

A TOOLKIT FOR PROFESSIONALS
MINDFULNESS AT WORK

Mindful Time Management



TIME MANAGEMENT TIPS:

- Identify present - moment priorities
- Do one thing at a time
- Take breaks when needed
- Be mindful of what distracts you
- Identify small goals within larger projects and work towards them
- Know your limits, learn to say no when needed

PRACTICING MINDFUL TIME MANAGEMENT:

Mindful time management invites us to notice what distracts us and what our personal limits are.

- Begin each day with 5 minutes of mindful breathing. Observe what it feels like to pause and slow down.
- Before starting work, identify your priorities. Which is of highest importance today?
- Make a schedule that honors your limits. Once it's written out, begin your daily tasks.
- When stressed, overwhelmed, or distracted, pause and inquire:
 - What is happening in my body at this moment?
 - What is the state of my mind and where is my attention?
 - Is there something I need right now, such as 5 minutes outdoors or some device-free time?
- Check in as often as needed to increase focus, inner stability, energy, and presence.

“He who every morning plans the transactions of that day and follows that plan carries a thread that will guide him through the labyrinth of the most busy life.”

- Victor Hugo