

A TOOLKIT FOR PROFESSIONALS MINDFULNESS AT WORK

Breathing While Emailing

DID YOU KNOW?

When a top researcher at Microsoft realized she had a habit of holding her breath while checking email, she wondered if others did too. After observing 200 people for over 6 months she found 80% had what she called email **apnea: the habit of temporarily suspending one's breath when engaged with a screen.**

Interruptions to breathing contribute to stress and stress-related disease. Shallow breathing, breath-holding or hyperventilating, all of which were observed in the study, activate a 'fight or flight' response, aggravate physical pain, interrupt memory and the learning process, and contribute to sleeplessness and depression.

If you're feeling fatigued or stressed at work, how's your breathing?

5 WAYS TO BREATHE BETTER WHILE EMAILING

1 SIT UP TALL

An ergonomic workstation encourages good posture, which promotes steady breathing.

2 PRACTICE MINDFULNESS

Before opening email, set an intention to observe your breath with non-judgmental curiosity.

3 CEASE MULTITASKING

Check email intentionally. Set boundaries regarding how often you open your inbox.

4 SLOW DOWN

Notice if you feel rushed or hurried. Question what you label as urgent. Take three slow breaths before sending a reply.

5 START A DAILY BREATH PRACTICE

Observe your breath for 3-5 minutes each morning, and you'll find it easier to breathe mindfully during the day.



MINDFULNESS
EXERCISES

MindfulnessExercises.com