

# A YEAR OF IMPACT: HEALTH IMPACTS SAFETY

**Health Impacts Safety toolbox and safety meeting guides** have been developed to support organizations integrating workplace safety, health, wellness and well-being. Each [Total Worker Health™](http://bit.ly/2ubsLkd) guide can be downloaded and printed freely, and is available in both English and Spanish.

## How to Use

Guides are intended to be used in a small to medium group setting, such as a safety or health committee meeting, toolbox meeting, or other team meeting. A team leader can volunteer or be selected to lead the discussion. More details on each topic are available on the OHSU Impacts website (<http://bit.ly/2ubsLkd>) if desired. For more effective utilization of the guides and the ideas generated by team members, teams may want to take notes for follow-up or for sharing with supervisors or management.

## Meeting Guide Topics

- TWH1: What's sleep got to do with it?
- TWH2: What's my heart got to do with it?
- TWH3: What's diabetes got to do with it?
- TWH4: What's the sun got to do with it?
- TWH5: What's sitting got to do with it?
- TWH6: What's eating got to do with it?
- TWH7: Why work when you are sick?
- TWH8: What's stress got to do with it?
- TWH9: What's exercise got to do with it?
- TWH10: What's distracted driving got to do with it?
- TWH11: What's respect got to do with it?
- TWH12: What's mindfulness got to do with it?

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Idea: Assign monthly topics to match national observances.

**JANUARY:** Fill in with *any of the remaining guides* (TWH#5; TWH#7; TWH#12)

**FEBRUARY:** American **Heart** Month

*TWH#2: What's my heart got to do with it?*

**MARCH:** National **Nutrition** Month

*TWH#6: What's eating got to do with it?*

**APRIL:** National **Distracted Driving** Month; **Sleep** awareness week; **Stress** awareness month

*TWH#10: What's distracted driving got to do with it? Or*

*TWH#1: What's sleep got to do with it? Or*

*TWH#8: What's stress got to do with it?*

**MAY:** **Skin Cancer** Detection and Prevention Month; national **fitness** month

*TWH#4: What's the sun got to do with it? Or*

*TWH#9: What's exercise got to do with it?*

**JUNE:** National **Safety** Month

*Any of the TWH guides could be pertinent (1-12)*

**JULY:** Fill in with *any of remaining guides* (TWH#5; TWH#7; TWH#12)

**AUGUST:** Fill in with *any of remaining guides* (TWH#5; TWH#7; TWH#12)

**SEPTEMBER:** **Yoga** awareness; **Suicide Prevention** months

*TWH#12: What's mindfulness got to do with it?*

**OCTOBER:** National **Bullying Prevention** Month

*TWH#11: What's respect got to do with it?*

**NOVEMBER:** American **Diabetes** Month

*TWH#3: What's diabetes got to do with it?*

**DECEMBER:** National **Handwashing** Awareness Week; National Influenza **Vaccination** Week

*TWH#7: Why work when you are sick?*

# HEALTH IMPACTS SAFETY

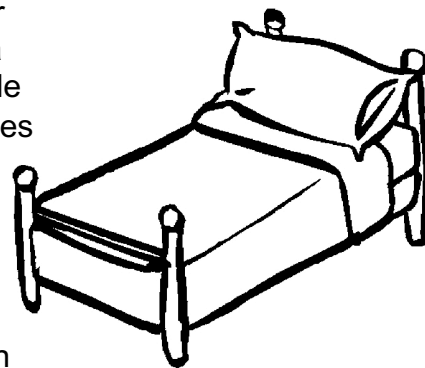


- **Too little sleep causes:**
  - accidents, incidents and errors
  - health problems
- **Lifestyle and work can both influence:**
  - how much we sleep
  - how well we sleep

## TWH# 1: What's Sleep got to do with it?

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Our safety committee meeting today is about a 35 year old truck driver who fell asleep at the wheel, causing a crash that killed a passenger in another vehicle. Multiple other vehicles were involved in this accident and charges were pressed against the truck driver.



We know that too little sleep can cause accidents. We also know that too little sleep, or sleeping at the wrong time, can add to health problems like obesity and high blood pressure. There are things that organizations can do to help employees increase how much sleep they get.

### **So here are some ways we can improve our sleep.**

- Share information at your workplace about the importance of sleep and of good sleep hygiene practices.
- Discuss lifestyle choices or behaviors that help promote our ability to sleep, such as:
  - Establish a very regular and relaxing bedtime routine.
  - Avoid exercising, or ingesting caffeine or alcohol too close to bedtime as these will prevent or disturb sleep.
- For supervisors, think about ways your company can change shift or overtime requirements, or support 'power naps' at work so employees get the sleep they need.

**ASK: "Does anyone have more ideas or comments to share?"**

**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say).**

- How much sleep do you get most nights?
  - Consider self-monitoring your bed and wake times, or use an app to monitor sleep for one week. Then set up a goal to prepare and go to bed earlier and at more regular times for one week to get more sleep.
- Have you ever had a "near miss" that you think was related to being tired?
- Brainstorm hazards for poor sleep and fatigue in your workplace.
- Are there things you have found that helps you get more regular sleep?

# HEALTH IMPACTS SAFETY



- Heart attacks occur at work
- What you do at work and at home affect your heart.
- Surviving a heart attack is affected by your access to CPR and an AED.

## **TWH# 2: What's my heart got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about an employee who had complained of indigestion, and collapsed by his work truck. Co-workers administered CPR until paramedics arrived. The employee passed away from an apparent heart attack.

We know that our personal health history and lifestyle affect the health of our heart. We also know that workplace stress, long work hours and shift work impact both our health and our heart. There are things that both employees and organizations can do to help employees stay healthier and reduce the risk of someone dying from a heart attack.



**So here are some ways we can improve our heart health.**

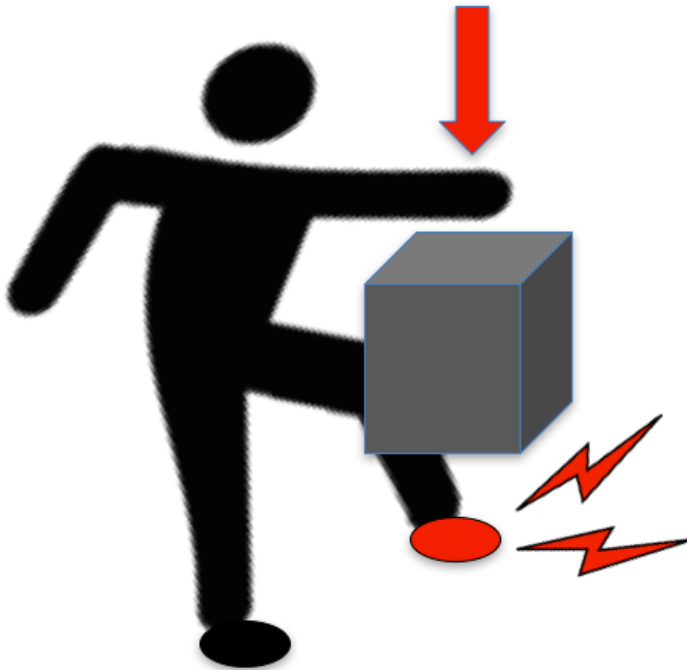
- Share information about heart healthy habits at your workplace – this means learning about why diet, exercise and sleep are important to being both healthy and safe.
- If you are a workplace leader, advocate for healthier foods at work, and opportunities to increase exercise if you sit or stand all day.
- Talk about ways that your company can help employees reduce the stress in their lives, both at work and away from work.
- Plan for heart emergencies by training employees in CPR, getting an AED onsite and making sure employees know how to use them, and how to call for offsite emergency medical services. Learn about the warning signs for heart attacks and stroke.
- Support co-workers who are trying to make healthy lifestyle changes.

**ASK: “Does anyone have more ideas or comments to share?”**  
**Pause for discussion. Then see if there are ways to take action.**

**END WITH ACTION PLAN (ideas for what to ask or say).**

- Do you have ideas about ways to eat healthier at work?
- What can we do at work to move more?
- What solutions have you found to better deal with workplace stress?.
- What motivates you to be healthier?
- Do you know how to help an employee who may be suffering from a heart event?

# HEALTH IMPACTS SAFETY



- **Having diabetes can increase your chance of injury, and it can increase your risk of complication if you injured.**
- **Diabetes can prevented and managed.**

## TWH#3: What's diabetes got to do with it?

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about an employee who had uncontrolled diabetes. He dropped a heavy object on his foot, and due to nerve damage from his longstanding diabetes it resulted in a problem that ultimately led to an amputation.

About 9% of the US populations has diabetes, one in four of whom are not aware that they do. People with diabetes are at increased risk of serious health consequences including vision loss, heart disease, stroke, kidney failure, amputation of toes, feet or legs, and premature death. Type 1 diabetes is related to damage to the insulin-producing cells in the pancreas and often begins in childhood. It always requires insulin therapy. Type 2 diabetes usually begins as an adult. It can run in families, and it is associated with being overweight or obese, being sedentary, having high blood pressure and getting older.



**So here are some ways we can address and prevent diabetes.**

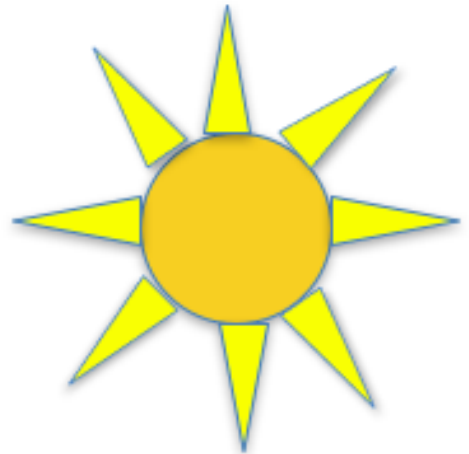
- Ask: Does anyone have information to share about resources for those concerned about diabetes or needing help in managing diabetes?
- Being healthy keeps us safe 24/7. Think about ways we can make changes to keep us safe and healthy.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

**END WITH ACTION PLAN (ideas for what to ask or say).**

- Do you have ideas about things we can do to reduce our risk of diabetes?
- What motivates you to be healthier?
- Do you know how to help an employee who may be managing diabetes?
- How can we get more information on preventing or effectively managing diabetes?

# HEALTH IMPACTS SAFETY

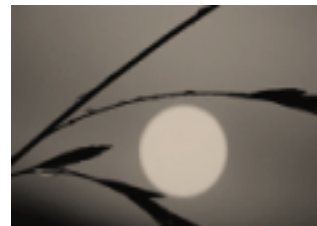


- **Outdoor workers may be exposed to excess heat and sunlight.**
- **Storing too much heat in your body can make you sick or kill you.**
- **Sun exposure is linked to skin cancer.**

## **TWH#4: What's the sun got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about the risk of sun and heat exposure for outdoor workers. A 38 year-old arborist suffered heat stroke while he was climbing a 150 foot fir tree in +95°F temperature and died on the way to the emergency room. Before falling he began behaving erratically, was caught by his harness and appeared to have a seizure. A fellow arborist climbed to his location and lowered him to the ground. Emergency personnel administered CPR but no pulse was established.



In addition to causing heat stroke, sun is also the primary cause of skin cancer. This means that outdoor workers are at high risk for this disease. Sun and heat exposure can adversely affect your life both at work and outside of work.

### **So here are some ways we reduce our sun and heat exposure:**

- Prevent sun exposure by covering up with a wide brim hat, tightly woven clothing and UV absorbent sun glasses.
- Use sunscreen that effectively blocks both UVA and UVB rays.
- Create work practices when possible that reduce exposure to the sun and heat, such as creating shade and working when the sun is less intense. .
- Healthy lifestyles and hydrating with water can help us be less sensitive to heat effects.
- Train workers to recognize heat-related illness symptoms, and about the importance of hydrating and taking breaks.

**ASK: "Does anyone have more ideas or comments to share?"**

**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say).**

- Do you have ideas about ways to reduce our exposure to the sun at work?
- What have you found that works to keep you cooler when you are working in the heat?
- What are warning symptoms that you have had too much sun or heat exposure?
- Are there other things that our organization can do to reduce our risk of skin and heat exposure?

# HEALTH IMPACTS SAFETY



- **Sitting much of the day is bad for your health.**
- **Sitting for long periods of time can be uncomfortable and can increase neck and back pain.**
- **Get up and move around at least once every 30 minutes.**

## **TWH# 5: What's sitting got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about jobs that involve sitting for much of the day. About 70% of people sit for over six hours a day.

Total daily sitting time is correlated with increased risk of early mortality and developing heart disease. Prolonged sitting can increase discomfort related to neck and back pain and even cause injuries. Prolonged sitting is harmful even if you exercise regularly. Moving is good for the brain and can stimulate creativity.



**Here are some ways we can decrease our sitting time and still get our work done:**

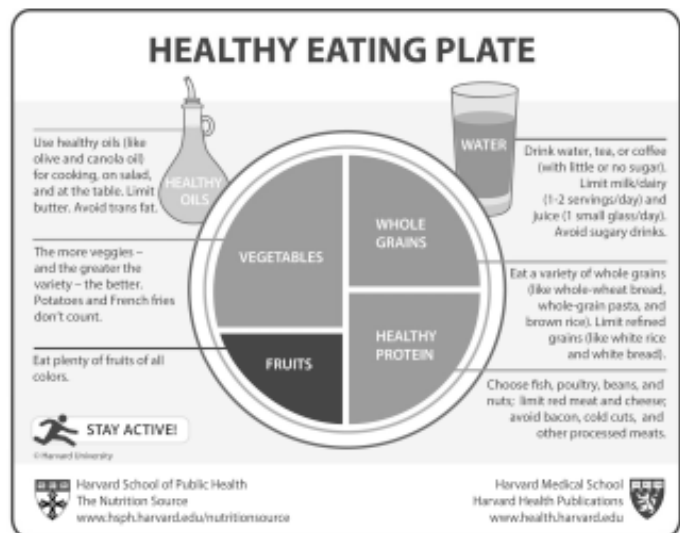
- Get up and move around at least once every 30 minutes.
- If you sit for most of the day, look into a sit-stand computer and desk arrangement. If you don't have the budget to buy one, be creative in finding ways to move and do more tasks standing or moving. Make sure you get help to most comfortably and effectively use your sit-stand station.
- Take walking meetings.
- Take the stairs rather than the elevator.
- Stand when talking on the phone or other suitable tasks.
- Use your breaks and meal to increase your moving.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

**END WITH ACTION PLAN (ideas for what to ask or say).**

- What do you do to sit less at work?
- Are there things we can do as an organization to get people to move more during the day?
- Does anyone want to share how they are using their commute as a way to move more or get exercise?

# HEALTH IMPACTS SAFETY



- Eating healthy reduces your risk of heart disease and some forms of cancer.
- Eating healthy can improve your mood, reduce anxiety and stress, and help you be more productive.

## **TWH# 6: What's eating got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about how healthy eating can improve our health and help us be more successful at work and at home. One study has shown that eating unhealthily is linked with a 66% increased risk of loss of productivity. While we are all responsible for our own diet and eating plan, our employer can assist us in learning about healthy eating, and supporting us as we make healthier choices.



**So here are some ways we can support healthy eating choices and food at work:**

- Find ways to share the current healthy eating recommendations with employees, through fliers, internal websites and posters
- Offer information for employees to take home with them so they can share this with family members and encourage healthy eating at home.
- Invite a speaker to a "lunch-n-learn" session.
- Stock vending machines and support cafeteria foods with healthier options.
- Add healthier choices as alternatives when you provide food and snacks at meetings and conferences.
- Offer the use of refrigerators and microwaves at work so employees can bring healthy lunches from home.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

**END WITH ACTION PLAN (ideas for what to ask or say).**

- What are some ways to eat healthy at work?
- What would make it easier for you to eat healthy foods at work?
- What are some healthy foods you can bring to work?
- Does anyone have a success story about healthier eating that they want to share?

# HEALTH IMPACTS SAFETY



- **Presenteeism can cut productivity by 30% or more.**
- **Working while sick places coworkers at risk for illness.**
- **Working while sick increases your risk for an on-the-job injury.**

## **TWH# 7: Why work when you're sick?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Our safety committee meeting today is about presenteeism – when a worker is on the job but, because of illness or other conditions, not fully functioning. In May 2011, a 61-year-old millwright with more than 32 years of experience was killed in an incident where he skipped just one step while repairing a pressurized part. One small error can be deadly, and this may sometimes be caused by presenteeism.



Conditions contributing to presenteeism include infectious illnesses, such as cold and flu, and non-infectious ailments, including migraines, asthma, or depression. Presenteeism has been shown to reduce work productivity by 30% or more, and it can increase your risk of getting hurt. In the case of infectious disease, you can spread your sickness to others by coming to work sick.

**So here are some ways we can avoid the problem of presenteeism.**

- If you suffer from a chronic condition, consult your doctor for help.
- If you do treat your condition with medications, check with your doctor to ensure you can still do your job safely..
- Avoid exposing co-workers to infection by staying at home during the infectious period of an illness, typically 5-7 days for colds and flu.
- Wash hands frequently and cover your mouth and nose when coughing or sneezing to avoid spreading illness.

**ASK: “Does anyone have more ideas or comments to share?”**  
**Pause for discussion. Then see if there are ways to take action.**

**END WITH ACTION PLAN (ideas for what to ask or say).**

- Can you remember a time when you were at work but not productive because of illness or other issue?
- What have you found that works to keep you productive at work?
- Are there other things that our organization can do to reduce the problem of presenteeism?

# HEALTH IMPACTS SAFETY



- **Chronic stress is a major contributor to hypertension, stroke, and heart disease**
- **Stress can increase your risk of having accidents at work**

## **TWH# 8: What's stress got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Today's safety committee meeting is about the impact of chronic or lasting high stress levels. Recently, an employee struggling with high job demands and an impending deadline had a heart attack while working late to finish a report that was due the next morning. His doctor had noted a spike in his blood pressure over the last several months since the new project had started.

Stress occurs when excessive demands result in physical and psychological strain. In addition to increasing the risk for hypertension, heart disease, and stroke, experiencing stress for prolonged periods can prevent you from engaging in healthy behaviors such as sleeping well, eating right, and getting exercise, and instead make you vulnerable to illness. Stress can also leave you distracted at work, thereby increasing your risk for having accidents on the job.



### **Here are some ways to alleviate stress:**

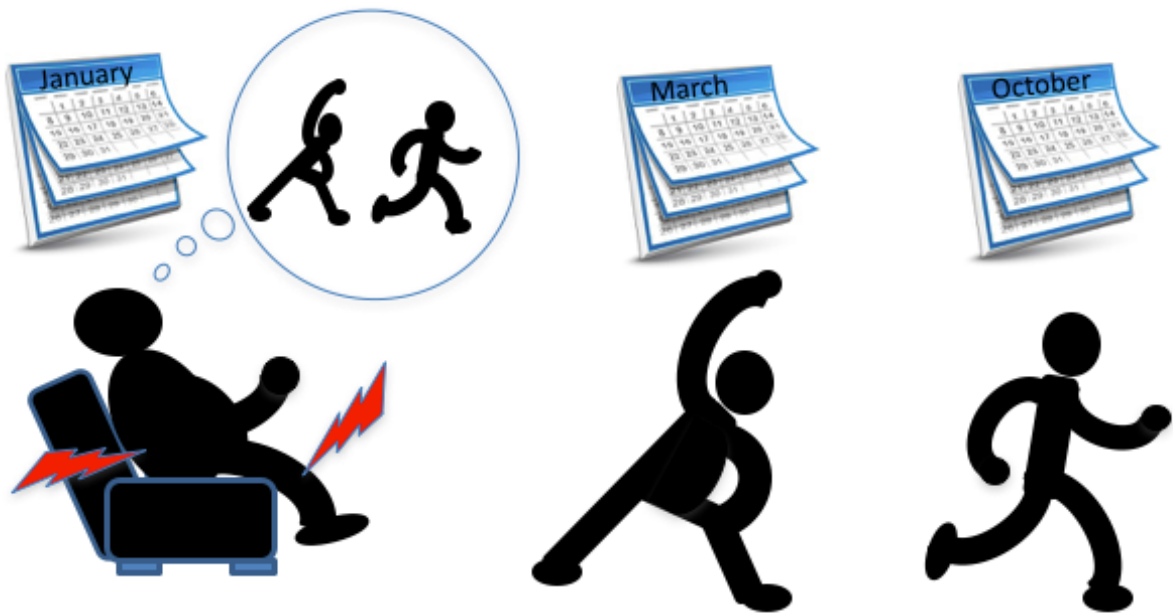
- Recognize your signs of stress: e.g., not sleeping enough, smoking or drinking more, feeling tired all the time, or quick changes in your mood.
- Meet with your supervisor or team regularly to understand your job expectations, review safety and health practices, and reduce uncertainty, thus preventing stress.
- If you are a supervisor, consider ways of reducing work demands and increasing your employees' control over how or when they do their work.
- Understand and make use of the support resources for well-being that may be available to you at work, e.g., stress management, work-life balance, or diet/exercise programs.
- Explore ways to tackle your stress in healthy ways: Go for a walk, try some deep breathing or meditate, listen to music, exercise, talk through your problems with family, friends, or co-workers.
- Pause and prioritize: usually, not everything needs to be done right away.
- Focus on the tasks you have accomplished and give yourself credit for them.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say).**

- What are some common sources of stress at work?
- What are some strategies that help you effectively deal with stress?
- How can your organization help reduce your stress levels?
- What would you tell a co-worker who's experiencing chronic stress?

# HEALTH IMPACTS SAFETY



- **Get active to prevent chronic illness, improve well-being, reduce stress, and live longer**
- **Be active for at least 150 minutes per week**
- **Include strength training in your activity**
- **Stay active - it can help reduce accidents and absenteeism from illness and injury**

## **TWH# 9: What's exercise got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Our safety talk today is about a man who lost 130lbs by exercising and eating healthier. This man had been overweight his entire life, but by committing to limit junk food and being active 4-5 times a week, he went from a size 54 waist and 3XL shirt to a size 34 waist and Medium shirt. He frequently travels for work and has developed several exercise routines that he performs in his hotel room to make sure he never misses a work out. Blogging about his experience helped him develop a support group that helped him stay on track.

Adults are recommended to get at least 150 minutes (2 hours and 30 minutes) per week of moderate aerobic activity (like brisk walking, jogging, biking, swimming, or hiking) along with muscle strengthening exercise two days a week. While engaging in moderate exercise you would typically be breathing harder than normal and have an increased heart rate but can still carry on a conversation. Being physically active on a regular basis can help reduce your risks for cardiovascular disease, stroke, type 2 diabetes, some cancers, help control your weight, strengthen your bones and muscles, improve your mood, prevent falls among older adults, and increase your chances of living longer. People who are more fit also have lower injury rates on the job and recover from injuries more quickly if they do occur.

### **Here are some ways we can get regular exercise and stay physically active:**

- Integrate physical activity into your routine. For example, bike to work on most days of the week, walk to the neighborhood grocery store, take a brisk walk with a colleague during your work break.
- Make a clear goal for maintaining a routine of physical activity and find a family member or friend (exercise buddy) to work out with. Motivate each other to stick to the goal.
- Make regular physical activity a priority.
- Physical activity can be a great stress buster. Taking a walk can often help clear your head.
- If you have a gym at work, bring your exercise clothes to work and leave them there.
- Regular physical activity can be free of cost. You don't need to get an expensive gym membership. Go outdoors or find a park around your home or work.

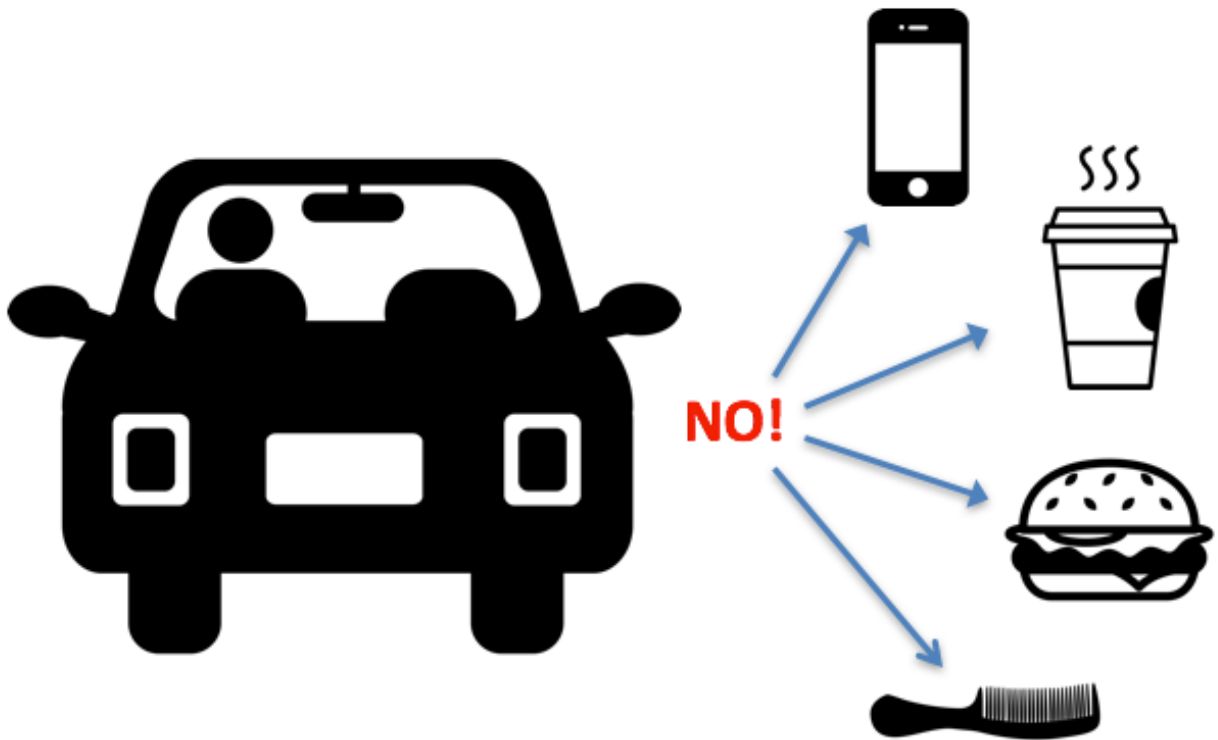
**ASK: "Does anyone have more ideas or comments to share?"**

**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say)**

- What are some ways you get regular physical activity?
- What are your favorite exercises and muscle strengthening activities?
- What are some effective strategies to stay physically active at work and outside work?
- What motivates you to stay physically active?

# HEALTH IMPACTS SAFETY



- You are 3x – 23x more likely to crash while driving distracted.
- Nearly 80% of crashes and 65% of near crashes involve distracted driving.
- Excessive speed is the leading cause in nearly 31% of fatal crashes.

## TWH# 10: What's distracted driving got to do with it?

**INSTRUCTIONS:** Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.

Today's safety committee meeting is about the more than 9 people killed and more than 1,153 people injured every day in crashes that involve distracted driving. There are three main types of distraction: **Visual**: taking your eyes off the road; **Manual**: taking your hands off the wheel; and **Cognitive**: taking your mind off of driving.

Distracted driving activities include things like texting; using a cell phone or smartphone; eating and drinking; grooming; reading (including maps); using a navigation system; and adjusting a radio, CD player, or MP3 player.



**So here are ways we can address and prevent distracted driving.**

- Keep your eyes on the road at all times and scan for hazards.
- Always keep both hands on the wheel, preferably at the 3 and 9 or 4 and 8 o'clock positions.
- Turn off electronic devices or put them in the back seat where they're out of reach
- Set navigation, radio, hands-free phone and other devices before starting your trip.
- Pull over in a safe place prior to use of a cell phone.
- Conversation with passengers should be kept to a minimum.
- Avoid extraneous activities while driving, such as eating, grooming and map reading.
- Be a defensive driver (e.g. maintain a safe following distance from other vehicles, etc.)

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say)**

- Do you have ideas about things we can do to reduce driver distraction?
- What are the laws governing cell phone use for drivers in our state?
- What motivates you to avoid distractive activities while driving?
- In what ways do you practice defensive driving?

# HEALTH IMPACTS SAFETY



- **Treating others respectfully and with civility at work can improve:**
  - **How we feel about our work**
  - **Our productivity and ability to stay safe**
  - **Our morale, emotional health, and how long we choose to work for our organization.**

## **TWH11# What's respect got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Our safety talk today is about how disrespect and incivility in the workplace can impact our safety, health, and well-being. Civil & respectful work environments are places where employees are respectful and considerate in their interactions with one another, as well as with customers, clients, and the public. Civility and respect are based on showing esteem, care, and consideration for others and acknowledging one another's dignity.

Polls suggest that many Americans believe that incivility is a serious problem in today's workplace. Examples of incivility include being rude and discourteous, showing a lack of regard for others, using sarcasm or making disparaging remarks, giving hostile stares or giving others the "silent treatment." Treating co-workers poorly can reduce staff retention, drain productivity, and affect actions and decisions made about safety. Incivility can decrease job satisfaction and lead to increased turnover. It can also affect employee mental health, which may lead to ill physical health.

### **Here are actions that indicate workplace respect & civility:**

- Before acting, consider the impact of your words and actions on others. Self-monitor the respect that you display in all areas of your communications, including verbal, body language, and listening. Understand your triggers: Knowing what makes you angry and frustrated enables you to manage your reactions and respond in a more appropriate manner.
- Take responsibility for your actions and practice self-restraint and anger management skills in responding to potential conflicts.
- Practice assertive communication and reflective listening.
- Help to create an inclusive and diverse work environment, organization-wide.
- Adopt a positive and solution-driven approach in resolving conflicts.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say).**

- What are some ways to help create a more respectful work environment?
- Can you identify specific activities or communication messages that would improve our culture of respect?
- Are there any things that you think our organization management might address to help improve inclusivity and support diversity in our workplace?

# HEALTH IMPACTS SAFETY

*Breathe*

*Listen*

*Be aware*

*Observe*

*Appreciate*



- **Being mindful can:**
  - **Reduce stress and increase well-being**
  - **Improve memory, focus and information processing**
  - **Decrease emotional reactivity**

## **TWH#12: What's mindfulness got to do with it?**

**INSTRUCTIONS: Hold the guide with this side facing you and the other side facing your committee. Then share the information on this page.**

Our safety talk today is about mindfulness. Mindfulness is purposefully paying attention to the entire experience of the present moment. To do this fully one keeps an open, curious, and accepting attitude, but dismisses thoughts and worries to be completely present in the current moment. To be more mindful we can try to be less distracted by focusing on one thing at a time. Being more mindful can improve our health and sleep, help us better deal with stress and burnout, and increase our job and life satisfaction. Mindfulness may improve driving performance, and can improve our safety at work and at home. Taking time to become more mindful has shown to improve physical health, such as reducing chronic pain and improving immune function. It can also help improve mental health by reducing anxiety, depression, and stress.

### **Here are some tips that can improve mindfulness at work:**

- Practice mindfulness reset: take a five minute break to allow your mind to settle on sensations of breathing in and out and let whatever thoughts or emotions that arise float by you.
- Practice mindful gratitude: at the end of each day call each pleasant event to mind and allow the associated sensations and emotions to fill you with mindful gratitude for a moment before moving on to the next thing.
- Find a mindful buddy: having the support of at least one other person who shares an interest in being mindful at work can be helpful. You can share this connection by sitting quietly together for a few minutes.
- Do one thing at a time and avoid the trap of multi-tasking" which divides attention and other brain/cognitive resources. Also, use micro-focus techniques, like focusing on one task for a given period, like 15-minutes.

**ASK: "Does anyone have more ideas or comments to share?"**  
**Pause for discussion. Then see if there are ways to take action.**

### **END WITH ACTION PLAN (ideas for what to ask or say)**

- What are some ways to be more mindful at work?
- Would you like to share something that you have found that has helped you to be more mindful?
- Are there mindfulness strategies that our organization management might help support?
- Check out this website: <https://www.mindful.org/10-ways-mindful-work/>