



A MINUTE A DAY



The Challenge

*Stress caused by a busy workday can be hard to shake off. Studies suggest that mindful meditation can help reduce anxiety, negative mood and stress. The goal of this activity is to try and calm the mind and body through increased mindfulness. Meditation can be as simple as taking a few moments away from distractions to focus on breathing. Encourage employees to meditate for **one minute every day for 30 days**.*

Resources Required

- Advertisements via the HR coordinator, management or Wellness Committee.
- Meditation resources.
- Optional: a silent space, timer, yoga mats or pillows.

Measures of Success

- Self-reported reduction in stress levels.
- Self-reported increased mindfulness.

Considerations

- If your employees work in a cubicle or shared office, consider booking a room specifically for meditation.
- Inform senior management of the meditation challenge and that employees may have their eyes closed while at their desk.
- Have a primary contact person for any questions that may arise from the process.

PROCESS

1 PROMOTE CHALLENGE

Circulate an email to staff announcing the challenge

Consider sending calendar invites that employees can subscribe to as daily reminders.

2 PROVIDE RESOURCES

Send daily reminders, meditation, and stress-relief tips

Send employees daily motivational email reminders to participate in the challenge. Detail the importance of stress reduction in the workplace.

3 SEEK FEEDBACK

Measure success and areas of improvement

Ask staff to share their experience and use feedback to improve the activity.

Option

Include a printable “do not disturb” postcard so participating staff are not interrupted during the meditation.



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Email Template

Stressed? Join your colleagues in the ***a Minute a Day Challenge!***

We are encouraging employees to relax and practice mindful meditation for just one minute each day and building up over the course of one month.

Here are some helpful tips to get started:

- **Practice being present** and focus on how you feel.
- **Pay attention to your breathing.** Inhale deeply all the way down into your belly, and then exhale.
- **Let thoughts flow naturally.** Don't force your mind to be clear. Hold no judgments on thoughts that come forward.
- **If it is too hard to sit** in silence for the time allotted, try sitting as long as possible and aim to add extra time each day. Feel free to also try a walking meditation!
- **Download a meditation app**, like [Calm](#), [Insight Timer](#) or [Headspace](#) to help you meditate.

FUN TWISTS!

- **Work with senior management to allow staff members who participate in the challenge to have the meditation time as a paid break or flex time.**
- **Invite a practiced meditator to demonstrate a meditation session**
- **Find a video to distribute to staff on proper meditation technique.**
- **Challenge staff to add increasing time to each meditation session.**