



A REMINDER TO BE MINDFUL: TIPS FOR MENTAL WELLBEING IN THE WORKPLACE

KELSEY DENNEHY
OPERATIONS MANAGER, OFFICE OF THE REGISTRAR AND SCO
STEVENS INSTITUTE OF TECHNOLOGY

LET'S KICK THINGS OFF...

On a sheet of paper or in a Notes app on your phone, identify the following:

- 3-5 "daily hassles" (common annoyances or strains of daily life)
- 3-5 "daily uplifts" (positive experiences that make you happy)

Once you have identified your own personal hassles/uplifts, share with your small group to outline any similarities or themes.

WHAT IS MINDFULNESS, ANYWAY?

Mindfulness is the **basic human ability** to be fully present, aware of where we are and what we're doing, and **not overly reactive or overwhelmed** by what's going on around us.

"An awareness arising from paying attention, on purpose, in the present moment, without judgement." - Jon Kabat-Zinn, PhD

***Intention
Attention
Attitude***

PRACTICE *INTENTION* WITH ACTIVE LISTENING

Active Listening a way of listening and responding to another person that improves mutual understanding.

Tips for active listening:

- **Focus on your body language.** Maintain eye contact and avoid turning away from the person who is speaking. Nodding, smiling and shaking your head at appropriate times also signals attentiveness.
- **Listen first, then speak.** Try not to think about your response before they've finished talking. Let the other person complete their points before assuming you have the answer. If needed, take a pause before starting to speak.
- **Avoid distractions.** Aim to provide the other party with your full attention for the duration of the conversation. Glancing at your phone or computer screen can signal that you are disengaged.

FOCUS YOUR *ATTENTION* ON THE PRESENT

Focusing on the task at hand allows us to complete tasks fully before moving on (I know ... it can be tough!)

Let Tools Work for You

Project Management tools, such as **Trello** or **Monday.com**, can make a huge difference in how we organize our work. Find a platform or system that works for you and use it to plan out your tasks.

This Applies to After Hours, Too!

Just like we should aim to stay present in our work, we should also remember that a time always comes to unplug. Use your commute home to wind down from the workday and allow yourself to turn-off until the next day!

Trello Board Example (Trello.com)

The screenshot shows a Trello board interface with a dark blue header and a background image of a forest. The board is organized into three columns:

- IDEAS**:
 - Route Log Documents for all WD requests
 - + Add a card
- Monday 3/20/2023**:
 - Run Incoming Transcript Queries
 - Finalize Orientation Schedule (meeting on 3/22)
 - Finalize Student Worker Schedule
 - + Add a card
- PENDING**:
 - submit POs (waiting for approval)
 - schedule final meeting for registration (waiting on availability from faculty)
 - + Add a card

Navigation and utility elements include: "Trello" logo, "Workspaces", "Recent", "Starred", "Templates", "Create", "Search", "Power-Ups", "Automation", "Filter", "Share", and "Add another list" button.

UNDERSTANDING *ATTITUDE* THROUGH THE SECOND ARROW METAPHOR

The First Arrow: losing a loved one, stressors at work, personal failures, illness, etc.

The Second Arrow: anger, frustration, judgement (towards ourselves or others)

“In life, we can’t always control the first arrow. However, the second arrow is our reaction to the first. The second arrow is optional.”

SMALL TIPS TO IMPLEMENT MINDFULNESS

Take regular breaks (the work will be there when you come back!)

Disable popup notifications

Categorize your tasks and utilize your calendar

“Slow down to speed up”

Make the most of your commute

Listen to understand, not to respond

Remember, mindfulness is about *practice, not perfection*. Be patient with yourself!

6-MINUTE MIDDAY RECHARGE

Short, guided meditations are an excellent mindfulness resource in the workplace. While it can take time, working to clear your mind for a few minutes during the workday can re-energize you and allow for a healthier headspace.

Resources:

- Calm
- Headspace
- Healthy Minds Program





THANK YOU!

Kelsey Dennehy
Operations Manager, Office of the Registrar and SCO
Stevens Institute of Technology
kdennehy1@stevens.edu