



MINDFULNESS AT WORK

WORKPLACE WELLNESS TIPS

Remember, it's not the big gestures but the small daily habits (like brushing your teeth) that result in life changing benefits. So, here are some easy tips to encourage your wellness at work.

1

Nurture your amazing body

– working for you all-day, every-day. Prioritise the basics:

- Sleep - 7 to 9 hours daily (tips here)
- Fitness - 30mins exercise daily
- Hydration – Sip filtered water regularly, 2 litres daily
- Nutrition - Replace junk food with healthy alternatives.



2

Lighten your workload

Take time to plan, prioritise & schedule activities. Remember the 80/20 rule: 80% of results come from 20% of actions. What is the 20% today? Use the 4 D's: Things I need to Do/Delay/Delegate/Dump.

3

Act rather than react

$E + R = O$ **E**vent + **R**esponse determines **O**utcome

Faced with a challenge, remember: even if you can't change the Event, (outside your control).

You choose how you Respond. Notice when stress is triggered. Breathe. Do nothing.

Be Response-Able.



4

Maintain healthy boundaries

Know your limits; what is OK and what is not ok.

Discomfort or resentment are red flags. Listen.

Be direct. Communicate from 'I'; "I need" "I can't"

Give yourself permission to be self-respectful.

5

Make meetings matter

Start with a one minute pause to focus attention.

Ban distracting devices wherever possible.

Can you walk and talk? Active people are more creative.

Keep meetings short and cancel them when unnecessary.



6

Find satisfaction in your work

Rewire the negativity bias by re-framing often.

Organise a corporate team to fundraise for a good cause.

Share lunchtimes with colleagues and have a laugh.

Do your best and remember that no-one can do more.

7

Give yourself a break!

Pause to release tension and re-energise every 60-90mins.

Leave the desk, stretch your legs, roll your shoulders.

Take deep breaths, talk/walk it out to regain perspective.

Get outside at least once a day...into nature, if possible.



8

Become your own best friend

Check in with your inner state and inner voice often.

Replace the inner critic with an inner champion ("I can").

Ask for help when you need it. Take the help given.

Stand tall. Envisage positive outcomes if you need a boost.

9

Develop a growth mindset

View challenges as opportunities for growth.

Acknowledge and embrace imperfection.

Be patient. It takes time to learn anything new.

Learn from failure. It is not permanent or personal.



10

Make a positive difference!

Show someone you value them or just say 'Thank you'.

Colleague having a bad day? Be there. Listen. No judgement.

Smile and make eye contact (we are wired to connect).

Keep a gratitude journal – appreciate all you are and have!