

# Reducing Workplace Stress With Mindfulness

**Time required:** 2 minutes (as needed)

## How to Take a Mindful Pause

Taking an intentional 2-minute pause can help you face difficult decisions, overcome challenges, or simply refocus your attention on an important task. You can do this at your desk when you're overwhelmed, before a meeting you're anxious about, or in the morning when you know it's going to be a high-stress work day.



You can repeat this exercise as needed throughout the day. If you find it helpful, consider starting or ending every day with a mindful pause.

For more information please visit [malvernbh.com](https://malvernbh.com)

### Pause.

Completely stop whatever you're doing at the moment.



### Breathe.

Close your eyes and take a few slow deep breaths.



### Observe.

Notice your body, your thoughts, and your emotions.



### Name.

Don't try to explain or tell a story about these sensations, just name them.



### Proceed.

Open your eyes and continue with the task you were doing.