Mindfulness at Work: Interactive Daily Practice Worksheet

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1. Morning Intention & Mindset Check-In

Set a positive tone for the day with mindful reflection.

2. Mindful Breathing Reset

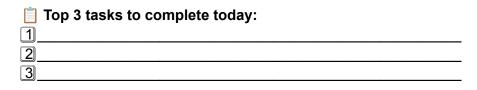
Use this technique when feeling overwhelmed.

Box Breathing:
Inhale for 4 seconds
Hold for 4 seconds
Exhale for 4 seconds
Hold for 4 seconds
Repeat 3–5 times

📝 How do I feel after this exercise? _____

3. Focus & Productivity Enhancement

Avoid multitasking and boost efficiency.



Single-tasking time blocks:

Z Work for: _____ min Break for: _____ min

O Distractions	I will avoid today: 🗆	Social Media	\Box Emails \Box I	Phone Calls 🗆	Meetings
Other:					

4. Mindful Breaks & Energy Reset

Recharge with a short break—choose one.

5-minute deep breathing Stretching or light movement Step outside for fresh air Listen to calming music Gratitude journaling 📝 Notes on how my break helped: _____

5. End-of-Day Reflection & Gratitude

Reflect on how mindfulness shaped your workday.

📝 One moment I stayed present today:
Something I accomplished mindfully:
📝 One thing I am grateful for:
🎭 How I feel after practicing mindfulness (circle one): ☺ Calm 💪 Productive 🤯 Stressed 😌 Balanced 😴 Tired
📢 What can I improve tomorrow?

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