

# Mindful Work

## Daily schedule

First thing in the morning:

- Get up 5 minutes earlier than usual. This creates a space for yourself.
- Find or create a calm, tidy, quiet place to practice.
- Start with say 2 minutes of stretching or yoga and some deep breaths.
- Now do at least a 3-minute practice such as mindful breathing or the body scan (we'll show you how and you can use the guided practice mp3s).
- Make an intention, and say it out loud, 3 times - for example "I will be calm and kind today".

During the day:

- Find many moments to pause, taking a few mindful breaths, to re-centre and recharge (we'll show you how).
- When stresses hit or you're feeling low or anxious, this is exactly the time to use your mindfulness practice!
- Integrate being mindfully present into mundane tasks – like mindful washing up, mindful walking down the supermarket aisle, or mindfully being stuck in traffic. Any activity is a chance to practice.
- Eat and drink mindfully (see the notes on this).
- You can do this anywhere. As long as you're alive, you can tune in to your breathing and calm down quickly.

In the evening:

- Structure in at least 5 minutes clam, quiet, undisturbed time.
- Choose a practice that suits you, but in particular try the body scan.
- Consciously let go of the stresses of the day.
- Look back and recall the positives.
- Set yourself up for a good sleep (see notes on this too).