

MINDFULNESS

during the **WORKDAY**



Check in

Check in with yourself every few hours. Notice how you feel and how you respond to stressors. If you notice any warning signs that you're starting to enter into distress, pause and take a quick break.



Stay grounded

Every time you wash your hands, recite a short mantra or phrase to yourself to help you reset and refocus. For example, remind yourself that by doing this one simple thing, you're doing your part to keep yourself and others safe.



Breathe

If you start to feel stressed, take three deep breaths (four counts in and four counts out) and remind yourself of the intention you set at the beginning of the day.



Connect

If you need support, connect with a colleague. Asking for help is a sign of strength, not weakness.



Change your scenery

Go for a short walk, climb a flight of stairs or step outside to clear your mind.



Be present

If your mind starts to wander, take a moment to notice one thing in the room. It could be the warm smile of a colleague or the sunlight filtering in through the windows.

Review this checklist throughout the workday. Remember to give yourself moments to practice mindfulness.