

Tip sheet

Creating a calm workplace

The way we work influences our home life in turn. Whether we work in offices, the outdoors, large supermarkets, small businesses, driving trucks or in factories, we have to divide our time and energies between our work and our homes.



Tips for creating a calm workplace

Creating a balance

Creating a balance of effort and calmness in our endeavours will not only produce better outcomes but will go a long way to creating a sustainable quality of life. Take a second in the morning to sit down and take some deep breaths; this will assist you to continue your day with awareness. Whilst travelling to work there are opportunities to remember awareness and breathing.

Keep things tidy

The workplace itself requires attention. Keep your work area tidy and clear away items you don't need. Sort documents, scraps of paper, drawers and even the computer desktop! You will be surprised how therapeutic this can be.

Slow down

Multi-tasking is a real skill, which might also contribute to an over-fast pace. Our daily technological aides might contribute to the sense of needing to move fast. Slow down just a little. Before you pick up the phone, think "who might that be?" Remember that focussing on one thing at a time is also a valuable skill.

Manage your time and relationships

Consider revising your diary and rethinking your time management. In communications with colleagues listen well, generate an atmosphere of respect, value each person's contribution. If there is a tough conversation take time-out, time itself helps emotions to settle. Talk with your colleagues to check your perception of what might be happening.

Let it go

At the end of the day push your chair to your desk and consciously leave your work behind before heading home.

Remember, relax your breathing, keep your workplace clear, respect others, be aware when you're not coping, consult with colleagues. You can also book a consult with one of our skilled professionals.

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