

MINDFULNESS

“THE ABILITY TO CALMLY ACKNOWLEDGE THINGS AS THEY REALLY ARE
WHILST BEING TRULY AWARE OF THE PRESENT MOMENT”

WHY BE MINDFUL?

- ▶ Cope better with stress
- ▶ Improve your wellbeing
- ▶ Boost team unity
- ▶ Stay focused on the task at hand
- ▶ Become aware of mental roadblocks

HOW CAN WE BE MORE MINDFUL?



- 1 Spend a few minutes tuning in to the moment
Become aware of your thoughts
Think about the task at hand
Let go of what you don’t need
- 2 Listen carefully to what’s being said
Process the information
Reply thoughtfully
- 3 Be open, don’t cross your arms
No arms on heads
Maintain eye contact
- 4 Don’t swear
Don’t be aggressive in your communication style
Avoid raising your voice
- 5 Don’t rush
Chew your food slowly
Pay attention to taste and flavours
- 6 Get some air
Take a short break if you feel too stressed
- 7 Everybody has the right to be heard
Listen to alternative opinions
Your role and title doesn’t mean you have the best ideas
- 8 Is it **T**True
Is it **H**elpful
Is it **I**nspiring
Is it **N**ecessary
Is it **K**ind
- 9 The past is the past, don’t dwell on it
Stay focused and in the now

5-4-3-2-1

GROUNDING TECHNIQUE

FEELING OVERLOADED AND OVERWHELMED?

This countdown method will help to **fire up and clear** your mind.



Find 5 things
you can **see** around you.



Find 4 things
you can **touch** around you.



Find 3 things
you can **hear** around you.



Find 2 things
you can **smell** around you.



Find 1 thing
you can **taste**.