

A LITTLE GUIDE TO MINDFULNESS



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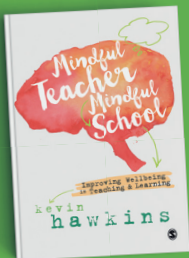
I hope this little book of mindfulness tips can help remind you to take a breath, be kind to yourself and just do the best you can with this moment.

Best wishes for the journey ahead!

Kevin Hawkins

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1.



NAME IT, OWN IT, ACCEPT IT

Feeling tense, nervous, confused, foggy, out of sorts, irritable or angry? The single most important thing you can do is to inwardly acknowledge and accept this feeling – it may not be how you want to be right now, but it is already here. So try to name it, own it and accept it before moving on. Take comfort in knowing feelings change, and this will pass.

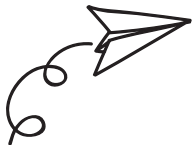
2.

TAKE A BREATH!



Notice the in-breath, notice the out-breath. Say to yourself “in”, “out”, as the breath enters and leaves the body. Just try to stay with the breath cycle as it is for a few moments. By taking this moment to really be with your breath you may start to feel a little calmer.

3.



A TO-DO LIST NEVER ENDS

Learn to accept that your To-Do List will never be finished... really accepting this may encourage you to prioritize tasks and also to be more deliberate about doing something for yourself during each day.

4.



TAKE A MINDFUL MOMENT EVERY MORNING

For example, if you normally drink tea or coffee in the morning, consider using this time to simply sit and sense, enjoying the experience of drinking rather than reading the paper or planning your day while you drink.

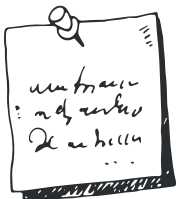
5.

REDUCE SOCIAL MEDIA OVERLOAD



Try to leave emails and social media for specific periods during the day rather than a continual, compulsive checking activity.

6.



USE MINDFUL REMINDERS TO HELP YOU THROUGHOUT THE DAY

A reminder on your phone, a sticky-note on your computer or even a small picture can be reminders to slow down and take a breath.

7.



BE KIND TO YOURSELF

Kindness is a key element of mindfulness so practice being kind to yourself and don't beat yourself up if things don't work out as you hoped or planned. We all tend to notice the negative more easily than the positive, so learn to reflect on the successes of your day as well as the things that could be improved.

8.



CULTIVATE A MINDFULNESS ROUTINE

Mindful awareness activities may be simple but they are not necessarily easy to incorporate into your day. Setting intentions and renewing them daily can help in establishing new routines.