

# Mindfulness

*A story*

AN EXPLORATION OF HOW MINDFULNESS CAN IMPROVE YOUR DAILY LIFE

Practicing mindfulness can help reduce stress and improve our performance in the workplace.

*But do we know how to fit it in with our busy lives?*

probably not!



# What exactly

# is mindfulness?

In simple terms mindfulness is living in the moment, having an awareness of what is happening to you right now. It helps create a calm and to clear your mind, removing some of the clutter. When we practice mindfulness we are experiencing the moment with better clarity, with less of our past determining what we think and without our fears and dreams for the future influencing us to excess.

## Why should I want to be mindful?

Extensive research has demonstrated its benefit for better mental health, improving interpersonal relationships and how it can actually improve performance in the workplace. The more we practice the more we feel the benefits.



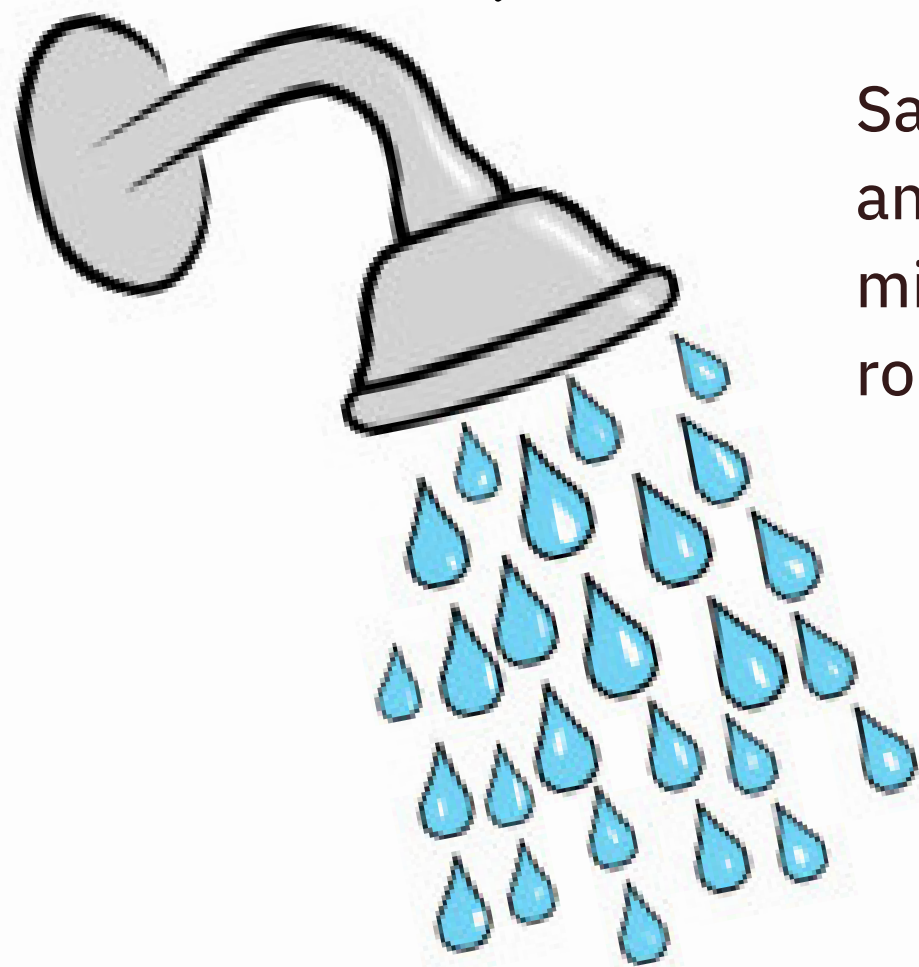
## So, let's look at a normal working day

*and find ways to improve it using mindfulness*



There is so much to do before you even start your working day. It could be getting the kids ready for school, sorting out your priorities for the day, maybe a quick email or three, childcare hiccups to sort out. Even getting yourself to work can be stressful in itself.

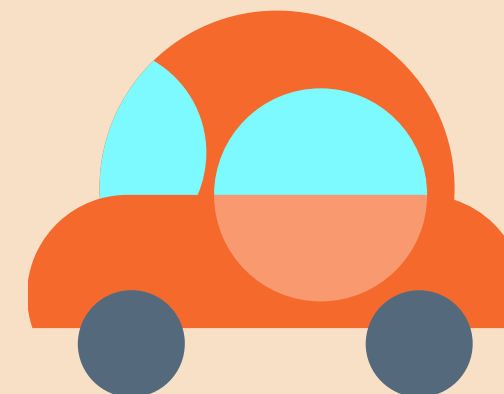
## *have a mindful shower*



Savour the moment, feel each drop of warm water as it lands on your body. Breathe deeply and steadily, listen to the sounds, smell the perfumed steam. If any thoughts, pop into your mind just park it out of the way for a moment. If you can, make this a part of your morning routine.

## *commute mindfully*

Try to rise above minor irritations and enjoy the journey if you can. Feel the benefits of arriving at your workplace relaxed and in a positive frame of mind.



# Communication

Effective communication is essential in the workplace but there are so many ways it can go awry. Luckily, there is also a lot we can do to make it more mindful. Consider these tips for more mindful conversations at work.



## Am I actually listening ...

We all do this, think about what we are going to say in response to what somebody is saying to us. In doing so, we not only risk misunderstanding what we are being told, but we also risk increased anxiety and damaging our relationships. Our minds fill in the gaps in understanding with presumptions, often negatively, we miss potentially important information and our body language may be betraying your best attempts at appearing to pay close attention.

*or waiting my turn to talk?*

## Mindful speaking ...

Consider what you are about to say, your motivation, what its impact might be and whether what you are going to say feels right. Are you speaking with expectations of certain responses and outcomes? Ask yourself too if you are distracted by what else is going on around you. Draw yourself back into the moment and be mindful about what you are about to say. Reflect on what you have said. Did you express yourself properly, was what you said understood? Then listen carefully to the response.

*Think before you speak!*



# Be fully engaged with the task *in front of you.*

Multi-tasking is the opposite of mindfulness and leads to multiple distractions, increased stress levels and unfinished work

Some tips ...

- Whatever you find yourself doing throughout your day, take a second to pause, reflect, and savour the moment
- If there are multiple distractions around you try to switch from **listening** to them to simply **hearing** them. They will still be there but you have now chosen to manage them and can get on with enjoying what you are supposed to be doing
- Accept those things you cannot change and change those that you can
- Plan your day. It can remove the worry of managing your workload



# Use technology

*mindfully*

Whilst technology provides us with many different ways of managing our workflow, it also provides us with as many sources of distraction. Becoming more mindful of how we use our technology can remove much of the stress that comes with its use.

Try these mindful technology tips:

- Use one device or app at a time
- Turn off unnecessary notifications
- Switch it off well before bedtime

Pay attention to your feeling of wellbeing and level of productivity as you become more mindful with your use of technology. Before you turn to check your social media ask yourself, 'Is my curiosity worth more than completing this task and the stress that will cause?'



“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning and focused effort.”

- Paul J. Meyer

For further information follow these links:

Leicester Safeguarding Children Partnership Board - [www.lcitylscb.org](http://www.lcitylscb.org)

Feel Better Live More - [podcasts.apple.com/gb/podcast/feel-better-live-more-with-dr-rangan-chatterjee/id1333552422](https://podcasts.apple.com/gb/podcast/feel-better-live-more-with-dr-rangan-chatterjee/id1333552422)

LSCP training - [www.lcitylscb.org/lscpb-learning-development/](http://www.lcitylscb.org/lscpb-learning-development/)

World Mental Health Day - [www.mentalhealth.org.uk/campaigns/world-mental-health-day](http://www.mentalhealth.org.uk/campaigns/world-mental-health-day)



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