

MAY 2025

MINDFULNESS: Simple Daily Habits

Mindfulness

Simple Daily Habits

Small moments can make a big difference. Incorporate these quick and effective mindfulness practices into your daily routine to realize how the simple act of connecting to the present can enhance focus, improve productivity, and better manage personal and professional responsibilities.

1. Do one thing at a time

Go from “to-do” to “done” more quickly and accurately by eliminating distractions and focusing all your energy on a single task.

- Prioritize tasks by importance and break complex projects into smaller, more attainable steps
- Close unnecessary browser tabs, apps, and windows and silence phone notifications

Benefits: Sharpens concentration, boosts efficiency, and reduces mental fatigue

2. Take a breather

Use this simple exercise between tasks to reset your heart rate and clear out mental clutter.

- Spend five minutes focused entirely on your breath
- Take slow, deep breaths, observing each inhale and exhale

Benefits: Calms and refreshes the mind, improves attention, and sustains productivity

3. Perform an internal inventory

Pause periodically to intentionally take note of your thoughts, emotions, physical sensations, and surroundings without judgment.

- Ask yourself, “*What am I doing right now?*” and “*How do I feel?*” then gently redirect your focus
- Stretch, relax, hydrate, or modify your activities if needed

Benefits: Enhances self-awareness, prompts self-care, and helps realign priorities

4. Acknowledge and appreciate

Make time for daily reflection and keep a log of your mindfulness progress.

- Write down who and what you’re grateful for each day, even if it’s as simple as good weather or a productive meeting
- Describe your emotional states and changes in focus, including observations about progress and areas for continued growth

Benefits: Reinforces positivity, deepens self-awareness, and strengthens mindfulness practice

For more guidance or to request additional resources, reach out to your Employee Assistance Program. Counselors are available 24 hours a day, seven days a week to provide confidential, expert support and personalized referrals for your specific needs.

24 HOURS A DAY

800-222-0364

[FOH4You.com](https://www.foh4you.com)

The Employee Assistance Program is a voluntary and confidential employee benefit available to eligible federal employees at no cost.