



“The Coronavirus Pandemic has shaken the world. We’ve received a wake-up call not a nudge and things will never be the same as they were before. A new normal will evolve and settle and during this new evolution and settling, we will all need to maintain balance, perspective and a sense of self in all aspects of our lives – So, here’s some ideas that may help...”

10 Top Tips To Help Get Your Work & Home Life Into Balance – And It’s Never Been More Important than Today!

Work Life

- **Be. Here. Now.** Focus on your breath – Some of those **22,000** you breathe in and out every day – Give your full *Attention* to the task – Avoid **multi-tasking** and losing focus – Remember we rarely give anything our full *Attention* – On average we only do so around **40%** of the time, whilst **47%** of the time we are thinking about something else, rather than focusing on what we are actually doing
- **Take Regular Mindful coffee breaks.** With some of those deep breaths notice your surroundings – Then pay some *Attention* to how you feel – Let your thoughts come and go without judgement. Be aware of that cup of coffee in your hand – The warmth of the cup, it’s aroma and the taste as you take your first sip
- **Use Mindful Post-Its.** Write on each a daily affirmation, or a reminder e.g. ‘*Today I will... consciously pause and consider before I respond*’ and place these where you can see them around your work area
- **Have A Pre-Meeting Or Video Or Conference Call Stretch.** Stand-up straight, feet placed hip-distance apart – Lift your hands, palms facing forward and open and expand your chest – Then with even more of those deep breaths allow yourself to become aware of your stance, your physical presence and your open-body posture, &, enjoy the liberating feeling of fully stretching-out
- **Be a Mindful Listener.** Really listen to what is being said – Give your full *Attention* to the present moment and tune into the pitch, nuances and the “*song beneath the words*”; &

Home Life

- **Limit screen time.** On average it's become routine to spend **+9 hours** a day on some form of screen, laptop, tablet or mobile device – That's more than many of us spend asleep each night – And the habit catches us before we know it – Recent figures suggest that the average three-year-old is already spending around **3 hours** a day with a screen – Whilst a child aged between 12 and 15 spends over **1092 minutes** on their **phone** in the course of a week – Undoubtedly food for thought, although understandably difficult to act upon during a period of confinement – So, one for the future
- **Eat Mindfully.** Don't just automatically eat, make it a meditative experience instead – Savour and enjoy the aroma, appearance, texture and taste of each mouthful – Chew slowly and set a rhythm for your body by eating at the same times each day, whilst giving the digestive system time to rest by fasting for 5-6 hours between meals – Also be Mindful where you eat – Make the meal about the food (& the company), so keep the table clear of everything but the flatware, plates, eating utensils and the food – **No** TV, phones, laptops, tablets, books, papers or mail
- **Set a Step Challenge.** At the moment you may only be able to walk around your garden, or the block, or just circumnavigate your balcony or terrace – At least one person has completed a half marathon going back and forth across their 4 meter balcony – That's over 10,000 times back and forth, but that won't be everybody's cup of tea – When you can walk though start counting your steps to help you stay in the moment – And become aware of your pace, keeping it measured and constant – Remember to breathe and don't forget to take time to feel good about yourself, because however you do it the more you walk the fitter you'll become and positive mental and physical health go hand-in-hand
- **Keep a Gratitude Journal.** As soon as you can simply write down **three things** that make you feel grateful on a daily basis and they can be drawn from any area of your life – Remember **Gratitude precedes happiness** and each time you make an entry remember to focus on that Mindful breath, & finally
- **Drive a different route.** When you are able to drive freely again don't just drive from A to B not remembering how you got there – This just means your mind is wandering and the gates are open to myriad conflicting thoughts – Stuff to worry or fret about – Trivial stuff that gets in the way of more important stuff – So, surprise yourself & choose a new, or different route – Pay **Attention** to whatever passes you by & try a mini-breathing exercise during hold-ups, by concentrating on your breathing, focusing on each breath-in and each breath out, and then pick a colour and give yourself one point for each vehicle in the right hue

