



Navigating a

Mindful Workday

a toolkit for stress reduction, engagement, and sustainability at work

Interested in establishing a daily practice? Here are some tips and tricks.



Mindfulness & Burnout
Mindfulness helps **prevent burnout**: see how you can address the three components of burnout **with mindfulness**.

Practices before Work

Follow the links for instructions and info

- [Mindful Movement](#)
- [Awareness of Breathing](#)
- [Mindful Eating](#)
- [Mindful Check-In](#)
- [3 min. Breathing Space](#)

Mindfulness before Work

A mindful workday starts before work! Time for some **morning practice** to start the day grounded and present? Can you take the time to tune into your morning meal mindfully?

Tight on time? "A little mindfulness is a lot!"



Transitioning to Work

Transitions are **opportunities to shift gears**. What helps you make a conscious transition?



Starting the Work Day

Set intentions - what do you hope to bring to this new day? An **Intention Setting Meditation** can help bring clarity. **Set realistic goals** - prioritize and leave room for the unexpected.

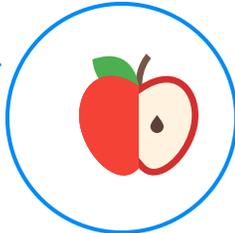
Burnout Component #1:
"A sense of ineffectiveness"
Prevention: tune into meaning and notice your accomplishments today.

"Mindfulness is the awareness that arises out of intentionally paying attention in an open, kind, and discerning way."
—Shauna Shapiro & Linda Carlson



Maintaining Mindfulness

Keep your cool by taking a **Purposeful Pause** regularly. **Minimize multi-tasking** - sometime's it's necessary; other times it's a (bad!) habit.



Taking a real lunch - away from the desk - has been shown to have **many benefits**. "Everyone deserves a lunch!" And...another opportunity for **mindful eating** - take the first few bites with full awareness.

Lunch



Practices at Work

Follow the links for instructions and info

- [Two Feet and a Breath](#)
- [STOP](#)
- [Mindful Eating](#)
- [Anchoring Meditation](#)
- [Seated Body Scan](#)
- [Mindful Walking](#)
- [Self-Compassion Break](#)



Burnout Component #3: "Exhaustion"

Prevention: prioritize your own wellness. Practice good sleep hygiene. Regular exercise. Self-care matters. Refill your cup!

Practices after Work

Follow the links for instructions and info

- [Listening Meditation](#)
- [Lying Down Body Scan](#)
- [RAIN Practice](#)
- [Soften Soothe Allow](#)
- [Loving Kindness Meditation](#)
- [Gratitude](#)



MORE MINDFULNESS RESOURCES:

[Workshops for King County Employees](#)

[Mindfulness Northwest:](#) resources, classes, retreats.



Working with Others

Relationships with others are one of our greatest sources of satisfaction....and stress!

Learning about being more **mindful in communication** helps.

Helping others can **reduce your stress** in surprising ways.

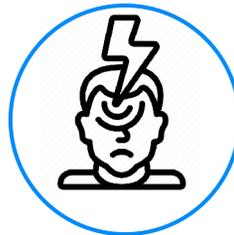
Feeling reactive? Try the **STOP Practice**.

Burnout Component #2: "Depersonalization"
Prevention: connect with the person behind the role. And try **Loving Kindness** meditation.



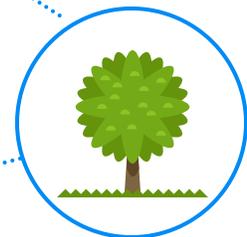
Pace Yourself

Are your expectations reasonable? Is doing your best with what you've got today enough? A seated **Body Scan** can keep you in better touch with yourself. Those regular **Purposeful Pauses** make a big difference.



Overwhelmed?

Try a **Self-Compassion Break** to tune in, remember it's not just you, and reconnect with kindness.



Transitioning Away from Work

What helps you shift gears? A walk? A stop at the park on the way home? An exercise period? Consider **Gratitude Practice**.



Done for the day!

Holding onto work stress? Having trouble making the transition to family time? Try the **RAIN Practice** for exploring what's being held, understanding it, and letting go.