

# 05 Tool

## Introducing mindfulness

**Use these practical examples to support your people and teams to take a minute and Take Notice:**

**Begin meetings with karakia (prayer) or a short reflection (e.g. an inspiring quote)** followed by a brief period of silence, allowing people to breathe mindfully and bring their full attention into the room. End in a similar way.

**Kick off meetings with a short 3 minute breathing exercise (talk them through these steps)**

1. Pause, take a deep breath and place your feet flat on the floor. Really feel your heart in contact with the ground underneath you.
2. Now place your hands on your stomach and take two or three breaths, noticing your stomach rising and falling with each in and out breath.
3. When you feel comfortable, close your eyes.
4. Keep breathing deeply into your stomach. Breathe in for a count of five, then hold your breath for a count of five, and breathe out slowly for a count of five.
5. For about one minute, keep breathing like this: in for five, hold for five, out for five.
6. When you're ready, slowly bring attention back to the room, noticing the sounds around you. Open your eyes.
7. Take a moment to notice how you are feeling.

