

# BEING MORE MINDFUL AT WORK

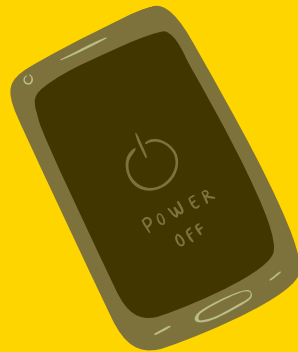
Quite often we feel that we need to be one hundred miles per hour when at work. This can eventually cause us to burn out as we are running on autopilot mostly and not in touch with ourselves mentally and physically.

Here are some tips to help be more mindful at work.

- Be consciously present in the task you are doing as it will be more productive than trying to do many at once.
- Spend 1 minute per hour to mindfully check-in to one of your senses to keep you present.
- Use a mindful reminder to go off 3 times daily to remind you to be awake and present to the here and now.
- When you feel you are rushing, consciously STOP and slow down. Think of slow down to speed up. You will save energy and make less mistakes.

STOP: when feeling overwhelmed or your mind is racing with thoughts: Use the word STOP as a reminder when feeling overwhelmed to bring us back into the present moment.

**S - Stop**  
**T - Take a breath**  
**O - Observe**  
**P - Proceed**



## LOOKING AFTER OUR BODIES

With many of us adapting in the way we deliver our work it is important to take care of ourselves physically as well as mentally. The strain of sitting at a computer for long hours can lead to neck, shoulder and back problems. Here are some gentle desk yoga activities to try.

- **SEATED CRESCENT MOON**  
Begin by lifting your arms overhead and connect the palms of your hands together whilst stretching your fingers wide. Now gently lean to one side for 2-3 breaths and then repeat on the other side. (This provides a deep stretch to your sides and spine)
- **CHAIR PIGEON**  
In a seated position place one leg over the other at a 90 degree angle while flexing the foot until you feel a gentle stretch, then hold for a few breaths before repeating on the other side. (Helps regain balance)
- **SIT TO STAND CHAIR POSE**  
Begin seated with your feet flat on the floor and knees at a 90 degree angle, now pressing down on your heels and only using your legs and glutes make your way to standing and then slowly sit back down again whilst not moving your hips from side to side. (This wakens up the muscles that can become weakened from sitting for long periods) Wrist and finger stretches. Extend your arms overhead and circle your wrist inwards for 5 then outwards for 5. Now spread out all fingers and then close your fists to release tension. Now place your hands out in front of you, with palms facing upwards and while one hand is held out use the other to gently pull the fingers back to stretch the wrist area and repeat on the other side. Once completed place your hands on the desk or something flat and repeat by using one hand to gently pull on the fingers to stretch the forearms.
- **EAGLE ARMS**  
Sit in an upright position and place your arms at a 90 degree angle, now cross one arm on top of the other, interlocking them and placing your palms together. Lift your elbows and stretch your fingers upwards for 4-5 breaths and then repeat on the other side. (This strengthens, shoulders, biceps and back muscles)
- **SEATED TWIST**  
While seated place your hands on the back of your chair and gently twist your chest and abdomen to one side and hold for 4-5 breaths and then repeat on the other side. (This is great for lengthening the spine and massaging your abdominal muscles as well as detoxifying)
- **RESTORATIVE POSE**  
In a seated position place your feet flat on the floor and cross your arms onto a table or desk, now lay your forehead on your arms and take 5 deep meaningful breaths, repeat as necessary.

# HEALTH & WELLBEING TIPS

# 5 WAYS TO SET UP YOUR DAY

Setting up our day in a positive way helps keep us focused and moving in the right direction rather than ruminating on past events.

- Take 5 long deep breaths.
- Express gratitude.
- Set your intentions for the day ahead.
- Smile for no reason.
- Let yesterday go today is a new beginning.

## FEELING OVERWHELMED

Life can throw us many curve balls and at times we can feel overwhelmed. Here are some tips to help:

- Stop, take a moment, check in and ground yourself. (Become aware of your surroundings, use your senses)
- Identify the 'why' you feel overwhelmed.
- Take 3 deep purposeful breaths. (This helps trigger the relaxation response)
- Relax your shoulders. (Squeeze them up to your ears and then release, repeat as necessary)
- Take a break from what you are doing?
- Go for a walk. (Moving our bodies helps reduce stress and can boost our mood)
- Change your schedule.
- Ask for help or talk to someone.
- Write down ways to manage or eliminate this source of being overwhelmed

## STEPPING OUT OF AUTOMATIC PILOT

Did you know that we spend most of our days running on autopilot programmes?

Many scientist have conducted studies that revealed we are actually only approximately 5% consciously aware at any given time and 95% of the time we are running on unconscious programmes (autopilot).

This can cloud our awareness while going through the motions of daily living and not in the present moment. Taking a moment to stop what you are doing and ground yourself by taking some intentional deep breaths can help take you out of autopilot.

Of course there are also benefits to being in autopilot when doing certain tasks, such as walking. However using autopilot to process our emotional experiences can be harmful to our wellbeing as it can lead to us being detached and disconnected with ourselves and can easily lead into our mental state becoming compromised.

Here are some tips to help step out of autopilot and start living in the present moment as living in autopilot disengages us both from the present and future.

- Stop and reflect. When you stop the autopilot turns off giving you space to check in and be present.
- Wake up mindfully and break your usual morning routine by doing a short mindful practice or really pay attention when having your morning drink, shower, brushing your teeth or driving.
- Choose 1 activity per day to fully pay attention to by fully engaging in any sensations, feelings, sounds and smells etc.

