The Mindful Workday

1. While this video primarily focuses on a mindful workday at the office, Talent Development has included additional tips where applicable for teleworking employees to consider as well.

2. Use commute time or the time before beginning telework intentionally to arrive at or begin work calm and grounded.
   a. Finding ways to stay grounded and calm during the commute or start time before teleworking can reduce stress and improve performance.
   b. Each person should find what works for them, such as:
      i. Listening to calming music or meditations, with noise-cancelling headphones.
      ii. Using a back support pillow for the respective mode of transportation.
      iii. Purchasing a nice travel mug for tea/coffee/preferred drink.

3. A mindful work surface can be used to create a safe space where one can relax and feel refreshed.

4. Keep these things in mind when decorating/arranging a workspace (if allowed):
   a. Add objects with personal messages or meaning, such as framed pictures or quotes that provide inspiration.
   b. Use a journal, paper, crayons, colored pencils or other things for creativity.
   c. View the desk as a personal space that can house encouraging and uplifting items.

5. It’s a good idea to plan and be intentional when meeting with the supervisor one-on-one. Enter the meeting, whether virtual or in-person, with a clear mind and be centered.
   a. Schedule a 15-minute break before the meeting.
   b. Meditate, or have a cup of tea to remain calm and relaxed.
   c. Be empathetic and consider their position and what they may be dealing with that day.
   d. Discuss topics like ideal forms of communication, tracking projects, and how one prefers to give/receive feedback.

6. Learning to take breaks can improve performance and emotional well-being, as well as allows space for moments of insight.

7. Each person should find what works best for them, but try doing something outside of work for breaks.
   a. Get away from the desk, go outside, take a short walk, etc.
   b. Do something grounding and centering.
8. Treat vacations as a chance to truly separate from work. Downtime should allow one to feel refreshed, which can increase creativity. Consider the following:
   a. Being bored can be a good thing, as it can lead to creativity as well.
   b. Take a fun class or volunteer.
   c. Start a new hobby unrelated to work.

9. When going into a meeting, do so with intention. Focus on a goal or something to accomplish within the meeting, such as:
   a. Feeling more connected to the people in the room.
   b. Bringing some good ideas for the project.
   c. Practicing listening more carefully.
   d. Being more aware of the emotions of the other people.
   e. Using “I” language if something is upsetting or frustrating.

10. When setting a meeting and developing the agenda, be mindful as well. Consider the following:
    a. What is the goal of the meeting? What should be accomplished?
    b. Who needs to be there?
    c. What kind of environment would be the most positive for the meeting?

11. Set up an end of day ritual to close out the day, separate work from home life, and prepare for tomorrow. Use the commute home or time after telework to:
    a. Vent, get out any frustrations in a space away from work, or the work space.
    b. Practice gratitude, highlight things that went well.
    c. Practice centering and grounding before walking through the door or the room where teleworking takes place and leave the work and workspace behind.