

6 Ways to Create a Calming Moment...at Work

1) Enjoy a Visual Visit

Place pictures of family and friends in and around your work area. Images of beautiful locations, meaningful quotes or poems can also make for restorative visuals. When you feel the need for some calm or care, spend a quiet moment gazing at a favorite picture or message and experience the connection.

2) Find a Temporary Temple

Most offices or office buildings offer a place or two that is removed from the hustle and bustle. Seek out these “sanctuaries” and use them as needed for a little “down time.” A change of environment, even briefly, can make a big difference.

3) Headphone Hiatus

Select a favorite song, voice recording or nature app, put on the headphones, shut your eyes and drift away for a bit of time. An audio excursion can be transporting and very effective at soothing and calming the stresses of the body and mind.

4) Take Note

Free-form writing can be a powerful way to promote a swift sense of tranquility. Buy a notebook and keep it handy. When things get to feel a bit too wonky, pull out the notebook and just write—thoughts, feelings, observations, doodles, reflections, dreams. Whatever ends up on the page is perfect. The purpose is in the process, not the product.

5) Silence Please

When and if you have the opportunity, silence all beepers, buzzers, ringers, vibrators and alarms...for even a short period of time. This is, for many people, akin to suggesting they not breathe for a moment or two. Cultural adaptations aside, the truth is that you, your mind, body and nervous system could greatly benefit from an intentional unplugging—even a brief one.

6) Mini-Retreat

Call it quiet time, meditation or a relaxation period... the name is incidental. What's important is the thing itself—taking a moment to shut your eyes, settle your mind and just sit quietly for a spell. Whether it be 5, 10 or 20 minutes, this process can have remarkable restorative benefits. And, it's completely portable. All that's needed is you.