

A TOOLKIT FOR PROFESSIONALS
MINDFULNESS AT WORK

Overcoming Distractions



Accomplishing tasks is difficult when we're distracted - but remaining focused, the opposite of being distracted, is easier said than done. Without mindfulness, distractions can pull us in any number of directions. Cultivating mindfulness helps us keep our wandering mind on track.

DID YOU KNOW?

According to one study, people spend 46.9% of their waking hours thinking about something other than what they are presently doing.

QUICK TIPS FOR OVERCOMING DISTRACTION

- At the beginning of each work day, write down 3-5 goals. Place these somewhere where you can always see them.
- When you find you are distracted at work, put away whatever is distracting you. Close your eyes and take 10 mindful breaths. Return to the task at hand.
- Be mindful of what distracts you. Is it primarily your phone? Your personal email? A co-worker? How might you better set up your workspace to avoid these distractions?
- Schedule more frequent short breaks into your day. This can help reset your energy, attention span, and concentration.

A MINDFULNESS EXERCISE FOR FOCUS:

- Set a timer for 5 minutes, increase this length over time.
- Sit comfortably in a quiet place, close your eyes, and observe your breath.
- For the next 5 minutes, let breath be the primary anchor for your attention.
- It is natural for the mind to wander. When it does, note it by silently stating, "**distraction**." Then, return to breath awareness.
- Continue to note mental distractions by non-judgementally labeling them this way until your timer rings.
- Overtime, can notice distractions sooner, or return to the breath more quickly?

"The power of mind are like the sun. When they are concentrated, they illumine" - Swami Viveknanda