

**At-a-glance:****Creating a mindful work environment****What is mindfulness?**

Mindfulness is a state of active, open attention to the present. This state is described as observing one's thoughts and feelings without judging them as good or bad. Its benefits include lowering stress levels, reducing harmful ruminating, and protecting against depression and anxiety. In addition, mindfulness may lead to:<sup>1</sup>

- Improved sleep
- Enhanced memory, concentration and perception
- A healthier immune system
- Increased levels of happiness and compassion
- Improved alertness and ability to focus

**Why is mindfulness important in the workplace?**

In our fast-paced, competitive, and often stressful work environments, it's easy to get overwhelmed by deadlines, meetings, and an abundance of communication. This constant state of busyness and multi-tasking can lead to burnout, decreased productivity, and strained relationships with colleagues. Fortunately, mindfulness is a simple yet powerful practice that can help you navigate workplace challenges with greater resilience and foster a more positive and productive work environment for yourself and for your colleagues.<sup>2</sup>

**How to implement mindfulness strategies at the worksite****1. Communicate mindfully**

Communication is key to any work culture. You can encourage mindful communication among your employees by creating a safe and respectful space for feedback, dialogue, and collaboration.

**2. Foster a learning mindset**

A mindful work culture is one that values learning and growth, not perfection and performance.

**3. Promote well-being**

A mindful work culture is one that cares about the well-being of its employees, not just their productivity and output. To promote well-being, you can offer flexible work arrangements and

encourage breaks to allow employees to re-energize and refuel. You can also encourage employees to declutter their workspaces and take breaks from technology.

**4. Integrate mindfulness practices**

A mindful work culture is one that integrates mindfulness practices into its daily operations, not just as an occasional activity. You can offer mindfulness training, workshops, or coaching to help them learn the basics and benefits of mindfulness. You can also introduce mindfulness practices such as mindful meetings, mindful emails, or mindful breaks to help them apply mindfulness to their work tasks.<sup>3</sup>

1. Psychology today <https://www.psychologytoday.com/us/basics/mindfulness> October 2024. Accessed October 2024.

2. Calm <https://www.calm.com/blog/mindfulness-at-work>. January 2024. Accessed October 2024.

3. LinkedIn <https://www.linkedin.com/advice/1/what-some-best-practices-creating-mindful-work-culture> May 2023. Accessed October 2024.