



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 is a lot"!



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

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



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.

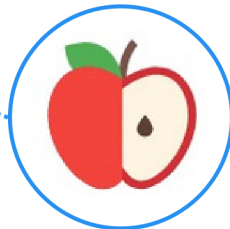
Burnout Component #1
"A sense of
ineffectiveness"
Prevention: tune into
meaning and notice your
accomplishments today.



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.



Lunch

Taking a real lunch - away from
the desk - has been shown to
have many benefits.

Another opportunity for mindful
eating - take the first few bites
with full awareness.

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](#)



"A moment of self-compassion can change your entire day. A string of such moments can change the course of your life."

— Christopher Germer

Burnout Component #3

"Exhaustion"

Prevention: prioritize your own wellness. Time for a short walk or a stretch? 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**.



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**:
tune in, remember it's not just you,
and reconnect with kindness.

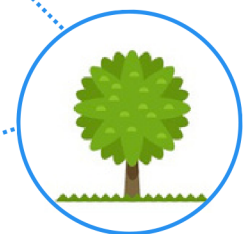


Done for the Day!

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.



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**.