


Tips to Tune In at Work

					SATURDAY	SUNDAY
					1 Take a few slow deep breaths - see what senses you can tune in to	2 Get moving! walk, jump, skip, swim 
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
3 PUBLIC HOLIDAY Spend quality time with friends or family	4 Start your week with a mindfulness activity - Change your zoom backgrounds	5 Focus on one task at a time and try turning off email notifications	6 Ask someone in your team how they are feeling and actively listen	7 Have a non-work related catch up. Maybe play a board game	8 Notice your feelings and simply sit with them	9 Have a cuppa with someone who makes you feel good
10 Introduce a wellbeing check-in to a meeting	11 Take a mindful break with this 2min breathing exercise https://www.youtube.com/watch?v=2FriSddUY84	12 Plan a morning tea teach about a topic you are passionate about	13 Take a device free break outside 	14 Get together with your team for MHM trivia	15 Write down three things you are grateful for this week	16 Write a to do list for the day 
17 Set yourself work boundaries- start/finish times	18 Check in with someone outside your team	19 Take a lunch break away from your desk and recenter with some colouring	20 Have a walking or outdoor meeting 	21 Start a discussion about stigmatizing language	22 Spend time in the garden or out in nature	23 Prioritise an hour to recharge. Have a bubble bath or cuddle a furry friend
24 Start or get involved in a project you are passionate about	25 Organise team seated yoga or meditation https://www.youtube.com/watch?v=xRH1To_xyr8	26 Mindfully commute- take away all distractions and notice what is around you	27 Review your org's accessibility modifications - How could they improve?	28 Lunch-and-learn by purchasing a ticket for the Mental Health Matters Awards	29 Read a book or listen to music you're hooked on right now	30 Write down your wins this month - small or big

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Set your intention for the day on a post-it note 

Challenge yourself by trying to complete all daily tune in activities this October! Doing them with a colleague or your whole team or organisation is a good way to tune in. You can also follow the WayAhead LinkedIn for daily inspiration and even share your progress - [linkedin.com/company/mental-health-association-nsw-inc](https://www.linkedin.com/company/mental-health-association-nsw-inc)

These Tips to Tune In at Work were created with the help of the WayAhead Workplaces network - find out more at WayAheadWorkplaces.org.au

You can also download the Workplace Stress Less Tips poster for inspiration throughout the year - workplaces.wayahead.org.au/workplace-stress-less-tips