



# Your Mindful Working Day

with Dr. Sandra McCutcheon

Take a little inspiration from our Head of Mindfulness, Dr. Sands, as she shares her blueprint for a more mindful working day. You can find the relevant sessions over in the hub.

## Dr. Sands' top tip

Remember, creating habits take time and it's best to start small. The biggest mistake I see is people trying to do too much too quickly, and it becomes impossible to maintain!

So use this document as inspiration – choose one or two things you'd like to try and stick at it for a few weeks. Then when you feel comfortable, maybe add another session in (or two if it feels right!)

## Some final thoughts from Dr. Sands...

This blueprint isn't just about the specific mindfulness practices I do throughout the day, but rather finding a 'flow' in how I live and work.

So at the beginning of the day, it's all about setting my purpose and intentions for the day ahead: how do I want to show up today? Then it's about doing the things that help me focus, perform at my best and sustain my energy, right to the end of work. And then it's about resting, rounding up and settling down, to bring the day to a close.

This helps to shift mindfulness from something that needs 'doing' to a way of 'being'. But as with anything, this takes practice! So planning your day out and using our sessions as a guide will provide an excellent starting point in your mindfulness journey.

<p>🕒 07:00 WAKING UP</p> <h3>Welcome to Your Day</h3> <p>A chance to connect to your breath, set your intentions and start your day in the right way.</p> <p>“ Gaining a little headspace and clarity first thing on a morning helps me to focus for the day ahead.</p>	<p>🕒 09:00 STARTING WORK</p> <h3>3 Breaths for Focus</h3> <p>A short, practical session to hone your attention, sharpen your focus and prepare you for a productive day at work.</p> <p>“ It's important to do the practical things, like putting your phone on silent and setting a timer, as well as using the breath to settle into work-mode. I love this session.</p>	<p>🕒 11:30 MORNING BREAK</p> <h3>Hug Your Mug: Mindful Tea Break</h3> <p>A chance to take a short pause from the busy-ness of the working day, to mindfully enjoy a refreshing drink.</p> <p>“ Even when I'm at my desk, I make a deliberate choice to take a few mindful sips of my tea, to ground myself in the present and re-energise my focus.</p>
<p>🕒 13:00 LUNCHTIME</p> <h3>Mindful Eating</h3> <p>Connect with your food in a different way and savour the tastes, aromas and textures that you might not have noticed before.</p> <p>“ Having a proper lunch break (away from my desk!) is really important for my performance, and doing this mindfully helps me to savour every mouthful.</p>	<p>🕒 14:00 BACK TO WORK</p> <h3>3 Breaths for Focus</h3> <p>A chance to refocus and reconnect to the breath before the afternoon begins.</p> <p>“ These three breaths help me throughout the day, not just in the morning. I also like to switch up my environment in the afternoons, to help keep the brain and a body a little more fresh and agile.</p>	<p>🕒 16:30 AFTERNOON BREAK</p> <h3>Energising Walk</h3> <p>Beat the afternoon slump with an energising walk, to help get the blood pumping and oxygen flowing around your body.</p> <p>“ It's absolutely necessary for me to move mid-afternoon, as I start to notice my energy levels dipping. This energising walk is just the thing I need, especially if I didn't get chance to go out at lunch!</p>
<p>🕒 18:30 FINISHING WORK</p> <h3>End Your Day Better</h3> <p>A chance to celebrate those everyday wins and take the time to acknowledge the effort you've put in.</p> <p>“ I always take a few minutes at the end of the day to reflect on what's gone well, or even what's been tricky, usually as I travel home. As well as giving me a little boost, it helps me to draw a line under the working day.</p>	<p>🕒 EVENING RESTING</p> <h3>Rest and Recuperation</h3> <p>Rest and recuperation are important for overall levels of wellbeing, so take the time to do something for yourself (whatever that might be).</p> <p>“ In the evenings, it's all about setting clear and healthy boundaries, and making sure I do one thing each day that I enjoy. Whether that's going to an exercise class or catching up on TV, it doesn't matter what it is... it just matters that I do it!</p>	<p>🕒 23:00 GOING TO SLEEP</p> <h3>Body Scan for Sleep</h3> <p>A soothing session to help your mind slow down and drift into a deep, restorative sleep.</p> <p>“ When my mind is busy and whirring with thoughts, this is my go-to session. I don't often get to the end though, because I'm already asleep by then!</p>