

### MINDFUL BREATHING

Start your day at work with 5 mindful breaths while you wait for your computer screen to come to life. Focus on each breath as you breathe in, and breathe out.



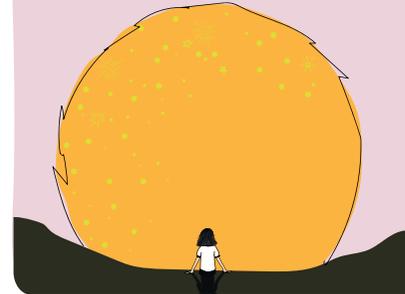
### REALLY ENJOY YOUR USUAL CUPPA

Take your time, notice the smell, the texture and the taste of every sip. Try to relish this experience instead of rushing through it.



### NOTICE NOURISHING EXPERIENCES

During your day, take notice of any nourishing experiences you have; be it sunshine on your face, birds chirping outside, a friendly chat with a colleague, or the smell of your favourite beverage.



### NOTICE DEPLETING EXPERIENCES

This is not to ruin your mood, but try to notice how many unpleasant instances you come across during your day. We often unknowingly get stressed by these daily happenings, while not even really noticing them. See if you can turn them into nourishing experiences – for example, if it's the drive to work that drains you, try a different route or set out earlier.



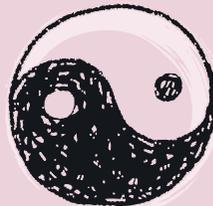
### TAKE A BREAK

Stretch or go for a walk. Get some fresh air, even if it's for a short while. All these things really help to refresh and reset your mind.



### LEARN TO SAY 'NO'

We sometimes commit to more than we can manage. This ends up with us being stressed and not being able to give 100% to the task at hand. It's alright to say no sometimes and focus more on the tasks you can handle efficiently.



### MINIMISE DISTRACTIONS

Switch off as many distractions as you can – mobile phone, emails, etc. so you can focus on a single task at hand. Trying to multi-task only takes longer, as you lose time and focus while switching between tasks. It may help to set aside a fixed amount of time for activities like checking emails, social media, etc.



### PRACTICE YOUR FAVOURITE KIND OF MEDITATION

Try to squeeze in your favourite kind of meditation, or try a new one in your work day if possible. You don't have to restrict yourself to meditation practices. For some people, sweating it out at the gym or a run in the park can be equally as effective as a sitting meditation can be for others.

