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Leading Authority on  
EMOTIONAL  
WISDOM

## Being Mindful

1. Take a few minutes to be quiet with yourself. Take a few deep breaths, meditate, gaze out the window, listen to the sounds of nature, or take a slow quiet walk.
2. While you transport yourself to work, take a minute to quietly pay attention to your breathing. Gently notice where your breath begins and ends. Become aware of body tension and allow yourself to release this tension with each exhale. Lastly, rest at the end of each exhalation (before the inhalation).
3. While on your way to work, do not listen to music, read or work. Instead, be with your own sound.
4. When stopped at a red light or toll plaza pay attention to your breathing or the sky or the trees. Notice what is going on in your mind.
5. After you get to work take a few moments to orient yourself to the workplace. Notice subtle details you may have missed the day before (colors, odors, shapes, temperature, etc.).
6. At break and lunch change your environment. Take a walk, stretch, or sit quietly and breathe.
7. Stop for a few minutes every hour and focus on your breathing and bodily sensations. Consciously attempt to relax areas that are tense.
8. Use everyday clues in your environment as reminders to center yourself. For example instead of answering the phone as soon as it rings let the first ring be a signal to be mindful of yourself then answer the phone on the third or fourth ring.
9. Take some time at lunch or other moments in the workday to speak with close associates on topics that are not necessarily work related.
10. Eat one or two lunches per week in silence. Use this time to eat slowly and be with yourself.
11. At the end of the workday reflect on the day and acknowledge yourself for your accomplishments.
12. As you leave work and enter outdoors, become aware of your breath. Feel the temperature on your body and accept this experience without judgment. Listen to the sounds. Slow down; Mindfully walk without rushing.
13. During your transition home, sit quietly and simply **be**. What does being *feel* like?
14. Before you enter your home, take a few breaths. Enter your home quietly and well centered.
15. Once you arrive home, say hello to each of your family members or to the people you live near. Take a moment to look into their eyes. Then find a moment to be quiet with yourself. If you live alone, feel what it is like to enter the quietness of your home.