



MINDFULNESS TIPS FOR THE WORKPLACE

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Why Practise Mindfulness in the Workplace?



- ❑ An average office worker can only focus for 11 minutes without distraction.
- ❑ Those distractions equate to a 20% decrease in performance.
- ❑ 25% of workers take time off due to stress.
- ❑ Mental ill-health is the leading cause of sick leave.
- ❑ Stress-related workers' compensation claims have doubled.

“It is clear that the cost of ignoring the problem is far greater than the cost of developing and implementing strategies to create a safe and healthy workplace.”

The Australian Human Rights Commission

Fortune 500 organisations such as Google, Nike, and Apple implement mindfulness practices in their employee development. These practices help increase performance, productivity, job satisfaction, employee retention, and workplace safety, whilst decreasing stress, burnout, leave, and turnover.

Employee and leadership mindfulness training programs reduce anxiety, emotional exhaustion, reactivity, and rumination. They also improve empathy, cohesion, co-worker relationships, concentration, cognition, and work-life balance.



What is Mindfulness?



Mindfulness is about:

- ❑ Being present in the moment and paying attention to our day-to-day experiences - rather than focussing on the past or the future, which can cause anxiety and depression.
- ❑ Observing our senses, thoughts, and emotions without judgement – which helps cultivate peace and acceptance.
- ❑ Becoming more self-aware by noticing our internal thoughts, feelings, emotions, and the way we respond to them - enabling more thoughtful choices, decisions, and actions and greater compassion and empathy for others.

Meditation is a mental discipline that requires concentration and is a formal way to practise mindfulness. You don't have to meditate to be mindful, but you do need to be mindful to meditate.

Mindfulness meditation uses attention regulation techniques such as focussing on our breathing, senses, or body sensations to train our minds to be present. Put simply it:

- ❑ Gives a busy or distracted mind something to focus on - enabling a state of calm and clarity.
- ❑ Weakens the brain's stress signal, enabling more thoughtful responses to challenges.
- ❑ Brings the body back into a state of rest and recovery – enabling it to perform optimally.

mindfulness

The Benefits of Mindfulness



There are three core areas where implementing Mindfulness practices in the workplace can benefit not just the employee but the organisation as a whole.

1. Relationships

Positive relationships between employees, their peers, and their customers can affect a company's productivity, profile, and profitability. Practising mindfulness in the workplace cultivates:

- Greater empathy and compassion - for everyone from colleagues and management to suppliers and customers.
- Less reactivity - to criticism, challenges, and day-to-day work stress and pressures.
- Greater confidence in participation, collaboration, and sharing – opening up to new possibilities and creativity.





2. Wellbeing

Practising mindfulness has been proven to:

- Reduce feelings of anxiety and stress - by teaching us to be present and not worrying about the past or the future.
- Develop greater self-awareness and the ability to recognise stress and triggers – enabling us to respond more thoughtfully to challenges and build resilience.
- Reduce overthinking – which aids everything from sleep quality to personal relationships.
- Increase life enjoyment and contentment – equating to happier employees and less burnout and turnover.





3. Performance

How we process information affects our behaviour and emotions. Practising mindfulness develops greater clarity and focus as we learn to still the mind chatter and focus on just what we are doing in the moment. This promotes greater productivity as well as skills such as:

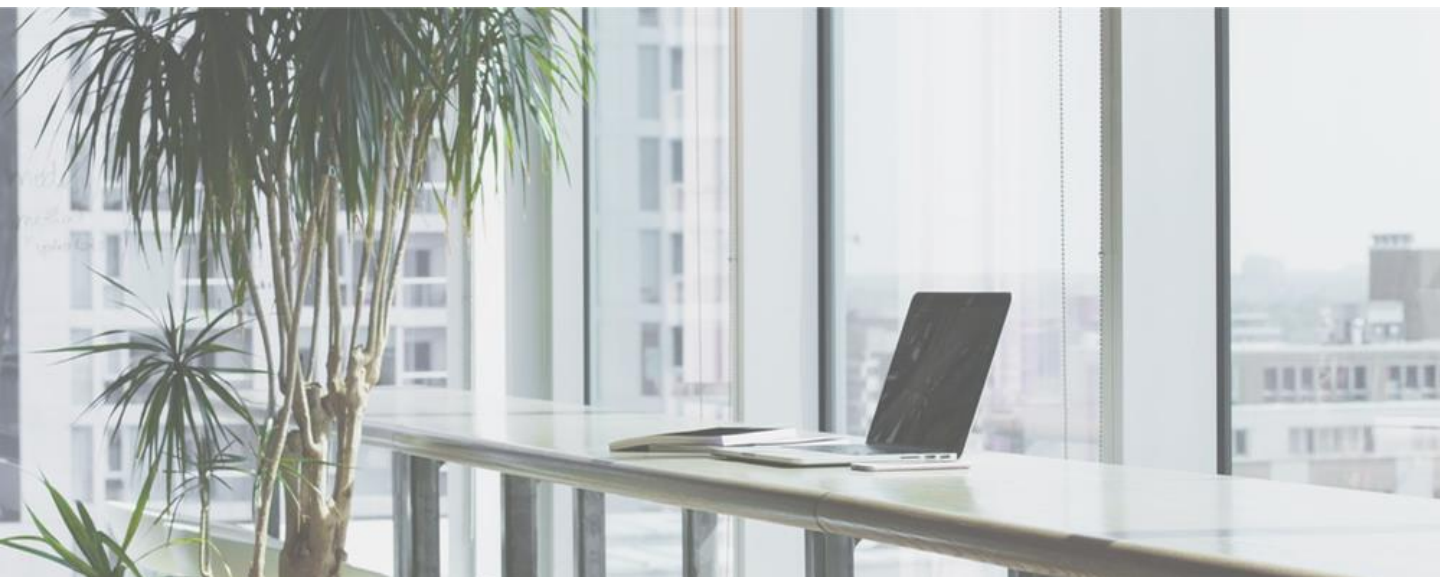
- Decision making and problem-solving
- Creative thinking
- Flexibility and adaptability
- Relationship building
- Workplace safety
- Customer service



Workplace Mindfulness Tips



1. Start your day by writing a to-do list – keep it achievable and things that need to be done that day only. This can reduce feelings of overwhelm and increase focus and clarity.
2. Stop trying to multitask – close all those tabs and focus on one thing at a time. You will be so much more efficient and productive.
3. Don't eat at your desk on autopilot while doing other things – take your lunch outside and eat it mindfully. This boosts your digestion, concentration, and mood.
4. Schedule regular breaks – get up and stretch to relieve muscle tension and increase focus.
5. Observe your colleagues – connect with someone to see how they are feeling. This can create empathy, compassion, and workplace happiness.
6. Get yourself a plant – bring some nature into your office (plus natural sunlight if possible). The colour green promotes calm and relaxation. You can reduce sick days and increase creativity by having one plant per square metre in your office space.
7. Clean your workspace at the end of the day – you will start your next day clear and refreshed. It also gives the impression to other colleagues and visitors that you are organised and professional.



Workplace Mindfulness Tips



8. Turn off your notifications (like new email alerts) – they interrupt your flow.
9. Don't take devices to meetings – bring your full attention. This also encourages participation and engagement.
10. Listen with your full attention during conversations – to clients, colleagues, suppliers, etc. Ask questions to clarify what you have heard. Mindful listening increases trust, connection, communication, and efficiency.
11. Unsubscribe from newsletters – decluttered email = decluttered mind.
12. Set an intention at the beginning of the day – this helps you feel a sense of achievement at the end of the day.
13. Hire a qualified and experienced mindfulness educator to run a mindfulness workshop or program for your workplace.





Mindfulness training can be tailored to all industries and demographics and schedules.

Introduction to Mindfulness Workshop

- 90min or 3 hour options
- Theme tailored to your needs, e.g. managing stress, increasing focus, relaxation
- Workbooks for each attendee
- Face to face or online options available

Mindfulness Training Program

- 5 x 75 minute weekly or fortnightly sessions (program and session duration can be shortened or lengthened to suit your organisation's schedule)
- Sessions include managing stress, increasing focus and productivity, improving general wellbeing, managing thoughts, and developing emotional intelligence
- Workbooks for each attendee
- Access to online coaching program and meditation library
- Face to face or online options available

Contact Michelle on 0438 915 830 or michelle@meditationsunshinecoast.com.au to discuss your objectives and obtain a proposal.

Mindfulness Facilitator



Michelle Eckles is trained and qualified in mindfulness and meditation, having trained with the Australian Centre for Mindfulness and Meditation, the Gawler Foundation, and Monash University.

Michelle has a corporate background, having worked in the finance sector and events industry. She has managed events for high-profile speakers such as Brene Brown, Malala Yousafzai, Simon Sinek, Jim Collins, and the Obamas. She understands high-pressure roles, work-related stress, and the impact it can have on your health and relationships.

Michelle credits her mindfulness meditation practice for the high level of productivity, organisation, and communication skills required for her role as an events manager and the ability to remain focussed and calm throughout. She enjoys bringing the practical applications of mindfulness and meditation to the workplace to demonstrate the profound mental, emotional and physical benefits it can have in your day-to-day life. Her mindfulness meditation practice has also helped her gain calm, clarity, and connection in her role as a mother and carer.

Michelle also facilitates mindfulness meditation programs on behalf of Mindfulness Works Australia. And she is one of the Sunshine Coast Council's Join the Movement (Healthy Sunshine Coast) providers, running community classes once a month at the botanic gardens.

Michelle holds a current blue card, first aid certificate, and insurance and is a member of the Meditation Association of Australia and mindful.org. You can find her on various channels:

- [Website](#)
- [Facebook page](#)
- [Instagram page](#)
- [YouTube channel](#)
- [Linked in](#)
- [Insight timer app](#)
- [Teachable school](#)



To receive a free copy of Michelle's Quick Guide to Mindfulness Meditation, [subscribe to her newsletter](#).