

START VOHERE YOU ARE.



A mindfulness guide for bringing healthy choices to life.

Mindfulness 101 **Engaging** All Senses PG. PG. 15-25 4-14 Gratitude **Practicing Meditation** PG 37-47 PG. 26-36 Work Mindful **Mindfulness** Movement PG 59-69 PG. 48-58

It's no surprise that everyone experiences stress. Stress can be helpful in situations like a recital or an interview — helping you perform better and remain focused. However, too often stress can hurt your overall wellbeing.

The body's natural response to stress is meant to help solve the challenges it faces. It triggers your body to respond physically to stressful situations, some effects include sweaty palms or an increased heartrate. If you are constantly operating in a stressed state, your body will become tired and sick. Persistent stress can worsen health problems and contribute to disease, smoking and overeating habits.

One of the easiest solutions to reduce and avoid stress is through **mindfulness**. Mindfulness is mental awareness that comes from purposely paying attention to the present moment and without judgement.¹

Penn State PRO Wellness has gathered resources to help you to begin a mindful journey. Discover your mindfulness progress through practicing awareness, meditation, gratitude and yoga in this guided journal. Throughout the challenges, periodically check your progress by reviewing your **SMART goals**.

SMART goals are important because they increase the odds that you will make sustained change. Throughout the activities in this book, you will be asked to set SMART goals to help you make lasting changes towards mindful living. To learn more about the SMART acronym, review each letter's easy-to-follow criteria below to help quide you in setting goals that are clear and sustainable.

Here is an example of a SMART goal: I will practice gratefulness by writing three things I am thankful for every morning at work, for three weeks.

SMART goals are:



SPECIFIC: Goals should be specific and include **how** and **where** they will be accomplished. This makes the goal more attainable.



MEASURABLE: Goals should include a **number**. You should be able to say I did or did not achieve this goal with certainty. This helps set an expectation and more clearly defines success.



ACHIEVABLE: Don't set an unrealistic goal. The goal should be a **small step** in the right direction. Small goals add up to larger changes over time and end up being more sustainable than one large goal.



RELEVANT: Does this goal help you work towards a larger end goal?



TIME-BOUND: A time-bound goal may include the **amount of times** a goal is achieved per week, how long you spend on your goals or by what date you hope to achieve it.

DAYS OF

Mindfulness 101

PAUSE

"Mindfulness is a pause – the space between stimulus and response: that's where choice lies." — Tara Brach

BREATH

"Breath is the bridge which connects life to consciousness, which unites your body to your thoughts." — Thich Nhat Hanh

AWARENESS

"Mindfulness is what arises when you pay attention, on purpose, in the present moment, non-judgmentally, and as if your life depended on it."

— Jon Kabat-Zinn¹



BEING

"If we are not careful, it is all too easy to fall into becoming more of a human doing than a human being, and forget who is doing all the doing and why." — Jon Kabat-Zinn¹

PRESENT

Being present involves bringing awareness to your surroundings.

THINKING

"Meditation does not mean that you would be better if you didn't think, rather it is about befriending your thinking and being aware of its presence with no judgement.1 — Jon Kabat-Zinn¹

MINDFULNESS-**BASED STRESS** REDUCTION (MBSR)

MBSR is an evidence-based program to help those suffering from stress. illness and pain.

IMAGERY

Clinging onto feelings and experiences can fill the mind with stressful clutter and prevent you from being in the present moment.

GRATITUDE

"The struggle ends when gratitude begins.'

Neale Donald Walsch



NOTICING

Take time to simply notice.

noun | The quality or state of being conscious or aware of something.





Mindfulness begins with taking a moment of your day to pause and notice.

ACTIVITY: Take one moment throughout your day to pause, whether it be for five seconds or a minute and simply notice what is around you.

Reflect on how this made you feel. ___



"Mindfulness is a pause - the space between stimulus and response: that's where choice lies."

- Tara Brach

2 DAY BREATH

ACTIVITY: Take a few moments to breathe right now. Inhale for three counts; hold your breath for five counts; exhale for five counts.

Find another moment today to practice this breath exercise on your own.



Reflect on the day.		

"Breath is the bridge which connects life to consciousness, which unites your body to your thoughts. Whenever your mind becomes scattered, use your breath as the means to take hold of your mind again."

- Thich Nhat Hanh



ACTIVITY: Take a moment to practice awareness by pausing, breathing and then answering these questions:

- 1. What do I see around me?
- 2. How does my body feel?
- 3. How does my mind feel?



1. What do I see around me?		
2. How does my body feel? —		
3. How does my mind feel?—		

"Mindfulness is what arises when you pay attention, on purpose, in the present moment, non-judgmentally, and as if your life depended on it."

- Jon Kabat-Zinn¹



Do you find yourself being driven by all that you need to do? Having a never-ending checklist of to-dos can be exhausting because of the continued expectations and tasks that need done. Mindfulness is one answer to bridge the gap between doing and being.



Reflection: Write two or three words that express what the activity was like for you.

"If we are not careful, it is all too easy to fall into becoming more of a human doing than a human being, and forget who is doing all the doing and why."

- Jon Kabat-Zinn¹



ACTIVITY: Look at this picture. Which thought bubble resonates with your daily thought process? Being present involves bringing awareness to your surroundings. Find a moment today to notice smells, sights and noises as you walk outside. This is a simple but meaningful practice of being present.





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- 3	IVI	A	K	

Record your SMART goals:

"Being present involves bringing awareness to our surroundings."

THINKING

ACTIVITY: Take a few moments to color. As you color, notice how your thoughts come and go. Let them enter your mind with no judgement and then pass through. Notice your thoughts.



DAYMIND

MINDFULNESS-BASED STRESS REDUCTION

Mindfulness-Based Stress Reduction (MBSR) is an evidence-based program developed out of the University of Massachusetts to help those suffering from stress, illness and pain and who are seeking additional help with their health.

ACTIVITY: Rate your stress level.



What is your stress level? W	hy?		
		Circle your stre	ss level below.
		HIGH-STRI	ESS ZONE
		10	
		9	
		8	
		7	
		6	
		5	
		4	
		3	
		2	
		1	
		LOW-STRI	ESS ZONE

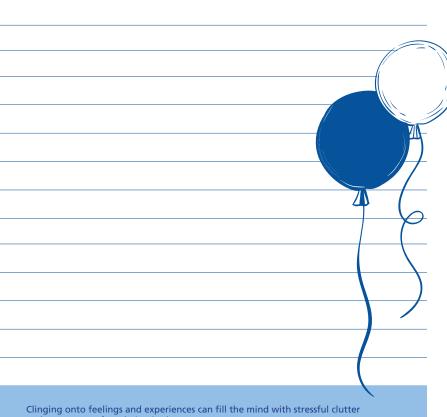


Guided imagery can help your mind let go of anxious thoughts.

ACTIVITY: Close your eyes and imagine a red balloon in front of you. Reach out and gently grasp onto it with one hand, let it float into the air and let it go. Now imagine it floating high into the sky.

(Repeat these steps slowly again with the other hand and use a different color balloon for imagery.)





and prevent you from being in the present moment.







1,	
2,	
3,	
S M A R T	
Record your SMART goals:	
	"The struggle ends when gratitude begins."

- Neale Donald Walsch



Take time to simply notice.

ACTIVITY: When you are walking around today, take a moment to notice the movement of your body as well as your surroundings.



Reflect on how you felt today.

Starting awareness begins with awareness.

DAYS OF

Engaging All Senses

MINDFUL EATING

Mindful eating helps you fully enjoy the experience of eating, thus helping you get the same amount of enjoyment from eating less.

MINDFUL EATING

Mindful eating focuses on the nutrients the body craves.

MINDFUL EATING

If you start to combine how your body feels with what you know, you can start to fuel your body based on what nutrients you need and crave.



SEEING

Visualization is a powerful meditation technique.
It activates and focuses the mind.



FEELING

Something may make you feel happy or excited, at another point you may feel sad or upset.
Sometimes these feelings become associated with tasks.

FEELING

There may be times when you habitually feel stressed or anxious. To combat this stress, practice four-square breathing.



NATURE

The beauty of nature may change throughout the seasons and across landscapes.
However, the existence of nature always was and always will be.

NATURE

There's a certain comfort about the warm sunshine. Close your eyes and imagine the warm sun shining on your face.

SMELLING

Scents can bring forth strong memories.



SMELLING

Some scents, such as lavender, can have a calming effect on certain people.

SENSE

One of the five natural powers (touch, taste, smell, sight and hearing) through which you receive information about the world around you



MINDFUL FATING

Mindful eating is:

- 1. enjoying every bite
- 2. noticing every flavor and texture
- 3. soaking up the entire experience with full concentration

ACTIVITY

- 1. Practice mindful eating by taking one of your favorite pieces of food
- Place it on your tongue.
- 3. Close your eyes.
- 4. Focus on the texture in your mouth
- 5. Feel your saliva glands being activated
- **6.** Focus on your favorite flavors as you move the food around in your mouth, chewing gently and slowly.
- 7. Think about how much you enjoy the food before swallowing



Mindful eating helps you to fully enjoy the experience of eating, thus helping you get the same amount of enjoyment from eating less.



- · It is 12pm, but is my body actually telling me I am hungry?
- · I am hungry, but what does my body need?
- · Have I had at least three vegetables and two fruits today?
- · Have I had enough calcium or vitamin D or should I drink a glass of milk to fill this void?
- · Have I had protein three times today?

	I FELT:	SATIETY	SCALE
TIME OF MEAL/ SNACK	Write a description and the number from the satiety scale that corresponds with your level of hunger.	•	ABSOLUTELY FAMISHED
		1	17 (((1)))
		2	
		3	
		4	
		5	SATISFIED
		6	
		7	
		8	
		9	STUFFED.
		10	BETTER IF I VOMITED.



During day two, you may have noticed that you are rarely hungry, or that you always seem to be starving.

If you start to combine how your body feels (hunger cues) with what you know (you need three to five servings of vegetables, two to three pieces of fruit, eight cups water, and protein three times a day), you can start to fuel your body based on what nutrients you need and crave.

- the satiety scale.

 3. Don't forget to drink plenty of water.



lat you had as a resu	elt of this	activity.		
S M A R T				
ecord your SMART goals:				



Visualization is a powerful meditation technique. It activates and focuses the mind. Use this tool when you need to relax and refocus, before switching tasks. As you visualize, think about what you see, feel, smell and hear.

ACTIVITY: Practice four slow, deep breaths. Then, sit upright in your chair comfortably. Imagine your body being filled with liquid comfort and warmth. Start in your toes, all the way up through your ankles, knees, hips, torso, hands, elbows, chest and shoulders. Visualize your body being filled with liquid warmth.

How did	this	exercis	se make	404	feel?				
-		-				-	-		



Many feelings come and go throughout the day. At one point something may make you feel happy or excited, at another point you may feel sad or upset. Sometimes these feelings become associated with tasks. For example, you may feel stressed when opening your email or when the telephone rings. You may feel tired when you sit down on the couch. It's important to acknowledge these feelings and then let them pass.

1. Write down your feelings and at what parts of the day you felt

ACTIVITY:

them. For e	cample, sl					
Write the fe Reflect on	elings you them, and	u have ho	d through	ghout the	past 24	hours.
Write the fe Reflect on	elings you	u have ha d then le	ad through	ghout the	past 24	hours.
Write the fe Reflect on	elings you	u have ha d then te	d through	ghout the	past 24	hours,
Write the fe Reflect on	elings yoʻ	u have ho d then lel	ad through	ghout the	past 24	hours,
Write the fe Reflect on	elings yoʻ	u have ho	ad throug	ghout the	past 24	hours,
Write the fe Reflect on	elings yo	u have ho	ad through	ghout the	past 24	hours.
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There may be times when times when you habitually feel stressed or anxious. Perhaps it is before a meeting or public speaking event, before an exam, or during transition between tasks – going to work, coming home, etc. Sometimes this stress affects the body. During these stressful times, muscles tense and breathing becomes shallow. To combat this stress, practice four-square breathing.

ACTIVITY: Practice four-square breathing

- 1. Breathe in as you count to four.
- 2 Hold your breath for four seconds
- 3. Breathe out as you count to four.
- 4. Hold your breath for four seconds.
- Repeat for a few minutes until your breathing naturally slows dowr and you feel more relaxed.

Use this technique when you start to feel stressed or anxious.

When would four-square breathing be most beneficial?

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S M A R	Т		
Record your SMART goa			

DAY NATURE

The beauty of nature may change throughout the seasons and across landscapes. However, the existence of nature always was and always will be. The consistency and predictability of the seasons changing can bring either comfort or stress. No matter how it makes you feel, accept the changes for what they are, and just be present.

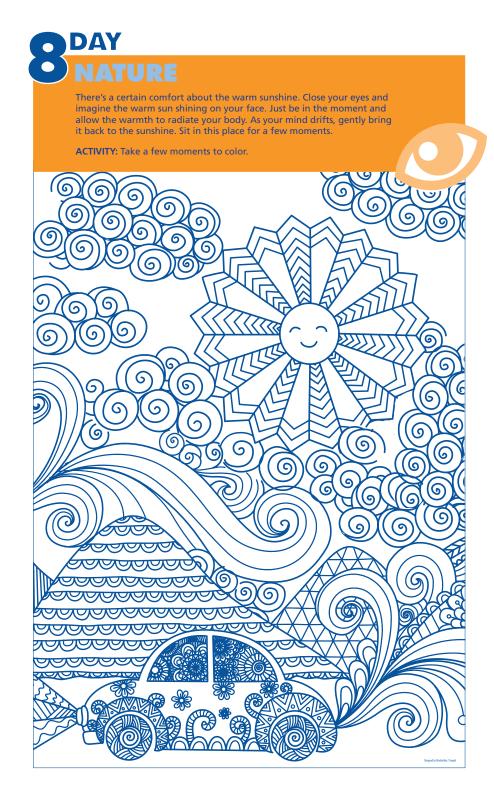
ACTIVITY:

Write down ho	ow the chan	ging seasons make you feel
Circle your stress	s level below.	
HIGH-STRES		
10		
9		
_	nie	
8		
7		
6		
5		
4		
3		
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1		Experience the calmness of nature today, Maybe

midst of all its beauty.

you will go outside or sit and look out a window with a luscious view. Practice deep breathing in the

LOW-STRESS ZONE





Scents can bring forth strong memories. A PRO Wellness staff member reflects, "The smell of pencils always reminds me of the first day of school. After that first day, my sensitivity would go numb and I no longer noticed the scent until the following year in July when school supplies would overflow from every store in town. Today, the smell of pencils gives me a sense of nostalgia, neither good nor bad, but it brings me back to a time and place that I thought would never end."

ACTIVITY:

the about your favorite scents. It may be a perfume or cologhe, sh laundry, a candle, or even the smell of coffee brewing in the orning. What is your favorite scent? What memories are associated the this scent?	
	_



Mindfulness can help you slow down and become more aware of your surroundings. Some scents, such as lavender, can have a calming effect on certain people. Perhaps other scents may bring happy memories or recollections. Be mindful of these scents and how they make you feel. Once you identify the feelings, let them go. Allow the scents and memories to come and go freely.

ACTIVITY: Smell something pleasant – coffee, a lavender candle or just some hand lotion. Close your eyes and focus on your chest rising and falling Think about the scent and any memories that it might bring. Soak up the scent as you feel your body relax

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cecora now this scent makes you fe	

10 DAYS OF Practicing Meditation

SITTING

Find a place to practice sitting in silence today.

POSTURE

Meditation posture is important.



STARTING

Sometimes the hardest part of practicing meditation is starting.

3

BREATH

"Breath is the bridge which connects life to consciousness, which unites your body to your thoughts."

— Thich Nhat Hanh

Sim

BREATHE

Simply breathe.



BREATH

"Drink in the air on each in-breath, giving it back to the world on each out-breath. Our lives depend on it."

— Jon Kabat-Zinn



Meditation is about befriending your thinking, about holding it gently in awareness, no matter what is on our mind in a particular moment."

— Jon Kabat-Zinn¹

FEELING

"Feelings of compassion and loving-kindness for others can be developed and refined."

— Jon Kabat-Zinn¹

DISTRACTIONS

Distractions are a normal part of meditation, and there is a solution!



ENDING

"Quiet the mind, and the soul will speak."

— Ma Jaya Sati Bhaaavati



MEDITATE

verb | to engage in contemplation or reflection





Start practicing meditation by finding a place to sit. You can either sit on the floor cross-legged, or on a chair with both feet on the ground. Place your hands in your lap, on your legs or let them hang by your side. Allow your spine to be straight and gently allow your eyes to close. This is the first step in meditation.

ACTIVITY: Find a place to practice sitting in silence today. It can either be for two minutes, five minutes or 15 minutes.

Take note of what you hear, feel and think

2 POSTURE

Meditation posture is important. Proper posture allows you to be both relaxed and alert at the same time. Your back should be straight and your shoulders should be rolled backwards to open up your chest.

ACTIVITY: Practice sitting with poor posture for a few minutes, then transition into proper posture where your shoulders are directly above your hips.

What	differenc	e did	you f	eel	between	the	two	position	s?	



Sometimes the hardest part of practicing meditation is starting. Don't be discouraged if you have found that adding this habit into your routine is tough.

Write down a list of some days and time you plan to set aside to meditate this week.



ACTIVITY: Relax your body and close your eyes, inhale for two counts. Pucker your lips and exhale for four counts; repeat a few times.



"Breath is the bridge which connects life to consciousness, which unites your body to your thoughts. Whenever you mind becomes scattered, use your breath as the means to take hold of your mind again." — Thich Nhat Hanh



Simply breathe.

ACTIVITY: Sit comfortably. Take a few deep breaths and then breathe normally. Exhale counting to one. Inhale and then exhale counting to two. Inhale and then exhale counting to three. Repeat these steps until you reach eight, then begin again.

How did you	u feel befo	ore the br	eathing e	kercise?		
How do you	feel now	that you	have com	pleted thi:	s breathing	exercise?



ACTIVITY: Sit comfortably; place one hand on your chest and one on your belly. Inhale and let your belly push your hand outward without moving your chest. Exhale and notice your belly collapsing in. Slowly repeat this activity a few times until you are completely relaxed.



How does breathing slowly and intentionally make you feel?

"Drink in the air on each in-breath, giving it back to the world on each out-breath. Our lives depend on it."

- Jon Kabbat-Zinn¹

THOUGHTS

ACTIVITY: Write down what thoughts come into your mind with no judgement. Allow these thoughts to be written out on the page. After this activity, sit in stillness, breathing and noticing your thoughts without judgement.



Take a moment to write down your thoughts as they enter your mind.

Circle your stress level below.

HIGH-STRESS ZONE

10 9 8 7 6 5 4

LOW-STRESS ZONE

2

"Meditation is about befriending your thinking, about holding it gently in awareness, no matter what is on our mind in a particular moment."

- Jon Kabbat-Zinn¹



ACTIVITY: Write down three kind thoughts towards others in your life. Then sit and meditate on these kind thoughts.



1,	
2,	
3,	
S M A R T	
Record your SMART goals:	
"Feelings of compassion and loving-kindness for others can be developed and	refined "

- Jon Kabat-Zinn¹



Distractions are a normal part of meditation. However, there is a solution!

ACTIVITY: Before you meditate today, take a minute to remove distractions. Silence your phone, turn off electronic devices, close the door to your room. Once you begin, focus on each inhale and exhale. When you become distracted by either internal or external noises, feelings or activities going on around you, allow them to become a part of your meditation. Simply notice the distraction and let it pass.

How did you stay focused during today's meditation?

		J	·	



ACTIVITY: Take a few moments today to reflect on your mindfulness meditation practice over the past few days. Describe any changes you have noticed in your thoughts and feelings.



Do you	feel	less s	tresse	d or l	etter	able b	cope	e with	daily (anxietio	es?

"Quiet the mind, and the soul will speak."

10 DAYS OF

Gratitude

SURROUNDINGS

Consider all the things in your world that are unique to you. All your unique activities, views and things that make your life perfectly yours.

GRACE

By giving yourself and others grace, you are able to breathe deeply and humbly, and live more fully.

TAKING FOR GRANTED

Think about how grateful you are for all the small things in life.



GRATITUDE LETTER

"Feeling gratitude and not expressing it is like wrapping a present and not giving it."

— William Arthur Ward

POSITIVE WALK

Gratitude is contagious, but not unless you share it.

5

EVENING REFLECTION

It can be hard to slow the mind and be present for just one task at a time.

6

GRATITUDE INVENTORY

"Don't wait for everything to be perfect before you decide to enjoy your life."

Joyce Meyer

THANK YOU NOTE

Every day, people pass one another without truly seeing each other for who they are.



Sometimes to move into gratefulness, you must acknowledge things that get in the way of feeling grateful.



GRATITUDE JARS

Gratitude is a way of living in constant appreciation of your surroundings.

GRATITUDE

noun | a feeling of appreciation or thanks



DAY SURROUNDINGS

Today, think about your surroundings. Consider all the things in your world that are unique to — all of your unique activities, views and things that make your life perfectly yours. Consider what you have added to your life and what has just seemed to have appeared. Think about how you somehow seem to make everything work together.

ACTIVITY:

- 1. Write down the mundane things that you could not live without.
- 2. Write down the small things that you are most thankful for. These could include:
 - your favorite coffee cup;
 - the stain on the couch that reminds you of when your children were young;
 - a comfortable couch or bed;
 - your favorite blanket or pillow and/or;
 - the scents that make it your home.



2 DAY GRACE

Grace may be a ritual you say before a meal, or it could be the extra leeway you give someone who is going through a hard time and hasn't been able to return calls. Grace is courteous and poised, elegant and favored.

There are times when life requires a little extra grace from others. Having compassion about another person's situation, and finding common ground with that person, can result in a fuller life that allows for deep and humble breaths.

1. Take time to reflect on a situation in your life that may require



ACTIVITY:

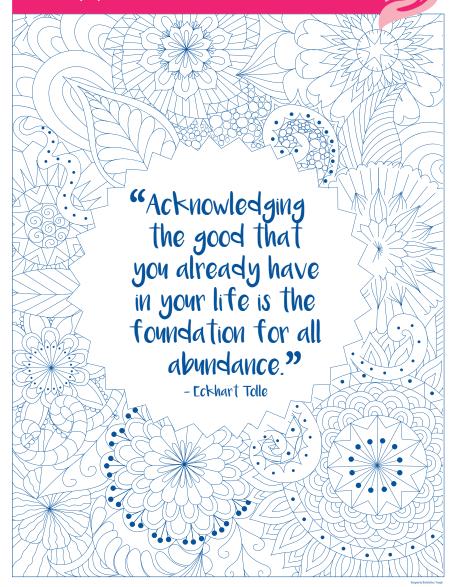
extra grace.

tho fron	ore meals, take a moment to pause with gratefulness towards se who touched your food before you did. — Example: "For the meal in tof me, for those who made it, and for those with whom I am about to share it, I give thanks e down how you felt after this reflection.



Imagine each of the small things you wrote down that you are grateful for. What if you didn't have them in your life? Would you be more or less comfortable? Reflect on the luxuries and necessities that you already have. Imagine if these things were taken away. Imagine them being given back, one by one.

ACTIVITY: As you color, think about how grateful you are for all the small things in life. The things that make life easier, more comfortable, or maybe just more memorable.





ACTIVITY: Write a letter to someone who you have never expressed your deep gratitude. It may be a friend, family member, teacher or coworker. Tell them why you are grateful to them and the impact they made on your life. Rip out this page and deliver it to that person.



*

"Feeling gratitude and not expressing it is like wrapping a present and not giving it."

- William Arthur Ward

Gratitude is contagious, but not unless you share it. Sharing your gratitude is a way to center yourself and refocus. It may increase your level of optimism and improve self-care, but most of all, you'll feel happier when practicing gratitude. Today, decide to share that gratitude with someone else.

ACTIVITY: Take a walk either by yourself or with a friend. As you walk, take notice to everything you are thankful for. It may be the birds humming, the leaves crinkling beneath your feet, or the friend with whom you are walking.



S M A R T	
Record your SMART goals:	

To be grateful, you must be present. In today's world, it can be hard to be present for just one task at a time. With many means of digital communication, distractions make it very difficult to stay present.

1. Tonight, allow your mind to rest. Consider turning off all electronics for a few moments before bed. Use this space



ACTIVITY:

to write down everything running through your mind.
2. Practice four-square breathing (see page 21) at least four times. Close your eyes and allow your mind to rest. If your mind starts to wonder, gently bring it back to your breathing and be present in the moment. Practice this for five minutes. When you're ready, refle on the gratitude you have shown others over the past few days and the gratitude you plan to show others in the coming days.

GRATITUDE INVENTORY

ACTIVITY: Read Samantha Sutton's positive affirmation wholeheartedly and out loud. If you cannot do it wholeheartedly the first time, keep reading it until you see what others see in you.



- I am grateful for exactly where I am today.
- I am grateful for my past, because it has gotten me where I am today.
- I am grateful for my future, because I know it will be fantastic.
- I am grateful for my family, because they have shared this life with me.
- I am grateful for my friends, because we have chosen each other.
- I am grateful for my body, because it makes this whole adventure possible.

Circle your stress level below.

LOW-STRESS ZONE

HIGH-STRESS ZONE 10 9 8 7 6 5 4 3 2 1 "Don't wait for everything to be perfect before you decide to enjoy your life." - Joyce Meyer



Every day, people pass one another without truly seeing each other for who they are. Think about a person in your life who may be under-appreciated. Without that person, things would go undone and changes would be noticeable, but they are rarely thought of when their job is done well. It may be a cafeteria worker, a trash collector, or someone else who makes sure life is running smoothly behind the scenes.

1. Write a note to this person. Sign your name or leave it anonymously



ACTIVITY:

for them	to disco	over.				
A == 1		Cr. A	L ri			
2. Take a n	noment t	o reflect	about how	this activit	y made you fe	el.
2. Take a n	noment t	o reflect	about how	this activit	y made you fe	el.
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2. Take a n	noment t	o reflect	about how	this activity	y made you fe	el.

Sometimes to move into gratefulness, you must acknowledge things that get in the way of feeling grateful. Acknowledging these thoughts and turning them into appreciative moments is a habit of grateful people. Think about what ungrateful thoughts frequent your mind. How would you feel differently without these thoughts? How much happier would you be without these thoughts?



ACTIVITY:

- 1. In the <u>left-hand column</u>, write down ungrateful thoughts that frequent your mind.
- 2. In the <u>right-hand column</u>, turn the ungrateful thoughts into grateful notes.

UNGRATEFUL THOUGHTS	GRATEFUL THOUGHTS
Example: It is always cold in the office.	Example: I am thankful I have sweaters to keep me warm. I am grateful I never sweat at work.

10 DAY GRATITUDE JARS

Gratitude is a way of living in constant appreciation of your surroundings. The executive director at Penn State PRO Wellness once handed each staff member a jar with craft supplies to decorate it. After decorating the jars, each person wrote why they were grateful for each coworker on slips of paper. Anonymously, these pieces of paper were slipped into each coworker's jar. The jars remain on team members' desks, and whenever someone is feeling down; they can open their jars and remember just how grateful the team is of each other.

ACTIVITY:

- 1. To continue this way of life, consider giving a gratitude jar. Start a jar by adding a note stating a reason why you are grateful for someone, and place this note in their jar. When you give them their jar, encourage them to personalize it or decorate it. Let others know what the jars are for, and allow team members to add to each gratitude jar. When you are feeling down, fill up someone else's jar or read a note from your own jar.
- 2. If you don't have jars, just write someone a note or tell them why you are grateful for them.



S	М	Α	R	Т

Record your SMART goals:

DAYS OF

Work Mindfulness

START THE DAY RIGHT

Gratitude can improve your emotional state by relieving stress, anxiety, and depression and improving self-esteem.

IDENTIFY SOURCES OF STRESS

Regardless of negativity or positivity, stress can make mindfulness difficult. Understanding stress triggers can help you learn how to cope.

COPE WITH STRESS

Remember the four A's: Avoid, Alter. Adapt and Accept.



COPING **MECHANISMS**

Everyone copes with stress differently. Here are some ideas to cope with stress in a healthy way.

TAKE A MOVEMENT **BREAK**

Movement can make your body feel better, but it can also give your mind a break.



BREATH

When you learn to slow down and accomplish slow, deep breaths, stress and body tension may start to melt away.



Taking a break gives your mind a chance to rest and come back refocused.

DEFEAT THE NEED TO BE PERFECT

"Ease means finding comfort in the midst of the full catastrophe of life." — Jon Kabat-Zinn



DISTRACTIONS

Being "present" allows for better focus and dedication to tasks at hand.



MAKE IT A HABIT

Remember you are exactly where you need to be at this moment, present.

MINDFULNESS

noun | The quality or state of being conscious or aware of something.





START THE DAY RIGHT

Gratitude is a powerful emotion. It can improve your emotional state by relieving stress, anxiety, and depression, and improving self-esteem.

ACTIVITY: Try thinking of things that you are grateful for every morning. Keep this activity on your bed stand or mirror as a reminder to be grateful for everything you are and have.



Grateful list:		
,		

2 DAY

IDENTIFY SOURCES OF STRESS

Stress can be positive or negative. Stress that enables you to perform better under pressure is not necessarily a bad thing. However, many people feel stuck when they are stressed. Regardless of negativity or positivity, stress can make it difficult to be mindful. Understanding your stress triggers can help you learn how to cope.



ACTIVITY:

Start a stress journal.	Over the next	few days,	each time	you feel	stressed,	answer	the
following questions:							

- What was the source of stress?
- · How did you feel?
- · How did you act?

• What did you do to make yourself feel better?	
N. L. Company and Lange Angles of Liver 2	
Did you notice any patterns during stressful times?	
ola you notice any patterns auring stressful times!	_
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ola you notice any patterns auring stressful times!	_
ola you notice any patterns auring stressful times!	
pla you notice any patterns auring stressful times!	

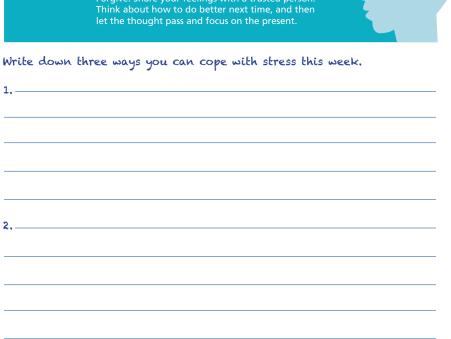
Remember the four A's: Avoid, Alter, Adapt and Accept.

- AVOID: Learn how to say no. Recognize avoidable stressful situations and make a to-do list to manage the feeling of being overwhelmed.
- ALTAR: Slowly and rationally express your feelings. Try writing them first, and then be assertive in calmly communicating your concerns.
- ADAPT: Reframe your problem into something positive. Look at the bigger picture-does this stress need to be a joy killer? If the stressful situation is repetitive, adjust your

1. ____

• ACCEPT: Don't waste your time trying to control the uncontrollable. Forgive. Share your feelings with a trusted person.

let the thought pass and focus on the present.



Inspired by: https://www	v.helpguide.org/article:	s/stress/stress-management.htm



Everyone copes with stress differently. Here are some ideas to cope with stress in a healthy way.

- Avoid caffeine or alcohol. Both can induce stress and anxiety.
- Get at least eight hours of sleep.
- Use humor to cope. Watch a comedy.
- Talk it out; ask for help or talk to trusted family or friends.
- Relax; practice yoga or a relaxing activity that helps you have fun.

Do something for you. It might be a walk, a coloring page, or

- Step away; take a 20-minute walk to clear your mind.
- Work it out; dance, run or exercise doing a cardio activity.



ACTIVITY:

watching a favorite comedy. Do something that you enjoy before the day is over.
S M A R T
Record your SMART goals:

Inspired by: http://www2.semel.ucla.edu/dual-diagnosis-program/ News_and_Resources/How_Do_You_Cope

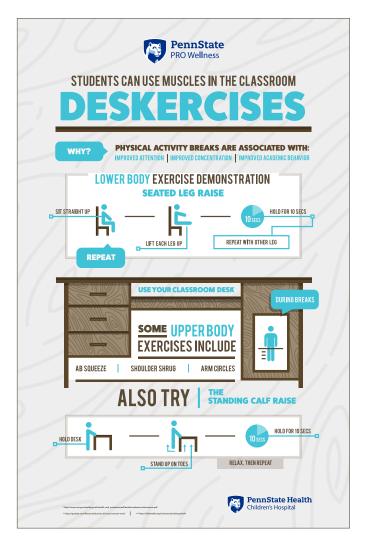
TAKE A MOVEMENT BREAK

Movement can make your body feel better, but it can also give your mind a break. There are only 24 hours in a day, eight of which are likely spent sleeping and the other eight likely working. Consider making the most of your time by incorporating activity into your daily routine. Additionally, movement can improve your productivity and reduce stress.

ACTIVITY: Get up and get moving at work today. It may be five minutes of stretching, standing while you work, or walking over lunch.



Use the resource below to incorporate physical activity into your workday, right from your desk.





When stressed, the body begins to tense. Focus should be on on breathing. Shallow breaths tend to happen as a result of stress. Learn to slow down and accomplish slow, deep breaths. The stress and body tension may start to melt away.

ACTIVITY: Practice four-square breathing.

- 1. Breathe in as you count to four.
- 2. Hold your breath for four seconds.
- 3. Breathe out as you count to four.
- 4. Hold your breath for four seconds.
- 5. Repeat for a few minutes until your breathing naturally slows down and you feel more relaxed.

Use this technique when you start to feel stressed or anxious.



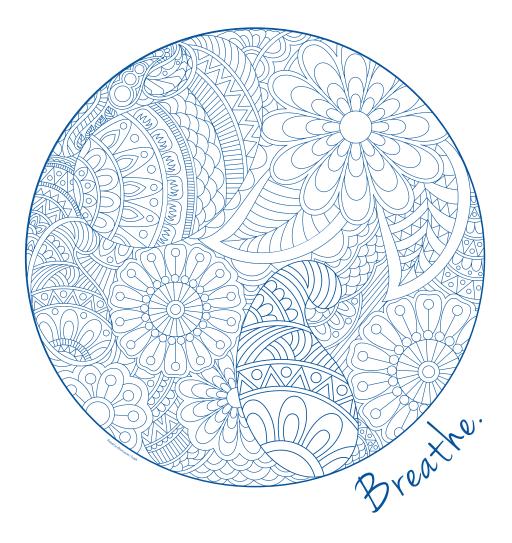
Circle your stress level below. **HIGH-STRESS ZONE** 10 8 5 3 2 **LOW-STRESS ZONE**

LUNCH BREAK

Taking a break is an important way to decompress throughout the day. It gives the mind a chance to rest and come back refocused. Refrain from skipping lunch or working straight through.

ACTIVITY: Try taking a lunch break a few days this week. Schedule a break with someone you enjoy spending time with and add it to your calendar. This will keep the accountability high and the likelihood of doing it even higher.





DAY DEFEAT THE NEED TO BE PERFECT

Perfection and self-judgement often go hand in hand. They are great enemies of mindfulness. Accept that there will always be human error. Acknowledge mistakes or failures and let go of the need to be 100%.



"Ease means finding comfort in the midst of the full catastrophe of life." - Jon Kabat-Zinn1

Reflect on Jon Kabat-Zinn's quote and think about what it means for the most catastrophic parts of your life.					

Inspired by: https://www.psychologytoday.com/blog/child-development-central/201509/mindfulness-the-antidote-perfectionism

Do you spend a lot of your time trying to juggle multiple tasks at once — trying to make the most out of your time? When you are present, you are able to fully focus and dedicate yourself to one task at a time.



ACTIVITY:

How will you be more present today and in the coming week? How will you allow your mind to think about just one thing at a time? What does this look like and what will the result be?					

DAY MAKE IT A HABIT

When you feel like the day is getting too far ahead of you, STOP. Remember you are exactly where you need to be at this moment, present.

S: Stop. Pay attention to your body and surroundings.

T: Take a deep breath.

O: Observe your emotions, body and senses.

P: Proceed with a sense of gentleness and kindness.

· If you get out of the habit, feel free to repeat some



ACTIVITY:

Write down two checkpoint times throughout the day when you can STOP.

- · When will you STOP? Where/How?
- · How will it make you feel?

of the section	s in this book t	o refresh and refoo	cus.

Inspired by: https://mrsmindfulness.com/3-habits-to-help-you-maintain-mindfulness-all-day-long/

DAYS OF Mindful Movement

AWARENESS DURING MOVEMENT

How often are you truly aware of your surroundings while moving through each day?

MOVEMENT AWARENESS REFLECTION

Notice how movements make you feel.

STRETCHING

"Mindfulness is the aware, balanced acceptance of the present experience. It isn't more complicated than that.

Sylvia Boorstein



STRETCHING

"Wherever you are, be all there!

MORNING YOGA

Activity: Side Stretch

— Iim Flliot

CHAIR YOGA

Activity: Cat Cow Stretch

CHAIR YOGA

Activity: Eagle Pose

MORNING YOGA

Activity: Downward Dog

BEDTIME YOGA

Activity: Child's Pose

BEDTIME YOGA

Activity: Restful stretching

MOVF

noun | an act of moving your body or a part of your body





AWARENESS DURING MOVEMENT

How often are you truly aware of your surroundings while moving through each day?

ACTIVITY: Today, bring awareness to yourself and your surroundings while you are walking into work, sitting down, standing up, taking the stairs or exercising.



Reflect on how movement makes you feel					

2 MOVEMENT AWARENESS REFLECTION

Use today as a new opportunity to bring awareness as you walk.

ACTIVITY: Take time to write about what it was like bringing awareness to yourself and your surroundings as you went about your day. Notice how these movements make you feel.

Write one	positive	thing y	jou	learned	from	this pr	ractice.	



ACTIVITY: Lie on your back with your legs extended on the floor. Exhale and relax. As you inhale, bend your knees and pull them towards your chest. Hold on to your legs with your hands. Rock gently side to side as you continue to inhale and exhale.



"Mindfulness is the aware, balanced acceptance of the present experience. It isn't more complicated than that. It is opening to or receiving the present moment, pleasant or unpleasant, just as it is, without either clinging to it or rejecting it."

- Sylvia Boorstein



ACTIVITY: Sit up straight with your arms hanging by your side. Interlace your fingers. Keep your back straight and shoulders relaxed as you lift your arms above you, rotating your palms upward. Hold for 10 – 30 seconds and breathe. Repeat a few times.



S M A R T	
Record your SMART goals:	
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CHAIR YOGA

ACTIVITY: Try the cat cow stretch. Sit on a chair with both feet flat on the ground in front of you. As you inhale, arch your back and take your gaze up; move your shoulders back and belly forward (cow position). As you exhale; round your back and bring your shoulders forward; take your gaze towards the ground (cat position) slowly transition between the two positions, inhaling and exhaling.

r C		>



possible, wrap your left foot around your right calf. Bend your arms in the shape of a goalpost in front of you at 90 degrees, cross your right arm over your left and wind the right forearm around the left and bring your palms together. Exhale and inhale. Repeat on each side.

DAY

MORNING YOGA

ACTIVITY: Try the side stretch. Sit on the floor with legs extending out in front of you or folded in. Reach your right hand up and over to the left side of your body. Hold there and breathe. Repeat using the left arm. Then starting with the top of your head, bend your neck forward and roll your head side to side slowly. Continue to inhale and exhale throughout this exercise.



Circle your stress level below.

HIGH-STRESS ZONE 10 9 8 7 6 5 4 3 2

LOW-STRESS ZONE



MORNING YOGA

ACTIVITY: Try downward dog. Start on your hands and knees. Make sure your wrists are aligned under your shoulders and your knees under your hips. Exhale and tuck your toes under, lift your knees off the floor and reach your pelvis towards the ceiling. Gently straighten your legs without completely locking your knees. Your body should be in an 'A' shape. Lengthen your spine as you inhale and exhale. Come back to the starting position to finish.



S M A R T		
Record your SMART goals:		
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ACTIVITY: Try the child's pose. Sit on your heels. Bring your torso forward and let your forehead rest on the floor/bed. Relax into the position and let your arms lay in front of you; breathe.



ACTIVITY: Lying on your back, bring your knees into your chest and wrap your arms around your legs. Inhale and exhale as you rock back and forth gently.



MINDFULNESS IS WHEN YOU ARE CALM AND AWARE OF YOUR SENSES.
FOR INSTANCE. HOW YOUR BODY FEELS AND THE WAY YOU BREATHE.

BEING MINDFUL CAN

HELP YOU TO PAY BETTER ATTENTION

HELP YOU TO CONTROL
YOUR FMOTIONS

HELP YOU TO BETTER HANDLE STRESS

HELP YOU TO MAKE Better Decisions

TRY MEDITATION! IT CAN HELP YOU BECOME MINDFUL







TRY A POSE!

1. STAND WITH FEET JUST WIDER THAN THE HIPS, FISTS CLENCHED ARMS REACHED OUT, STRETCHING THE BODY OUT AS LONG AS POSSIBLE.

2. STAND WITH FEET JUST WIDER THAN THE HIPS, AND HANDS OR FISTS PLACED ON THE HIPS.



CLOSE YOUR EYES, BE CALM, AND TAKE IN YOUR SURROUNDINGS USING ALL OF YOUR SENSES!

TAKE TIME EACH DAY TO PRACTICE MEDITATION FOR MINDFULNESS. MINDFULNESS CAN HELP YOU EXPERIENCE THE WORLD INTENTIONALLY.



About Penn State PRO Wellness

Prevention efforts are critical to battling chronic disease and have been the focus of Penn State PRO Wellness for over 14 years. We are committed to educating and inspiring youth and their families to eat well, engage in regular physical activity and become champions for bringing healthy choices to life. Our approach of Prevention, Research and Outreach provides approximately 1,000 schools across Pennsylvania, as well as communities and corporate business partners, with educational programs, collaborative partnerships and access to proven wellness interventions. Advised by over 40 corporate, government and academic representatives, PRO Wellness is highly visible in the health and wellness arena and has a solid history of helping schools and community groups implement wellness solutions.

Source:

¹Kabat-Zinn, J. (2016). Mindfulness for beginners: reclaiming the present moment - and your life. Boulder, CO: Sound True.



Penn State PRO Wellness 90 Hope Drive, Mail Code A145 Hershey, PA 17033

PHONE: 717-531-1440 | 💂 med.psu.edu/PROwellness

► EMAIL: PROwellness@pennstatehealth.psu.edu





