

Mindfulness in the Workplace

- ❖ Make time in the morning for some meditation or quietness. Sit or lie down and be with yourself. Gaze out the window, listen to sounds of nature or take a slow, quiet walk, even if it's only for 10 minutes.
- ❖ While you are stopped at a red light, or waiting for the bus/train, take a minute to pay attention to your breathing:
 - Try the **4-4-8 exercise**:
 - 4 seconds inhale
 - 4 seconds hold your breath
 - 8 seconds exhale
 - Become aware of any body tension, e.g. hands wrapped tightly around the steering wheel, shoulder raised, stomach tight, if standing, do a posture check. Consciously let yourself release and dissolve that tension.
- ❖ Decide not to listen to or check your phone, even for 5 minutes. Try to just “*be with yourself.*”
- ❖ While at your desk or workstation, decide to “*stop*” for 1-3 minutes every hour. Pay attention to bodily sensations and tension levels, and consciously attempt to relax and let go of excess tension, letting go of the tightness in various parts of your body.
- ❖ Set an intention to get up from your desk every hour, and walk down the hall or around the building. Focus on your steps, your posture, your breathing, and let your mind destress for 2-5 minutes.
- ❖ At lunch, close the door and take some time to consciously relax. If you are working in a shared space, try to leave the area for at least 15 minutes and go outside to get some fresh air.
- ❖ Choose to eat one or more lunches per week in silence without the distractions of a computer, phone or people.
- ❖ After work, take a moment to sit quietly. Allow yourself to consciously make the transition from work to beginning to go home. Take a moment to simply be.
- ❖ Change out of your work clothes when you get home. Lie down or sit quietly for 5-10 minutes before doing anything. Pay attention to your breathing. Try the 4-4-8 exercise again. Let go of the day and come into the present moment.



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