

MINDFULNESS INTEGRATED PRACTICES

A set of integrated mindfulness and emotional intelligence practices that you can do as you are moving through your daily routines. These practices are short and portable, and don't take much time. They are practices on how we approach things and help us to cultivate our presence and being emotionally balanced.

For each of them we have included its purpose, how the practice works and some examples on when to use it. We hope that you enjoy this toolkit and that becomes a valuable resource for you.

1. Three conscious breaths



Purpose:

Centering yourself by creating a state of mental clarity and emotional balance by being more present and getting out of autopilot to make a choice about what to do next.

Description:

Take three conscious breaths:

- First breath, pay full attention to your breath
- Second breath, relax your body
- Third breath, ask yourself: What is most important now?

When to use:

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

2. Head, body, heart check-in



Purpose:

To check in on your mental and emotional state in order to increase your self-awareness

Description:

This is similar to the 3 conscious breaths practice but is focused specifically on creating a moment of higher-resolution self awareness. It works like this: you 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 is important right now?
Having checked in with • myself, how do I hope to show up in the next moment?

When to use:

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.

3. STOP



Purpose:

Be able to create a space that allows us to respond rather than react to a stressful situation.

Description:

During this process, you try to explore what's going on with objective curiosity so that you can determine the best path forward for you. This is how it looks like:

1. Stop. Recognize that strong emotions are present, or that you need to create a moment of space. Just stop.
2. Take a breath. Just one breath will shift attention to your body to calm you. This is known as the sacred pause.
3. Observe. Investigate what you're experiencing with your body, your emotions and your thoughts. What is going on?
4. Proceed. If this is a challenging moment, what a wise action be?

When to use:

Any situation where you can feel triggered, for example in personal relationships, talking with demanding customers, receiving feedback or criticism.

4. Shift to connection



Purpose:

To cultivate empathy by identifying similarities with others and offering kindness

Description:

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

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

When to use:

- Working with people who are different from you
- Ongoing practice to build a sense of goodwill towards coworkers and friends
- Shift to connection before a difficult conversation