

# Creating Quiet Time at Work

## Mindfulness Worksheet

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

Heart

Mind

Body

Breath

Environment

To begin this Meditation, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
- the emotions that you can associate with these visceral feelings
- the positive or negative impact of any stories you believe in regarding this topic
- the fact that many others are feeling similarly about this topic as you
- how you might feel with increased awareness around this topic
- when you can apply increased mindfulness to this topic in your day-to-day life



It is not uncommon that we entirely omit quiet mindfulness practice from the workplace.

Whether we don't feel like we have the time or the space or we are unsure of how to practice while at work, it can feel to many as though mindfulness and the workplace do not go hand in hand.

However, mindfulness is a practice that we can explore in as little as a single breath. Ideally, we would hold mindful awareness for longer than that, but we are always able to start with what is available to us.

Learning to create space for quiet time while at work can help us to reset and refresh, quieting our mind and settling our physical body so that we can best approach the tasks that await us.

If you are unsure as to how you might make space for quiet time at work, consider the following suggestions:

- Choose a time of the day to practice two minutes of mindful breathing – each and every work day. Set your alarm to ring at this time, reminding you that it is time to close your eyes and quiet down.

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- Share quiet time with your colleagues. Suggest a ten-minute Monday morning meditation practice for everyone in your workplace who is interested. Enjoy the silence together.
- Before rushing out of work at the end of the day, silence your device and begin to intuitively stretch your body. What areas feel tense or tight? Can you quiet the mind as you tend to your physical body with curiosity? Practice this for five minutes at the end of each work day.

These are just suggestions as to how you might bring quiet practice to your time at work. Each workplace is unique and so what works for you might be slightly different to the suggestions noted above. Consider how you can modify these practices so that they are practical given your work structure.

### REFLECTION QUESTIONS:

1. How much time can you set aside for quiet practice while at work? Two minutes? Ten minutes? Thirty minutes? What length of time would be most sustainable for weekly workplace practice? What about for daily practice?

2. How can you feel more supported while practicing mindfulness at work? Is there a colleague or manager you can inform about your intention to find time for quiet breaks?

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3. Set a specific goal for yourself that will encourage you to cultivate quiet time while at work. Examples of goals might include:

- Take two minute mindful breathing breaks each morning at 10am for one week.
- Practice morning meditation for ten minutes each Monday for four weeks.
- Practice mindful stretching for five minutes at the start of lunch break for two weeks.

4. It can be difficult to remember our goals and intentions. How can you set a reminder for yourself to practice?

5. Did you succeed at your goal? Was it easy or difficult? How might you modify your goal for next time? Would you benefit from a goal that is more achievable or more challenging?