mindfulness is also synonymous with gratitude – you appreciate how others have helped you. And someone who is grateful for the contribution of others is naturally humble.

To develop a little more humility, try to

- **Undertake mindful exercises**
- **Make a list of the people who have helped you in your life, education, and work**
- **Show appreciation**
- **Value other people's opinions**

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TIP 9. Accept What You Can't Change

Oh, that's a tough one, isn't it? But it's a powerful tool to have in your work-life toolkit.

The starting point of self-improvement and personal development, in the workplace and home, is self-acceptance.

Self-acceptance is embracing all facets of yourself – your weaknesses, shortcomings, aspects you don't like and those you admire.

When you accept yourself, and even missteps at work (and everyone makes them):

- **You cut down on energy-draining self-criticism**
- **You're able to enjoy your successes and smile at your shortcomings**
- **You can achieve a clarity of mind that allows you to work on those aspects of yourself you wish to improve**

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TIP 10. Adopt a Growth Mindset

Mindfulness is about giving attention to the present moment and not judging your innate talent or intelligence, but being open to new possibilities.

When you adopt a growth mindset at work:

- **You don't mind getting negative feedback as you view it as a chance to discover something new**
- **You don't mind taking on new responsibilities because you're curious about how you'll cope**
- **You expect and move toward challenges, seeing them as opportunities for inner growth**

That's the essence of mindfulness at work – believing that you can improve and grow with experience, moving towards challenges, living in the moment and discovering new things about yourself and others!

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You Win with Mindfulness at Work!

When you exercise these ways to stay mindful throughout your workday, you will master important facets of daily life.

- ✓ Dealing with one thing at time
- ✓ Accepting the power of stress
- ✓ Being grateful and humble

Learn more about putting into practice mindfulness at work, for yourself, your employees, coworkers, and friends. ***Mindfulness at Work For Dummies***

<http://bit.ly/MindfulnessAtWork>

