



Workplace Mindfulness

5 Strategies to Integrate Mindfulness Into Your Work Place

What To Expect

- **Activity: Y-Chat Story Cards**
- **What is Mindfulness?**
- **Activity: Identify Common Non-Profit Stresses and Challenges**
- **How Does Mindfulness Relate to the Workplace?**
- **5 Mindfulness Strategies.**
- **Creation of Personal and/or Workplace Self-Care Plan.**



What Is Mindfulness?

- **Awareness of the Present Moment.**
- **Letting Go of Taking Things for Granted.**
- **Self-Regulation of Attention with an Attitude of Curiosity, Openness and Acceptance.**
- **Mindfulness is the basic human ability to be fully present, aware of where we are and what we're doing, and not overly reactive or overwhelmed by what's going on around us.**

Things to Know About Mindfulness

- **Mindfulness is not obscure or exotic.**
- **Mindfulness is not a special added thing we do.**
- **You don't need to change who you are.**
- **Mindfulness has the potential to become a transformative social phenomenon – Here's how:**
 - **Anyone can do it.**
 - **It's a way of living.**
 - **It's evidence-based.**
 - **It sparks innovation.**

- **Job stress is more strongly associated with health complaints than with financial issues or family problems.**
- **80 percent of workers feel stress on the job, and nearly half of these workers say they need help in learning how to manage stress; 42 percent say their co-workers need such help.**
- **25% view their jobs as the number one stressor in their lives.**

What do I like most about my job?

Lunch breaks and leaving

Activity:
Identify Common
Non-Profit Stresses and Challenges

Workplace Mindfulness

“Introducing mindfulness into the workplace does not prevent conflict from arising or difficult issues from coming up. But when difficult issues do arise... they are more likely to be skillfully acknowledged, held, and responded to by the group. Over time with mindfulness, we learn to develop the inner resources that will help us navigate through difficult, trying, and stressful situations with more ease, comfort, and grace.”

–Mirabai Bush

Workplace Mindfulness Benefits

Increased:

- **Overall Mental Health – Decreased Anxiety and Depression, Anger and Frustration**
- **Job Satisfaction**
- **Problem-Solving Skills, Confidence and Acceptance of Criticism**
- **Self-Compassion**
- **Ability to Perceive Experiences Objectively**
- **Emotional Self-Control**
- **Physical Well Being**

Workplace Mindfulness Benefits

Decreased:

- **Multi-Tasking**
- **Rumination**
- **Illness**
- **Burnout**

5 Mindfulness Strategies



Be Consciously Present

- **5 Minutes of Mindfulness**
- **Set an Intention for the Day**
- **Check In: What's Going on Around You**
- **Check In: What's Going on Within You**

Work The Lock: Be A Single-Tasker



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Work The Lock: Be A Single-Tasker

- **Single-Tasking:** doing one thing at a time
- **Multi-Tasking:** trying to do two or more tasks at the same time or switching back and forth between tasks
- **Pre-Plan Your Day**
- **Get a Note Pad**
- **Set An Alarm**
- **Ask Politely to Finish**

Make Stress Your Friend



Make Stress Your Friend

- **It's not stress that kills us, it's our reaction to it – Hans Seyle**
- **Stress is subjective**
- **Stress can motivate us to change habits and move us closer to our chosen dreams and aspirations**
- **If we didn't feel any stress, we might not feel compelled to act in ways that bring about conscious and meaningful change**

Eustress



- Positive
- Energises
- Generally short-term
- Can improve performance
- Believed within coping mechanisms (i.e. something we can handle)

Distress



- Generally feels unpleasant
- Often depletes energy
- Short-term or long-term
- Decreases overall performance
- Perceived outside coping mechanisms (i.e. something we cannot handle)
- Can lead to physical illness/ mental fatigue/ emotional depletion

Positive Personal Stressors



- Starting a new job voluntarily
- Receiving a promotion or raise at work
- Going on a holiday or vacation
 - Moving in to a new home
 - Learning something new
 - Retiring
- Buying a new home
- Having a child

Negative Personal Stressors



- Death of a significant person
 - Financial challenges
- Major personal injury or illness
 - Unemployment
 - Legal problems
 - Being abused or neglected
- Change in health or behaviour of a family member
 - Being fired at work

Be Thankful – Cultivate Gratitude



Be Thankful – Cultivate Gratitude

- **Work on Your Negativity Bias**
- **What's Going Well Today?**
- **Be Resilient**
- **Be Quietly Confident**
- **Celebrate Others**

Lead By Example

- **Adopt a Growth Mindset**
- **Set the Tone**
- **Incorporate Mindfulness Into Meetings**
- **Develop a Self Care Plan and Help Others To Do The Same**

Personal Self-Care

SELF-CARE IDEAS

<p>Listen to that one song. Repeat.</p> 	<p>Talk to a friend. Or pet. (Wait, those are synonyms.)</p> 	<p>Comfort food.</p> 	<p>Fold laundry. (Repetition + Productivity = calm.)</p> 
<p>Write. Or draw.</p> 	<p>Play like a kid. Silly putty, bubbles, Legos, cartoons, coloring...</p> 	<p>Make your bed. Fresh sheets!</p> 	<p>Drink cocoa by the fireplace.</p> 
<p>Look up funny memes.</p> 	<p>Compliment someone and watch their face light up.</p> 	<p>Take a shower. Better yet, soak in the tub with a magazine.</p> 	<p>Read a book. Bonus points if it has pictures.</p> 
<p>Make something without caring whether it's "good."</p> 	<p>Have a good cry, but keep it short. Use the expensive tissues.</p> 	<p>Buy yourself a smallish gift, just because.</p> 	<p>Forgive yourself for what you couldn't do today, and resolve to try again tomorrow.</p> 

@introverteddoodles

Personal Self-Care Plan

- **Develop a Healthy Sleep Routine**
- **Aim For a Healthy Diet**
- **Move Your Body: Swim, Yoga, Walking**
- **Volunteer**
- **Engage in a Non-Work Hobby**
- **Take Relaxation Seriously**
- **Meditate and/or Pray**
- **Journal and/or Check In**

Workplace Self-Care



Workplace Self-Care Plan

- **Evaluate Your Workspace**
- **Develop Professional Boundaries**
- **Take a Break**
- **Before committing to a project, assignment or committee position etc., first consider your needs and available resources, and whether it will lead to overextending yourself**
- **Engage in regular supervision or consulting with a more experienced colleague**
- **Find an Accountability Partner**
- **USE YOUR SICK, PERSONAL and VACATION DAYS**

Questions, Comments, Suggestions

Thank You