

Short self-vitalizing moves – a collection for self-awareness:

Mindful start: Take a moment when you start the work-day, the meeting, a 1:1 conversation to become aware of how your body is feeling – or which body part is feeling what, from aches and tensions to feeling well or feeling nothing. Take note of your feelings.

Deep breath: According to the proverb “If you are in a hurry go slow”, take a rest when you feel under time pressure and breathe for at least three complete, slow breaths to give you energy and a moment to reflect, what you are doing and why. And then carry on with your day (... till the next breathing break ...).

Thoughts come and go: Mindfulness doesn't mean not having thoughts (but having a blank mind). It means dealing differently with thoughts than you usually do, to focus your attention – and the challenge these days is how to focus in a world of noise when you are permanently bombarded by things requiring your attention. So, when you notice you are distracted by your thoughts, bring your attention gently back to the object of your attention. This is simple - it will/can change how you relate to distractions, and increase your ability to focus and concentrate.

Visual Cues: The most important thing about being mindful is remembering to be mindful. Choose and use things that work for you as visual cues, i.e. something that comes into your view from time to time which helps to trigger you into remembering to snap back into the present moment.

Expand and enhance your view: Many people walk around with tunnel vision without realizing it. We fix on the few things directly around or ahead of us, and everything else drops out of our line of sight. Seeing the world systemically also begins in everyday life: Be aware of things you normally overlook, for instance a mural or a tree on the office path. Change perspective: How would your mother, your supervisor, your colleague or your competitor see or judge a certain issue?

Body scan and sweep: Our emotions manifest themselves in our body, for example, negative emotions often cause people to tense the muscles in their jaw and around their eyes and mouth. With repeated stress, these muscles can become sore and tight. One of the key ways to balance your mind-body connection is to stop and give yourself a body sweep.

Sit quietly and systematically scan your body, starting from the top of your head and moving down over your face, the back of your head, your shoulders, arms, hands, torso, hips, legs and feet. As you do this, notice the sensations you feel. Are there any areas of tension, pressure or discomfort? If so, breathe into these areas and allow them to soften and relax. Practicing this body sweep on a regular basis can help you to become more alert to the messages of your body. By exploring the link between your body and mind, you will start to notice which parts of the body are stimulated or shut down when you experience a particular emotion. Softening these areas can help release the tension or emotion stored there.

Mindfulness check: How am I feeling right now? What am I feeling right now?
What am I doing right now? What is most compelling to my awareness right now?

Beginner's mind: Take a moment to look at something as though you were seeing it for the first time. What do you notice?

Noisy noise annoys, but: Close your eyes for 1 minute and pay attention to the sound around you. What is particularly loud? What is very silent?