

# 3 EXERCISES FOR MORE CALMNESS IN YOUR WORKDAY.

## Optimize your own mental health.

The more you practice being 'mindfully present,' the greater opportunity you give yourself to strengthen your mental health. Mindful choices often equal better choices for yourself.



### **Get in a good mood on purpose.**

What makes you really happy?

Write down 3 good things,

e.g., over 5 workdays here in November.

Result = 15 positive experiences that give you energy/joy.



### **Active listening.**

Thoughts can easily drift during conversations. Instead of formulating your response while your colleague is still speaking, try to be present in the moment.

This will help you absorb more information and also improve your workplace relationships.



### **A minute of calm at your desk.**

The 4-7-8 method. A simple and effective breathing exercise:

- Inhale slowly through your nose for 4 seconds
- Hold your breath for 7 seconds
- Exhale through your mouth for 8 seconds.