Dear Human Resources:

Our world is now more than ever filled with constant news, distractions, and notifications which keep us too busy to fully appreciate our biggest gift: the Present. Mindfulness is a universal route to access health and wellbeing.

What follows is our guide to practice mindfulness, with a highlight of the benefits it could bring into your lives and the lives of your employees. To roll out this information to your employees:

* Copy and send the following in an email to your coworkers
* Post the PDF version of these documents to your intranet or HR portal for employees to review
* Print out the PDF version of these documents and post them in common areas

Practicing mindfulness can be done in a variety of ways. It can be done through meditation at any moment and anytime, wherever you are. Or it can be done in a quiet and secluded place. It can even be done through physical body movements like yoga and Tai Chi.

What is mindfulness? Intentional awareness of the present moment, without judgments. It is a practice focused on the healthy interactions of the brain, mind, body, and behavior.

How it can benefit you:

* Increased physical relaxation, calmness, and psychological balance
* Decreased feelings of stress, depression, and anxiety
* Helps cope with illness and treatment of chronic conditions such as pain, mood disorder, and substance abuse
* Reduces burnout, improves sleep and productivity

For a guide to your first and future meditations, please click here.