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| 1. **NAME** of the resource / tool
 | **Daily Mindfulness Practices** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This list of practices can be used to help individuals identify mindfulness practices that suit them best and can easily be incorporated into daily schedules. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Kara Coleman developed this list based on the following sources:* *5-Minute Mindfulness: Simple Daily Shortcuts to Transform Your Life*
* *Breathe, Mama, Breathe: 5-Minute Mindfulness for Busy Moms*
* *The Mindfulness Journal*
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| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | The worksheet can be used as:To support individual practice at home or work.Shared as part of a facilitated mindfulness training to support reflection about building a personal practice and practicing mindfulness throughout the day. |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | This list can be particularly beneficial for beginning practitioners of mindfulness who are starting to explore different ways to cultivate peace of mind, calm and emotional well-being on a daily basis. It also helps illustrate that there are many different and relatable ways to be mindful beyond just meditating. |

***The following practice tips will help you continue to develop your mindfulness skills.***

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|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:download.jpg | **Journal:** Write down how you want to “show up” for the day. Write it down on a note card, put it in your pocket, and periodically check in with yourself, “How am I doing?” At the end of the day, journal about how your day went.  |
| Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:download.png | **Prepare:** Take a few minutes to prepare yourself for an upcoming meeting. This will help you be more proactive (versus reactive) in how you engage. By simply preparing for a potential conversation, you will be able to remain more grounded and calm. Plus, you might even get a better night’s sleep before a challenging situation.  |
|   Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Choose learning and curiosity over judging:** This will help keep your emotions, body language, energy level, and mind-set positive, enabling you to “show up” in a more thoughtful versus reactive mode. Take the balcony view: Be a third-party observer in your own conversation. That way, you’ll be able to have a bit of distance and remain grounded and calm.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.png | **Get grounded:** Feel your feet on the floor, breathe, and count to three. Hit the pause button: Avoid blurting out the first thing that comes into your mind. Instead, take a moment to breathe and think about your response.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Stop multitasking:** Think you’re doing a good job at juggling everything? You’re only kidding yourself if you think you’re doing a good job at anything, if you aren’t giving it your full attention.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Center yourself several times a day:** As you jump from meeting to meeting in the course of a day, periodically remind yourself to take a deep breath and focus on the present moment. You’ll become more centered and less distracted.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Get physical:** Jog, walk, swim, dance, or try yoga. Find some form of enjoyable, energizing exercise that enables you to clear your head and get perspective.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.png | **Renew on a daily basis:** Engage in energy-replenishing activities, such as listening to music, painting, reading, praying, or spending time with friends and family.  |

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|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:aami7-53-512.png | **Establish a consistent daily routine.** Don’t wait until you’re burnt out; it’s tough to binge renew.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.png | **Get a good night’s sleep:** Sleep reduces stress, restores brain function, and is important to self-control, memory, attention, learning, and problem solving.  |
|   Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Power off your cell phone before and after bedtime:** Give yourself the gift of time off from answering to other people by turning off your phone for a set period of time before bed— and in bed— as well as on the weekends. If you can’t turn your phone off for an extended period, at least find small blocks of time where you can choose to go offline.  |
| Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:download.jpg | **Appreciate what you have:** Keeping track of what you’re happy and grateful for will help you maintain better perspective, boost your mood, and lower your levels of the stress hormone cortisol. This is also an excellent practice to do before bed.  |
|   Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.jpg | **Do a small good deed:** Whether you help an elderly person cross a busy street or hold the elevator door for a frazzled coworker, you will remember what it feels like to be the kind and considerate person you are when you’re not in a hurry.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:download.jpg | **Cut back on coffee:** Caffeine is a powerful drug that triggers the release of adrenaline. Increased levels of adrenaline lead to stress and anxiety because they spur a fight-or-flight response.  |
|  Macintosh HD:private:var:folders:p_:zxw1y9nn0cs8zsc0d148fj840000gn:T:TemporaryItems:images.png | **Take a break:** If you lose your objectivity or become triggered, ask to take a five-minute coffee (decaf!) or bathroom break. Use it to center yourself by reminding yourself of how you want to “show up”.  |