



## Three Breaths

*Micropractice of Focused Attention*

### **What:**

A practice of taking three mindful breaths that can help you to refresh, to be more present, to get off of autopilot, to make a choice about what to do next.

### **How:**

Take three breaths.

- First breath: Complete yet gentle attention to the process of breathing
- Second breath: Let the body relax
- Third breath: Ask, "what's most important now?"

### **When:**

- Before an important conversation
- When you feel triggered by something
- Before you transition from being at work to being home
- When you have the urge to check your phone or social media



## Minute to Arrive

*Micropractice for teams to be present*

### **What:**

A practice for groups to support becoming present and focused. This can be a useful tool when starting a meeting at work, or whenever you begin a new work task with others.

### **How:**

Pause before you begin a meeting or group activity and invite everyone to take 1-minute to focus attention on the breath, allowing the body and mind to settle and focus on what you are about to begin.

### **When:**

- Before a meeting at work
- Before starting a new task



## Noting

### *Micropractice of Open Awareness*

**What:**

This is a practice that helps you get unstuck from a thought or an emotion. When we get stuck in this way, sometimes the best thing we can do is notice, name it or identify what it is, let it be and not continue to ruminate on it, and just breathe. Thoughts and emotions tend to "self-liberate" in this process.

**How:**

When you become aware of a thought or emotion that feels stuck or feels like it may be getting in the way of you being able to focus, remember this phrase to use in the moment: "Notice to name it, let it be, and just breathe." Perhaps you're procrastinating on a task at work. Take a moment to check in with yourself to see if you can identify what the thought or emotion is that is getting in your way. Perhaps you don't know how to do what you're supposed to do. Notice that thought is there, name it by saying "I don't know what to do," accept that this thought is happening, and take a deep breath. Then see how the practice of noting shifts your experience.

**When:**

- When feeling stuck on a project at work
- When feeling tension or friction with another person
- Feeling uncertain or overwhelmed
- When feeling disconnected from others



## Head, Body, Heart Check-in

*Micropractice of Body Scan*

### **What:**

This practice is focused specifically on creating a moment of higher-resolution self-awareness. This can be useful before presentations or important conversations when you need to quickly discern what kind of mental and emotional state you're in and how to best proceed.

### **How:**

Take three breaths, at your own pace. Each breath is a reminder to 'scan' one area of the body.

- On the first breath, check in with your head, what thoughts are present?
- On the second breath, the body, representing emotions, intuitions, or "gut feelings." What emotions are present?
- On the third breath, the heart, representing values or intentions. What's important right now? What do I hope to create in this next moment?

### **When:**

- Relaxing tension in the body mid-day
- When you're feeling frustrated in a meeting, to clarify "what's going on for me right now?" and find a path forward
- To fall asleep.





## Acceptance

*Micropractice of Self-Compassion*

### **What:**

This is a portable compassion practice, which you can do whenever you feel distressed throughout the day. You can do it in "stealth" mode even in the middle of a conversation. It's a phrase to repeat while breathing in and breathing out: "Breathing in, I do my best; breathing out, I let go of the rest."

### **How:**

Say the words "Breathing in, I do my best; breathing out, I let go of the rest" as you inhale, and importantly, see what it's like to feel the feeling behind the words. Try that for 30 seconds. If you'd like, you can keep your eyes fully open but resting down towards the ground, to get a sense that this is something you can do in the midst of work and conversations.

### **When:**

- Feeling self-doubt before a presentation
- When something unexpectedly goes wrong
- When dealing with difficult people



## Hands on Chair

*Micropractice for staying aligned with our motivations*

### **What:**

Hands on Chair is an integrated practice that helps us stay aligned to our motivations each day. It's a quick action that serves as a reminder to connect with an intention or goal. As you do this over time, it can also be a reminder for you to spend some time journaling about what is your highest intention.

### **How:**

When you sit down for a meeting with someone, touch the fabric of the chair. As you do, let the feeling of your hand on the chair be a mental cue to remember what your highest intention is for how you show up with others. Simply touch the fabric of the chair you're sitting in, and remember one intention or value that you have.

### **When:**

- Before negotiations
- Before 1:1 meetings
- When talking with significant other



## Shift to Connection

*Micropractice of Seeing Similarities and Offering Kindness*

### **What:**

This practice is done over the course of three breaths, its focus is on restoring a sense of connection with others.

### **How:**

Bring to mind someone in your life. This could be a family member or partner, someone you work with, or anyone else you want to feel more connection with.

When you have that person in mind, take three mindful breaths:

- In the first breath, settle the mind
- Second, see a fundamental human similarity
- Third, offer kindness

### **When:**

- Working with people who are different from you
- Ongoing practice to build sense of goodwill towards co-workers, friends
- Before a difficult conversation



## Ask, “What could be of service?”

*Micropractice of Compassion*

### **What:**

A compassion practice that invites us to be open-minded, and to have some humility. It's not about "figuring things out," but about listening for a wise response. You may not come up with a clear action on any single time you ask; but if you stay with the question, you're likely to find different answers.

**How:** In moments where someone is experiencing difficulty, ask yourself "what would be of service?" Then pay attention to what arises in response to that question. This question is simple and powerful, and can be asked many times throughout the day.

### **When:**

- When someone you know is experiencing difficulty
- When you feel stuck on something and uncertain how to proceed
- When you see someone in need of support