



# 5-DAY MINDFULNESS CHALLENGE FOR WORKPLACE EQ

Target Audience: Busy professionals (5-10 mins/day)

Core Goal: Build self-awareness → emotional regulation → intentional response

**01 Day 1: Anchoring Your Attention**

**02 Day 2: Body Scan for Stress Signals**

**03 Day 3: Labeling Emotions Precisely**

**04 Day 4: The STOP Technique for Reactivity**

**05 Day 5: Micro-Compassion Break**

**Practice:** Breath Awareness (3x daily)

*Why it builds EQ:* Trains focus & intercepts reactive emotions.

**Work Task:**

- Set phone timer for 60 seconds.
- Close eyes → focus ONLY on breath entering/leaving nostrils.
- When mind wanders (it will!), gently return to breath.

**Workplace Integration:**

- Do this BEFORE checking email each morning.
- Use when feeling overwhelmed (bathroom stall ok!).
- When mind wanders (it will!), gently return to breath.

**Journal Prompt:**

"Where did my mind wander? What emotions were bubbling under?"

**Practice:** Body Check-In (2x daily)

*Why it builds EQ:* Identifies physical stress before it hijacks logic.

**Work Task:**

- Pause → scan head → shoulders → stomach → hands.
- Notice: Tension? Heat? Tingling? (No judgment!)
- Breathe into tight areas for 3 cycles.

**Workplace Integration:**

- Do pre-meeting or after intense calls

**Pro Tip:** Keep a "Tension Map":

- Shoulders tight = Deadline stress | Stomach flutter =  
Uncertainty

**Journal Prompt:**

"What emotion lives in my [tight area] today?"

## 03 Day 3: Labeling Emotions Precisely

**Practice:** The "Emotion Word Hunt"

*Why it builds EQ:* Expands emotional vocabulary → clearer communication..

### **Work Task:**

When feeling ANY emotion, ask: "Is this...?"

- *Primary:* Angry/Sad/Joyful/Fearful?
- *Nuanced:* Frustrated(not angry)?Optimistic (not just happy)?

### **Workplace Integration:**

- Do pre-meeting or after intense calls

**Pro Tip:** Keep a "Tension Map":

- Shoulders tight = Deadline stress | Stomach flutter =  
Uncertainty

### **Journal Prompt:**

"What emotion lives in my [tight area] today?"

## 04 Day 4: The **STOP** Technique for Reactivity

**Practice:** S.T.O.P. (3x during triggers)

*Why it builds EQ:* Creates space between stimulus → response.

### **Work Task:**

- Stop moving/frozen scrolling
- Take 3 deep breaths (4 sec in → 6 sec out)
- Observe body + thoughts: "Heart racing? Mind blaming?"
- Proceed with intention: "What's 1 wise action?"

### **Workplace Integration:**

- Use when:
  - ✗ Receiving critical feedback
  - ✗ Reading a frustrating Slack message

### **Journal Prompt:**

"What reaction did STOP prevent? What did I choose instead?"

## 05 Day 5: Micro-Compassion Break

**Practice:** Kindness for Self & Others (2x daily)

*Why it builds EQ:* Builds empathy circuits + reduces inner critic.

### **Work Task:**

1. Place hand on heart → whisper:  
"This is stressful. May I be kind to myself."
2. Think of a colleague → silently wish:  
"May you feel calm and capable today."

### **Workplace Integration:**

- Do while waiting for coffee/loading screens.
- Especially helpful for difficult coworkers.
- **Pro Tip:** Pair with a physical anchor (e.g., touching your wrist).

### **Journal Prompt:**

"How did extending compassion shift my interactions?"