Mindfulness, a focus on the present without judgment, has shown benefits for productivity, health and well-being. The following 10- to 15-minute mindfulness exercise narrows attention and broadens awareness of sensations and external surroundings:

- Sit an upright position.
- Lower or close your eyes.
- Focus on your breathing—follow its movement through your body.
- Notice the sensations around your stomach as air flows in/out of your nose or mouth—simply tune in to your breathing as you do it all day long without being aware of it.
- Select one area of your body that is impacted by your breathing and focus your attention on that area—do not alter your breathing.
- If you notice your mind wandering (and it will) bring your attention back to your breathing.
- After 10 minutes, switch from focusing or tuning in to actually monitoring. Your thoughts, feelings, and sensations are clouds floating in the sky—just monitor them without judgment.
- With each exhale, tune in to how your body feels. Be attentive to the experience—how you feel, the sounds around you and your thoughts.
- After another 5 minutes, open your eyes and take one more deep breath and as you exhale feel a sense of calm and relaxation come over you.