

# Mindful Work

## Pauses & triggers

**Every moment is an opportunity to practice.** Wherever we are, and whatever we're doing, we're breathing, and our innate capacity for awareness is always switched on. This means that at any time that we choose, we can tune in to our mindfulness practice.

All we need, to practice, is *know* that we are alive, that we have a body, and that we're breathing. We don't need a special cushion, incense, music, or dimmed lights, nor do we need to be in a special place. We don't need to be in the right mood. **Right here and right now** will always do. **The only tool you need is curiosity.**

In your daily schedule, start to **introduce pauses**. This may only require 30 seconds, although 3 minutes is fantastic if you can do it. You might start with just one pause in the morning and one in the afternoon. As you observe the benefit this has, you might do it more often. If it helps, use one of our quick audio downloads and plug in the headphones.

Most of us need some kind of reminder to pause and do the practices. So try out a number of triggers and see what feels comfortable and sustainable.

For example at work, pause, even for one breath:

- *every time you put your hand on the mouse*
- *before you hit 'send' with emails (you might find yourself re-drafting in a more empathetic way)*
- *every time a new coffee or tea arrives on the desk*
- *before you turn the key to the office, home or car*
- *before you enter the meeting room*
- *before you answer back*
- *before you make a phone call*
- *every time you stand up*
- *every time you go to the loo*

Make a list of ideas, and see what works best.