



An Introduction to **MINDFULNESS**

Mindfulness is the foundation of an ancient Buddhist practice known as Vipassana, or insight meditation. Western medicine is now recognizing it as a tool for dealing with stress, chronic pain, and other medical and psychological conditions.

Examples of mindfulness practice include:

- **Becoming** aware of breath and feeling the stomach rise and fall with each breath
- **Feeling** the various physical sensations of an emotion
- **Noticing** thoughts as they pass through the mind
- **Paying attention** to all of the sounds in a room
- **Noticing** what happens in the body when there is stress
- **Watching** the thoughts that arise when there is boredom

The Center for Mindfulness: www.thecenterformindfulness.com
Association for Mindfulness in Education: www.mindfuleducation.org

Signs and symptoms of burnout



Know when to make changes and when to ask for help.

Exhaustion. Those affected feel drained and emotionally exhausted, unable to cope, tired and down, and don't have enough energy. Physical symptoms include things such as pain and gastrointestinal problems.

Alienation from work-related activities. People who have burnout find their jobs to be increasingly stressful and frustrating. They may start to be cynical about their working conditions and colleagues while also distancing themselves emotionally.

Reduced performance. Burnout typically affects everyday tasks at work, at home or when caring for family members. Those impacted are very negative about their tasks, find it hard to concentrate and lack creativity.

<https://www.uhc.com/content/dam/uhcdotcom/en/HealthAndWellness/PDF/Health-Tip-Recognizing-Burnout-EN.pdf>

How to Unplug During Vacation

Work is important, but so are your mental and physical health needs. That is why time away from work is necessary. The goal is to actually get away from work!

If you have trouble unplugging during time off, try these tactics:

- Make it a year-round habit. Set the tone for yourself, your coworkers, and your leader by consistently logging off at the end of each workday.
- Plan ahead. It may be challenging, but prioritize your work and get as much done before you leave for the day. Plan your leave by identifying individuals who may be able to back you up during your absence.
- Set your out-of-office reply. In your Out-of-Office reply, be clear that you are not available nor will you have access to your email while you are out. Make sure to give the contact information for your backup in case something urgent pops up.
- Hide work apps. Just turning off notifications from work-related apps may not be enough to keep you from instinctively checking them. If you can't uninstall these apps entirely, move them to a different folder on your phone—out of sight will hopefully be out of mind.

1. <https://www.corporatewellnessmagazine.com/article/power-vacation-employee-wellness>

2. <https://www.apadivisions.org/division-28/publications/newsletters/psychopharmacology/2017/07/vacation#:~:text=Mental%20Health%20Benefits,-Vacations%20can%20also&text=Vacations%20can%20improve%20mood%20and,short%20vacation%20can%20reduce%20stress>

3. <https://girlboss.com/blogs/read/boundaries-summer-vacation>



The Power of Preventive Care

One of the best ways to avoid, or minimize, many diseases and conditions is to catch warning signs early. That is why annual health screenings are so important.

Start with an annual physical with your doctor. Your doctor can help identify signs of:



Anxiety, depression and other mental health condition



High Blood Pressure, High Cholesterol, & Diabetes



Some cancers



General concerns & feelings both mental and physical

1. <https://health.gov/myhealthfinder/doctor-visits/screening-tests/getscreened>

2. <https://health.clevelandclinic.org/why-you-need-an-annual-physical-and-what-to-expect/>