

# Practising Mindfulness



Life moves quickly, and sometimes we get caught in its current. **Practising mindfulness** lifts us above the waves and back to the present moment.

This allows us to relax, reset and focus on what is happening right now.

While being mindful, we can better:

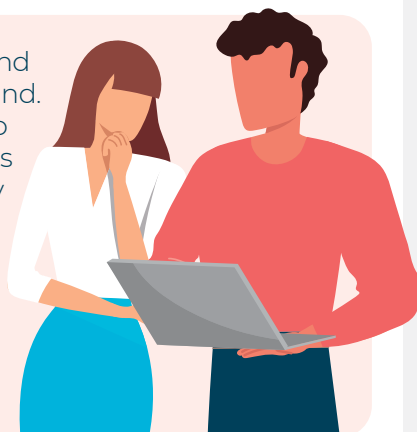
- Connect with colleagues
- Focus on a task
- Solve a problem
- Engage our creativity.



## TRY THIS MINDFULNESS EXERCISE

- 1 Get comfortable** and close or lower your eyes. This works best in a quiet place but can work anywhere (e.g. on a bus).
- 2 Breathe in** through your nose. Feel the air fill your chest and belly.
- 3 Breathe out** Focus on the air and any tension leaving your body.
- 4 Continue** by focusing on the rise and fall of your chest – let everything else go.
- 5 Observe** thoughts and experiences without judgement. Keep coming back to your breath.
- 6 Reflect** on how you feel when you finish your practice. Try to maintain that mindfulness.

Mindfulness is a quiet and undistracted state of mind. It puts us in a position to move forward with focus and purpose. This clarity helps us supercharge our productivity and have more meaningful conversations with others.



**Tip:** Schedule your mindfulness. Sometimes, the only barrier to being mindful is forgetting to practise it. Set up times in your calendar (e.g., every Monday morning or 5 minutes before a meeting). Alternatively, post a sticky note to your computer as a reminder to practise mindfulness exercises throughout the week.

## REFLECT ON THE PRACTICE

Go through the six steps above and return to this reflection.

**How do you feel right now?** *For example: My shoulders are relaxed, my chest feels larger, and my mind is clear.*

**What benefits do you see from practising mindfulness?** *For example: I sometimes get tongue-tied during all-staff meetings. Doing the breathing exercise beforehand will help me relax, filter out unnecessary thoughts, and engage in deeper conversations.*

**How will you apply mindfulness techniques to your life?** *For example: I will set up a 5-minute reminder before important meetings to give me enough time to apply a mindfulness technique.*