



# Mindful@Work

## Exercises

## week 1 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

### **The exercises**

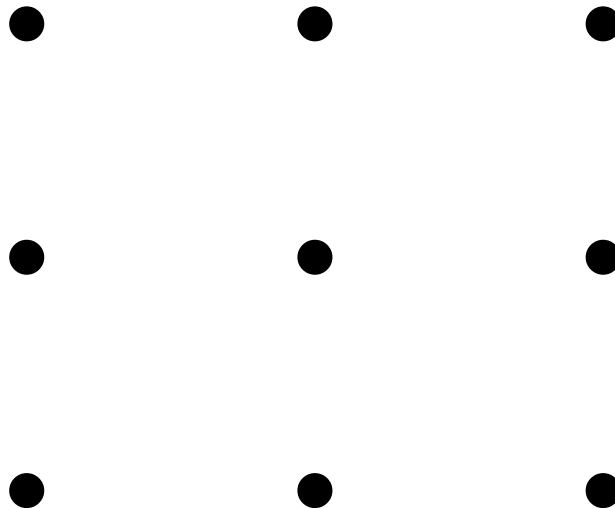
What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know? Or do you have a question you definitely want to ask?

## invitation exercise 1

Connect these dots with four straight lines without taking your pencil off the page in one continuous movement.



## week 1 after the first session



Take the first step in faith.  
You don't have to see the whole staircase,  
just take the first step.  
Dr. Martin Luther King Jr.

### PRACTISING AT HOME

Mindfulness is a training course in the true sense of the word. Our mind often keeps going: 'First do this! Now this is really important. Just finish this. Perhaps I can meditate later.' If we do not consciously decide to make time we will continue to postpone it and we will not practise.

**The first exercise in this course involves making time for yourself.**

Agree with yourself how much time to make. However if you make a commitment then it is good to respect it for at least a week. **Enter the mindfulness exercises as an appointment with yourself in your diary.** It is a vital part of your wellbeing and nurtures your quality of life. Examine the effect it has on you after one week.

Below **we suggest** a number of mindfulness exercises and provide exercise materials. We wish you a great deal of courage on your journey...

#### 1. The body scan: daily for 6 days.

Don't expect anything in particular, let go of all your expectations. You don't have to change anything. Let your experiences be your experiences. Don't judge them. Just carry on. Make notes on your feedback sheet.

Your findings will be discussed next week as part of the lesson. You can find this exercise on the MP3 player. It lasts approximately 45 minutes. However for this series of training sessions you can also use the shorter body scan (23 minutes).

#### 2. When are you absent in the workplace?

Consider this question this week. Be aware of moments that you are physically present but when your thoughts are elsewhere.

#### 3. Mindfulness in everyday life

When you eat, do so with complete awareness (just like in the raisin exercise). Try and can eat the first mouthful of each meal with awareness this week.

Choose one activity in your daily life that you will perform this week with full awareness. Have the conscious intention of being aware every moment, just as in the exercise with the raisin.

Examples: getting up, brushing your teeth, taking a shower, getting dressed, driving, shopping etc. Know that you are doing it while you are doing it. Record your findings related to these activities on your feedback sheet.

## TIPS TO BE MINDFUL ON A DAILY BASIS

**(Choose one tip that you will definitely follow)**

**Tip 1 :** before you go to sleep focus on your breathing for a moment. Observe your breathing for a couple of minutes.

**Tip 2:** focus on your breathing several times a day.

**Tip 3:** if the car / train / bicycle stops... view it as an invitation to stop for a while.

## week 2 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

### **The exercises**

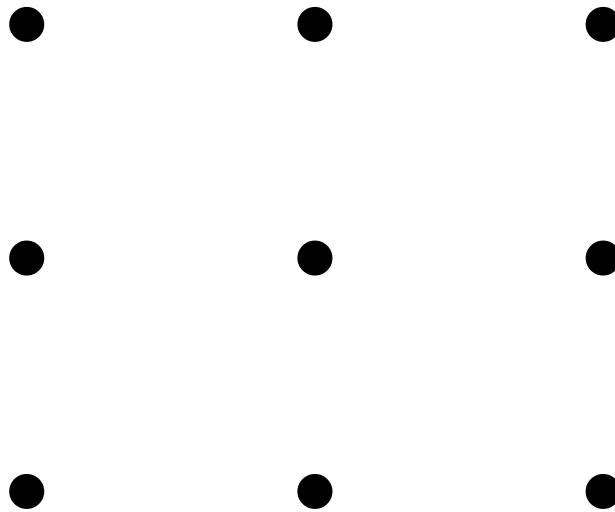
What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know? Or do you have a question you definitely want to ask?

## invitation exercise 2

Connect these 'dots' with three straight lines without lifting your pencil off the paper.



## calendar of pleasant experiences

Be aware of a pleasant event when it occurs.

Use the following exercises to focus your awareness on the details of the experience.

What was the experience?	Were you aware of the pleasant feelings when the event was occurring? (yes / no )	Which physical sensations are present? (include the location)	Which emotions are associated with this event?	Which thoughts are associated with this event?	Which thoughts are now going through your mind as you write?
<b>DAY 1</b>					
<b>DAY 2</b>					
<b>DAY 3</b>					
<b>DAY 4</b>					
<b>DAY 5</b>					



**fridge**

**DO NOT JUDGE  
PATIENCE  
TRUST  
BEGINNERS MIND  
DON'T STREAVE  
ACCEPTANCE  
LETTING TO**

## week 2 exercises on the go

### **Going to work aware - 1 minute**

When: Just before you leave for work

Where: When leaving home

How: Just before you leave home, stand still for a moment. Observe your body's posture. Observe your feet, legs, trunk and arms. How do you feel now? Stressed or relaxed? Is your breathing deep or superficial? How does your stomach feel? Are you still here in the moment or are you already sitting in the car (on the bicycle, bus, train etc.)

### **Mental Lunch Break – 3 minutes**

When: Before lunch

Where: The place you are going to have lunch

How: Instead of eating automatically and unaware, be still for a moment before your meal. Observe that you are sitting, the parts of your body that come into contact with the chair, your legs, your feet. Observe your breathing. Allow yourself to relax. Take a few minutes for you. Say to yourself: I breathe in and I am aware I am sitting, I breathe out and I relax. Now consciously eat the first mouthful of your meal. Enjoy!

### **Consciously round off the day - 3 minutes**

When: At the end of the workday

Where: Before going home, at work or in the car

How: Think about the pleasant and unpleasant experiences with which you were confronted. What do you observe in your body? Take a moment to reflect on your mood. Round off the day in awareness. Take a moment to reflect on what you want to do tomorrow. Make a list if you like. Stretch, shake your arms

## after session 2

●●  
If you are new to practice  
it's important to realize that  
simply to sit on that  
cushion for fifteen minutes  
is a victory.  
Charlotte Joko Beck

### 1. Focusing on breathing, every day

This is a new meditation for this week. This exercise focuses on concentration. The exercise lasts 20 minutes and is performed sitting down. You can find this exercise on [audio.itam.be](https://audio.itam.be)

A shorter version is also available for this series that lasts just 10 minutes.

Ideally you could perform the breathing focus in the morning and the (shorter) body scan in the evening.

Record your reactions on the feedback sheet.

### 2. Body scan, every day

In the context of making and maintaining contact with the body we recommend that you definitely continue this exercise this week. **If you don't have enough time preferably opt for this exercise.**

Record your reactions on the feedback sheet.

### 3. Calendar of pleasant activities

View this exercise as an opportunity for obtaining more of an insight into your thoughts, emotions and sensations.

The exercise will provide you with an insight into how you cope with pleasant experiences. Devote adequate time to this exercise; it is a vital part of the next meeting.

### 4. Mindfulness during the day

Informal exercise

Select one daily routine activity per day and perform it consciously with attention. You can select one of the many activities that you perform in a day: getting up, cleaning your teeth, taking a shower, stuck in traffic, waiting for your PC to start up, waiting during a meeting and reading e-mails, etc.

## TIPS TO BE MINDFUL EVERY DAY

(Choose one tip that you will definitely follow)

### Tip 1

When you wake up early in the morning, take three conscious breaths before getting out of bed.

### Tip 2

Make a conscious decision to read e-mails. Observe that you are reading on automatic pilot and take one conscious breath.

### Tip 3

Be aware of tension in your body during the day. Use your breathing to better observe the tension. Breathe in the tension and when you exhale, let it go.

## week 3 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

### **The exercises**

What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know? Or do you have a question you definitely want to ask?

## calendar of unpleasant experiences

Be aware of a unpleasant event when it occurs.

Use the following exercises to focus your awareness on the details of the experience.

What was the experience?	Were you aware of the pleasant feelings when the event was occurring? (yes / no )	Which physical sensations are present? (include the location)	Which emotions are associated with this event?	Which thoughts are associated with this event?	Which thoughts are now going through your mind as you write?
<b>DAY 1</b>					
<b>DAY 2</b>					
<b>DAY 3</b>					
<b>DAY 4</b>					
<b>DAY 5</b>					

## week 3 exercise options for session 3

### 1. Practise the yoga session several times

Write down your reactions on your feedback sheet.

### 2. Practise sitting meditation: sounds and physical sensations

Write down your reactions on your feedback sheet. If you don't have enough time it is advisable to perform this exercise.

### 3. Practise the 3-minute breathing space, 3 times a day.

Decide in advance when you are going to do it. Write it down on your feedback sheet by circling 'BS'.

### 4. Complete your calendar of unpleasant experiences

Use this as an opportunity to be more aware of your thoughts, feelings and physical sensations when they occur.

Note them down in detail as soon as you can. This will allow you to become aware of which unpleasant activities disturb your balance.

### 5. Examine your stress awareness

This week, observe your stress signs a few times. Explore thoughts, emotions and physical sensations.

## TIPS TO BE MINDFUL ON A DAILY BASIS

(Choose one tip that you will definitely follow)

### Tip 1

When you hear the telephone ring, take a few moments to examine your stress level. Be aware of 'listening' and 'hearing' and only then answer the telephone.

### Tip 2

When you hear the telephone, train or a car, be fully available for the sound by stopping for a moment.

### Tip 3

During your daily activities at work - such as during a meeting, contact with a client, during a telephone conversation or a discussion - continue to devote attention to your thoughts, emotions and sensations.

## week 4 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

### **The exercises**

What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know? Or do you have a question you definitely want to ask?



## calendar of stressful conversations

Be aware of stressful conversations as they happen.

Use the following exercises to focus your awareness on the details of the experience.

What was the experience?	Were you aware of the pleasant feelings when the event was occurring? (yes / no )	Which physical sensations are present? (include the location)	Which emotions are associated with this event?	Which thoughts are associated with this event?	Which thoughts are now going through your mind as you write?
<b>DAY 1</b>					
<b>DAY 2</b>					
<b>DAY 3</b>					
<b>DAY 4</b>					
<b>DAY 5</b>					

## week 4 possible exercises to practise at home

**1. This week, practise the 3rd sitting meditation: thoughts, emotions and moods. Do this 6 times a week.**  
Record your reactions on the homework sheet.

**2. Continue to practise the body scan or yoga 2 or 3 times**  
Record your reactions on the homework sheet.

**3. 'The three-minute breathing space'**

a. Three times a day at established intervals. Circle 'BS'. Record your comments and difficulties.

b. Each time you experience an unpleasant feeling. We call this the three-minute coping breathing space. Cross 'O' each time you do this. Use the 'being hooked' document to make notes.

**4. Experiment with the walking meditation before and/or after the sitting meditation**

You can also practise this exercise at a faster pace, on your way from one room to another or after parking the car in the car park. You can then walk to your workplace being aware of doing so. If you stay conscious of the body's movement you incorporate attention moments. Record your reactions on the homework sheet.

### TIPS TO BE MINDFUL EVERY DAY

(Select one tip that you will definitely follow on a daily basis)

**Tip 1**

Each time you change position from sitting to standing, be aware of it.

**Tip 2**

If you have to wait for something or someone, do you feel impatient? If so, focus on your breathing. Also be aware of how your body feels.

**Tip 3**

Occasionally ask yourself: "Am I passing myself by or am I present in my life?"

## week 5 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

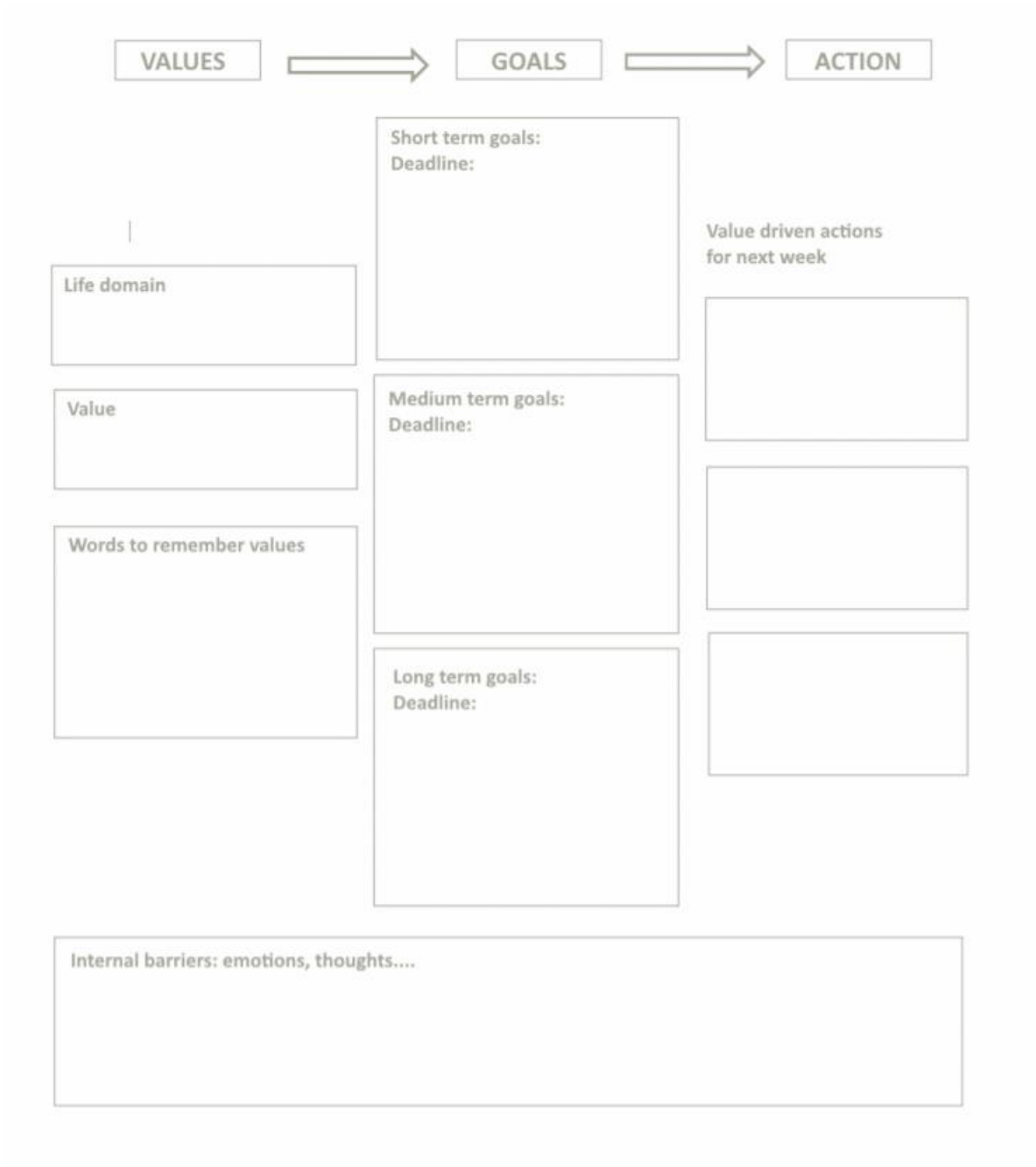
### **The exercises**

What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know? Or do you have a question you definitely want to ask?

# value driven action



## week 5 exercises

### EXERCISE OPTIONS

#### 1. Sitting meditation, integration: daily

Record your reactions on the homework sheet as well as practising these meditations. 10, 20 or 30-minute meditations

2. **Yoga and/or body scan:** 2 to 3 times a week You could also alternate: 1 day yoga, 1 day body scan, etc.

#### 3. Three-minute breathing space

Regularly, 3 times a day. Record this by circling 'BS'. Write down your reactions - As well as the 'coping' meditation in combination with ACT. Record your reactions and difficulties on your homework sheet.

#### 4. Walking meditation or stretching (5 to 20 minutes a day)

You can perform the walking meditation formally or informally.

#### 5. Stressful communication

Complete the 'stressful communication' sheet for three conversations.

### EXERCISE - ENERGY

What (who) costs you energy - what (who) gives you energy?

1. What is positive for me? Run through a typical day. What gives you the feeling that you live and are present in the moment (plus activities)?

Place a '+' behind the activities you want to devote more time to in your life.

2. What depletes my energy? Which activities reduce my quality of life? What makes me feel worse?  
(minus activities)

## TIPS FOR BEING MINDFUL

(Select at least one tip that you are going to follow regularly)

### Tip 1

Sleep issues or agitation? Lie or sit down and use the 5-4-3-2-1-method. Begin by listing 5 things you can see in this room, then 4, 3, 2, 1. Continue with things you can hear, smell, feel and taste.

### Tip 2

Be aware of the impulses you experience during a conversation.

Are you able to listen without agreeing or disagreeing, without assessing it to be good or bad?

### Tip 3

Experiment on the motorway: drive 5km an hour below the speed limit and observe what happens (physically).

## week 6 weekly feedback form

To allow us - you and your trainer - a better insight on how you experience the training, we propose this evaluation form. We would like to ask you to reflect on the past week every evening before the session. Writing this down will help you to be more intensely engaged while practicing and to find out which exercises work for you.

### **Your experience**

Describe the moments that are worth mentioning - surprising, challenging perhaps, enlightening, confusing.

### **The exercises**

What formal and informal exercises did you partake in? Have you found any that have pleased you so far?

### **The training**

How did this week go? Is there anything you think your trainer should know?

## awareness sheet for stressful conversations

Instruction: Be aware of stressful conversations while they are taking place during the course of the next week. Later on note down the details of your experiences during the three conversations.

Describe the conversation. With whom? About what? How did the problem arise?	What was your communication style? And that of the other person?	What was your intention? What was the result?	What was the other person's goal? Was he/she satisfied?	How did you feel during and after? Physically? Emotionally? Can you make room for it?	Is it now solved? How would you approach it next time?



## week 6 a last few tips

It essentially involves devoting attention to what you do while you are doing it. :)

1. Start your day with a meditation. Every period lasting between 5 and 60 minutes is beneficial.
2. Take a peaceful walk and listen to the sounds around you.
3. Focus on your breathing while you sit in the car.
4. While you are driving: is there tension in your shoulders, hands, is your stomach in knots? How are you holding the steering wheel? Are you working on 'letting go'? How does it feel to be relaxed?
5. Decide to switch off the radio for a change (in the car, at the office, etc.) and devote more attention to what you are doing.
6. Try for once to drive in the right-hand lane on the motorway.
7. Observe the impact driving 5 km/hour below the permitted speed limit has on you.
8. Focus on your breathing and physical sensations each time you come to a standstill (red light, traffic jam, waiting, etc.)
9. Park the car a little further away and be aware when walking to your workplace. You could try a fast walking meditation.
10. When you are sitting at your desk, when you are in a meeting or when you are waiting etc. Pay attention to your physical sensations and your breathing. Relieve tension(s).
11. When you take a break, make sure you do. Sometimes a 'coffee break' causes more stress than relaxation. Try and go outside for a little while, go for a 5' walk, perform a breathing space (in the toilets if necessary), and devote attention to what is happening from one moment to the next.
12. Use a picture of your workplace to remind yourself to be attentive. A symbol is enough.
13. Decide to stop for one minute, three times a day during your workday. Be aware of your breathing and your body. Give yourself space to unwind and refocus.
14. Use everyday signs in your environment as a reminder to centre yourself and refocus. When the telephone rings, the mobile phone sounds, while waiting for the computer to start up, etc.
15. Be aware of signs of stress. Consider the possibility of taking conscious action.