



4 Tips for Practicing Mindfulness at Work

A SMARTER SOLUTION FOR A **SMARTER WORKFORCE.**



1

PAUSE BEFORE YOU START YOUR WORK

As soon as you sit at your desk, take a moment to pause and observe. Pay attention to your breath and your surroundings. Notice the small things you normally ignore—the material in your desk, the smell of your office, feel the temperature.



2

SET AN INTENTION BEFORE THE FIRST MEETING

To avoid entering a meeting with a wandering mind, take two minutes to practice mindfulness. You can do so while you're walking to the meeting. Even better, let the first two minutes of the meeting be silent, allowing everybody to arrive both physically and mentally.



3

HAVE A MINDFUL LUNCH

If you are eating lunch with others, use that opportunity to just listen to them without interrupting. Only speak if they prompt you to speak. If you are eating by yourself, then focus your entire attention on just eating, savoring every bit. Try looking at your smartphone before or after eating.



4

PREPARE FOR A MINDFUL COMMUTE HOME

As the day comes to an end and you start your commute home, for at least 5 minutes of the commute, turn off your phone, shut off the radio, and simply be. Let go of any thoughts and emotions that arise. See if you can focus only on your breath. Doing so will allow you to return home and be fully present with your family.

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