

Momentum

Everyday mindfulness



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Tips for mindfulness at work

- ☑ Just breathe! Take brief breaks throughout your day to focus on each breath as it flows in and out. You'll relax and see the present more clearly.
- ☑ If you notice your mind wandering into self-criticism, fear or avoidance, just label the thought (e.g., "regretting that spat") and return to the now.
- ☑ Eating while multitasking often leads to overeating. Try unplugging and having lunch alone sometimes. Eat silently and slowly. Enjoy the taste and texture of every bite.

Being mindful: embrace the present

With ever-busy minds, most of us multitask endlessly. We strain to keep up with the urgent tasks of today, the worries about tomorrow and the regrets of yesterday. However, nonstop mental motion can cause you to miss the simple pleasures of the present. Being more mindful helps you reengage your senses, cut stress and enjoy each moment more.

You may be working on non-mindful autopilot if you've had events such as these lately:

- Forgetting what others have said during recent chats
- Not remembering today's commute
- Eating quickly at your desk without really tasting the food
- Paying more attention to your smartphone than to your family

The practice of mindfulness isn't necessarily a spiritual pursuit—it's simply being aware of your thoughts, feelings and emotions, accepting them without judgment, letting them go, and returning to the present moment. You can do this at any time.

And, using mindfulness techniques at work can boost your decision-making skills, creativity, focus, and overall productivity. Try it!

Mindfulness allows us to pause and create thoughtful, fitting responses rather than reacting emotionally to tough, stressful or otherwise challenging situations.



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The benefits of mindfulness

Slowing down and focusing on the present can bring you a surprising range of healthy results.

- Being mindful heightens your awareness of the pleasures in life as they occur. It also helps you become more engaged and effective in all your activities.
- Letting go of worries and embracing the present will quiet your mind, reduce your heart rate and lower your stress levels. Research also shows that acting with mindfulness helps reduce chronic pain, improves sleep and eases gastrointestinal problems.
- Practicing mindfulness will boost your empathy and compassion for others. In turn, it will help improve the quality of your work relationships so you can relate better and work together more effectively with colleagues.
- Being mindful helps you become more resilient when dealing with negative events.
- Mental health professionals have found that mindfulness meditation helps in the treatment of depression, substance abuse, eating disorders, couples' conflicts, anxiety disorders and obsessive-compulsive disorder.

Use mindfulness to relieve stress



Spot unhelpful thoughts

Thoughts arising in hard situations are often repeats of fear or avoidance from the past. Being mindful of the present, you can step back from nagging thoughts, recognize they're not part of your core self, and not take them literally. This helps keep your stress response from being triggered.



Listen to your body

Use mindfulness to cope with an uneasy emotion at work. Stop what you're doing and breathe deeply. Notice how and where you are feeling the emotion in your body. Reflect on its likely source (a past painful dealing, personal self-doubt, fear of rejection, etc.). Then let it go!



Resume the flow

Having calmed yourself and thrown out a recurring, unhelpful thought or emotion, you'll be better able to focus. Having offset the start of stress, you'll perform your work more ably and have a greater sense of well-being. This allows you to get back into "the zone" of positive productivity.

Additional sources: Berkely.edu, Mindful.org, The Guardian, Harvard Health.



Webinar—Learn how mindfulness can enhance your success at work. Join our webinar on Wednesday, August 8: Practicing Mindfulness in the Workplace. Register [here](#).