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To be more mindful at work one may need to clear the space in the brain that is being overused as the graphic shows above. Here is a tip on how this may be accomplished:

**Use short mindful exercises at work:**

Even allowing yourself one minute to focus in, helps your mind to take a step back and refocus. Mindfulness may increase productivity, reduce stress, refocus the mind, and increase creativity.

**The Action:**

Take one minute at least twice per day to concentrate on one of your senses, touch, taste, smell, hearing and really focus in, grounding yourself in that moment. Once the minute has passed, refocus on your work.

Although this may seem a simple task, many of us find it hard to find a minute in our day for self-care, make mindfulness a way that you are caring for yourself.