

Workday Wellbeing

A Resource Pack

Simple practices to support your wellbeing throughout the working day

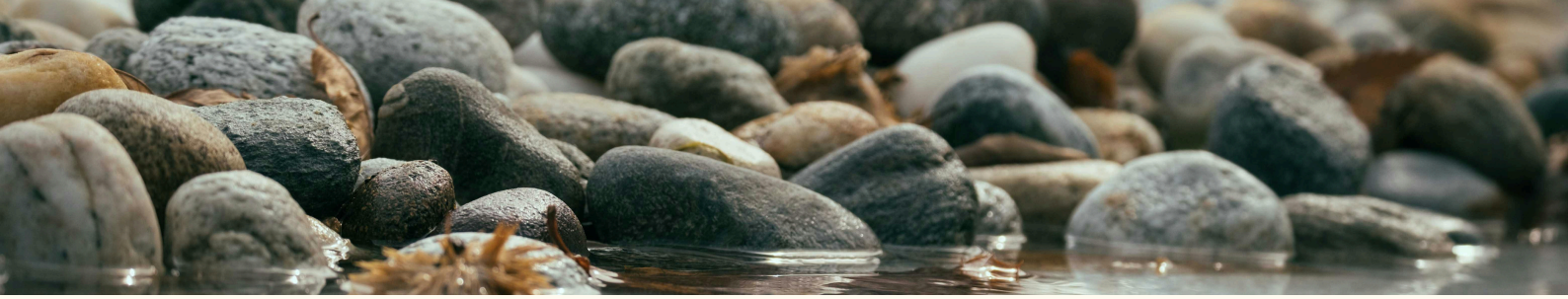
Created for Suzy Lamplugh Trust

by Muna Mcadie

"Pause. Notice. Respond with kindness."

These practices are designed to support everyday wellbeing and are not intended to replace professional medical or psychological care where this may be needed.





Welcome

Thank you for taking part in the Workday Wellbeing Workshop.

This resource pack brings together the practices explored during our time together. They are designed to support you in navigating the demands of everyday working life with greater awareness, ease and resilience.

These are not tasks to complete or habits to perfect.

Instead, think of them as a menu of simple practices that you can return to whenever they feel helpful. Some will help you feel more energised, others may help you slow down, release tension or find a moment of calm.

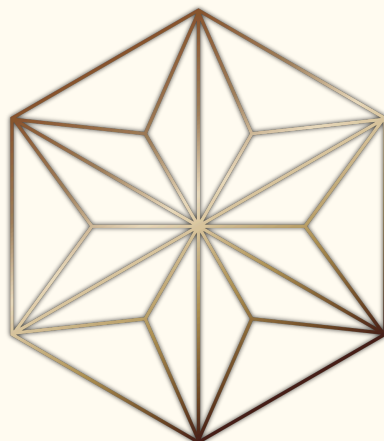
There is no right way to use these resources. You don't need to practise everything. Simply notice what you need in the moment and choose the practice that feels most supportive.

Small, consistent moments of pause can make a meaningful difference.

We hope these practices continue to support your well-being at work and at home.

With warm wishes,

Muna Mcadie





What's Inside

Welcome- An introduction to using this resource pack.

Check In

- Daily Reflection

Pause

- The PAUSE Method

Breathe

- Double Inhale Reset (Physiological Sigh)
- Alternate Nostril Breathing
- Breath of Joy
- Energising Arm Pumping Breath
- Cooling Breath (Śitalī)

Move

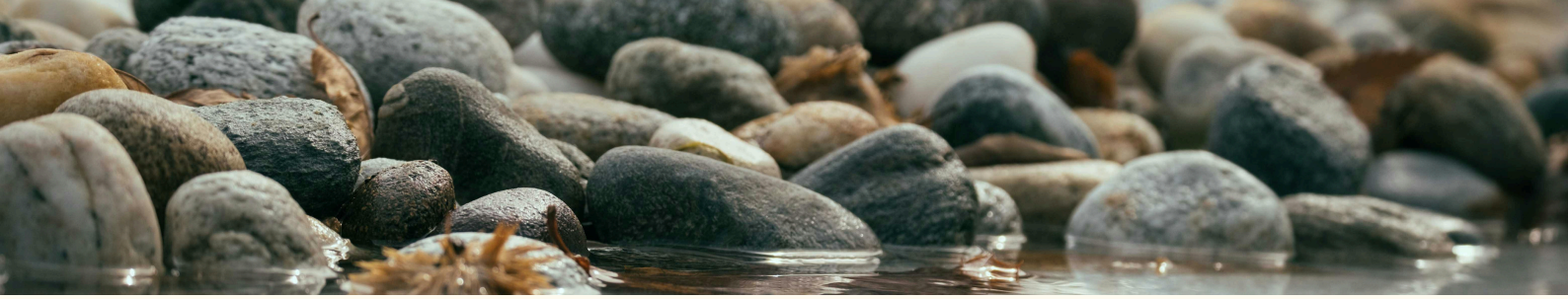
- Arm Sweeps
- Shoulder Shrugs
- Shoulder Circles
- Spinal Flexes
- Hip Circles
- Dusting Off
- Shaking Off
- Butterfly Hug

Sound

- Humming
- Vowel Toning

Your Workday Wellbeing Menu

One Last Invitation- Find Your Joy



BREATHE





Double Inhale Reset (Physiological Sigh)

A quick way to release tension and calm your nervous system.

This is a naturally occurring breathing pattern that humans (and many other mammals) use spontaneously, for example after crying or during moments of relief.

Research suggests it can help reduce carbon dioxide levels efficiently and quickly shift the body toward a calmer state.

When to use it

After a stressful conversation, when feeling overwhelmed, or before responding rather than reacting.

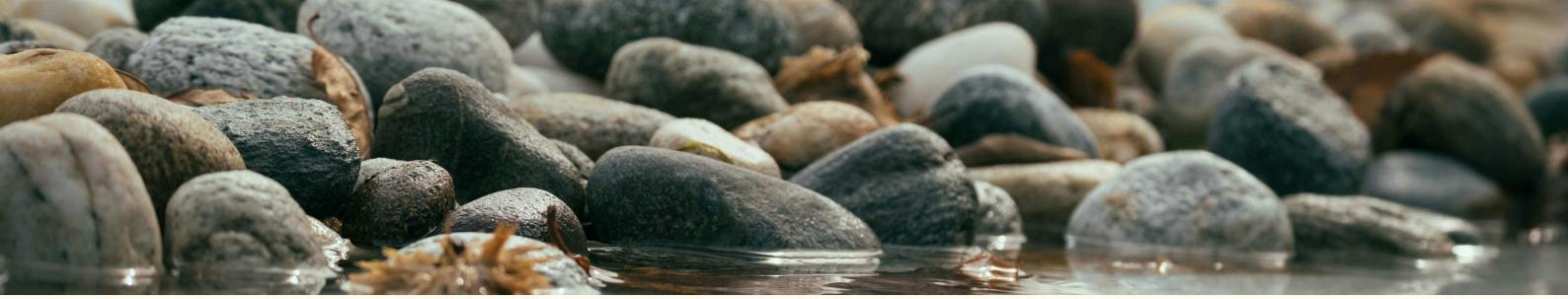
How to practice

- Take one deep breath in.
- Take a second, smaller inhale to comfortably fill the lungs.
- Exhale slowly through the mouth.
- Repeat 2–5 times.

What you might notice

- A longer exhale
- Reduced tension
- A greater sense of calm

A gentle reminder- Allow the exhale to be slow and unforced.



Alternate Nostril Breathing

Balance your attention and settle your mind.

When to use it

Before an important meeting, after switching between tasks, or whenever you need to regain focus.

How to practice

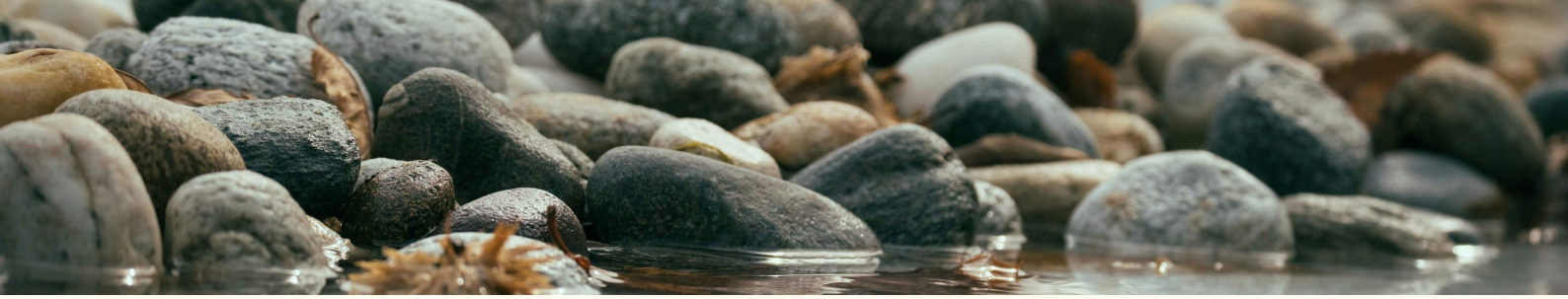
- Sit comfortably.
- Gently alternate closing one nostril at a time.
- Breathe slowly and evenly through each side.
- Continue for 1–3 minutes.

What you might notice

- A calmer mind
- Improved focus
- More even breathing

A gentle reminder

Keep the breath relaxed and comfortable. There is no need to force or hold the breath.



Breath of Joy

Refresh your energy through movement and breath.

When to use it

When you're feeling sluggish, mentally tired, or need an energy boost before returning to work.

How to practice

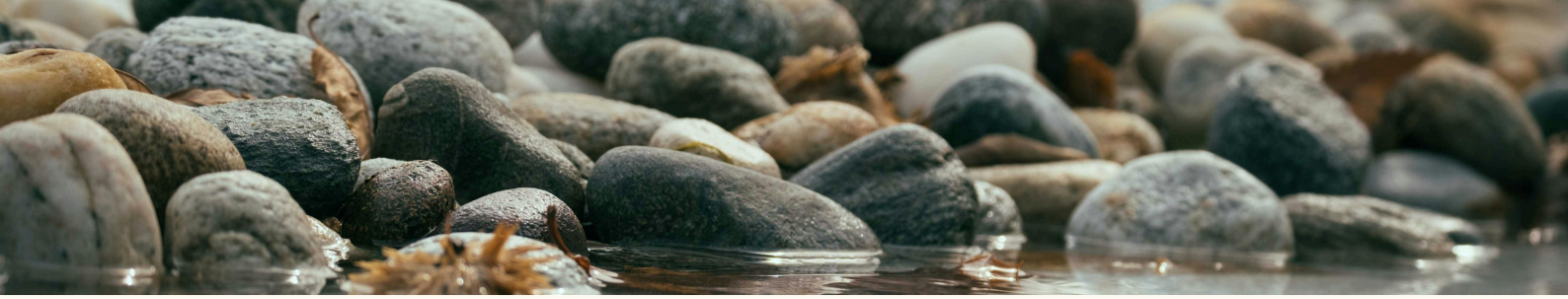
- Stand or sit comfortably.
- Take three short inhalations while lifting your arms in stages.
- Exhale fully as you lower your arms.
- Repeat for 3–5 rounds.

What you might notice

- Increased energy
- Greater alertness
- A sense of release

A gentle reminder

Listen to your body. If anything feels uncomfortable, return to a natural breath or rest.



Energising Arm Pumping Breath

Awaken your body and mind with movement and breath.

When to use it

When your energy is dipping, you've been sitting for a long time, or you feel tempted to reach for another coffee.

How to practice

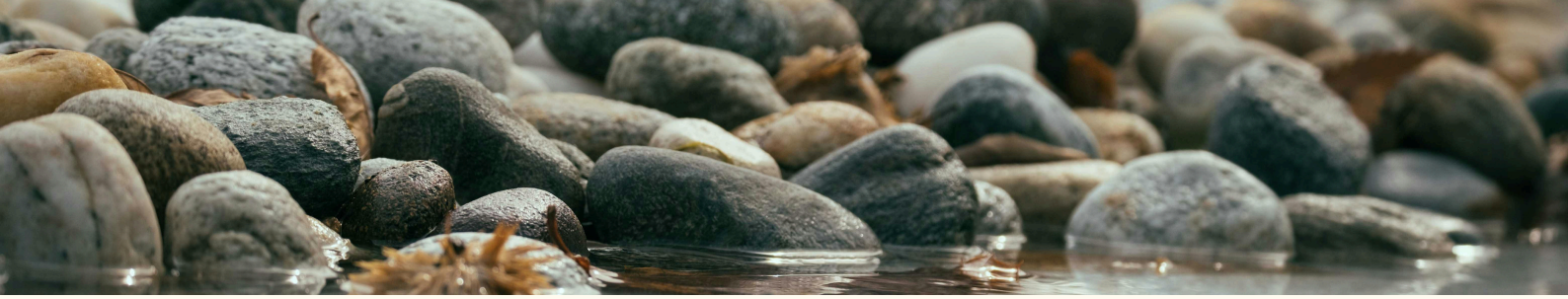
- Sit or stand comfortably with your spine tall.
- Breathe in as you lift your arms.
- Breathe out as you pump your arms down with energy.
- Continue at a comfortable rhythm for 30–60 seconds.
- Pause and notice the effects before returning to your natural breath.

What you might notice

- Increased alertness
- A feeling of warmth and energy
- Greater focus and readiness

A gentle reminder

Move at a pace that feels comfortable. If you feel dizzy or light-headed, stop and return to a natural breath.



Cooling Breath

A soothing breathing practice to help cool the body and settle the mind.

When to use it

During hot weather, when you feel overheated, or whenever you would benefit from a sense of calm and refreshment.

How to practice

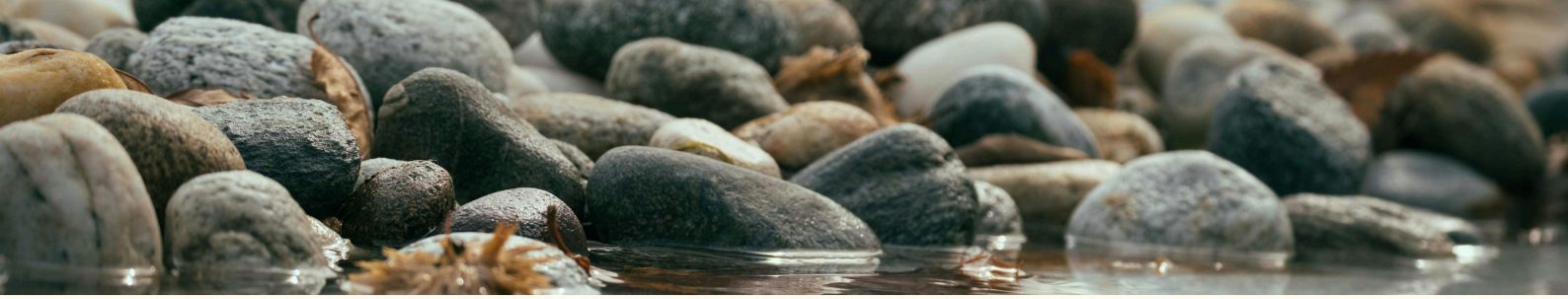
- Sit comfortably with your shoulders relaxed.
- If comfortable, curl your tongue into a tube and breathe in through it. If you can't curl your tongue, gently inhale through pursed lips.
- Close your mouth and breathe out slowly through your nose.
- Repeat for 5–10 rounds.

What you might notice

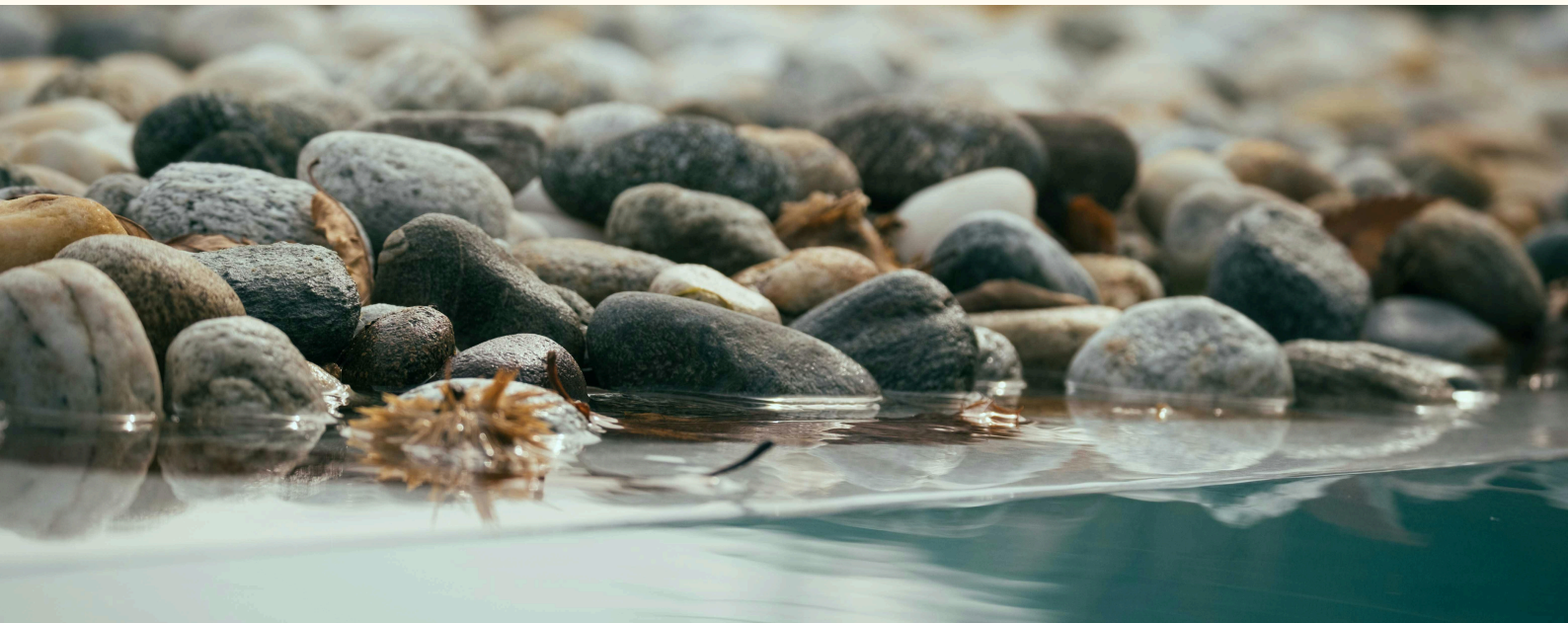
- A cooling sensation
- Slower, steadier breathing
- A greater sense of calm

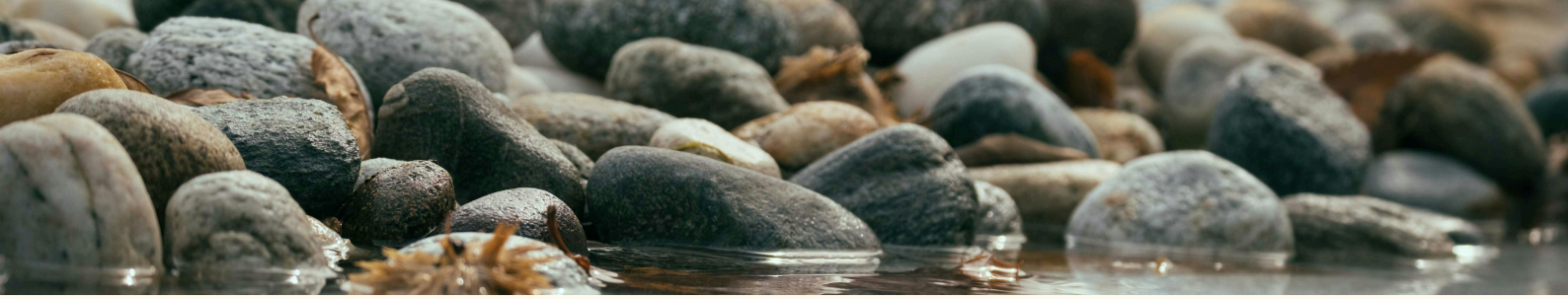
A gentle reminder

Practice gently and avoid this technique if the air is very cold or if it feels uncomfortable.



MOVE





Arm Sweeps

Create space in the body through gentle movement

When to use it

After sitting for long periods or whenever your body feels stiff.

How to practice

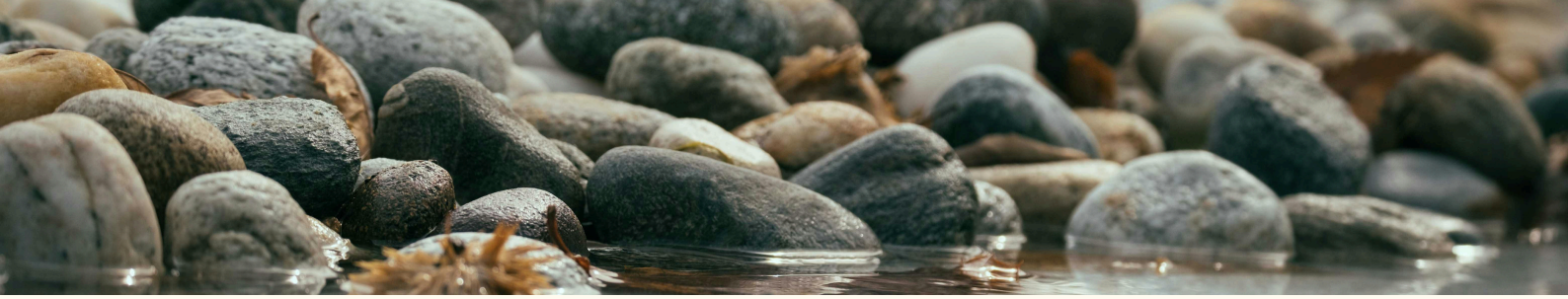
- Sweep your arms overhead as you inhale.
- Lower them slowly as you exhale.

What you might notice

- More ease through the shoulders
- A deeper breath
- Increased body awareness

A gentle reminder

Move smoothly and comfortably without straining.



Shoulder Circles

Release tension and restore comfortable movement through your shoulders.

When to use it

When your shoulders feel tight after sitting at a desk, working on a computer, or carrying stress.

How to practice

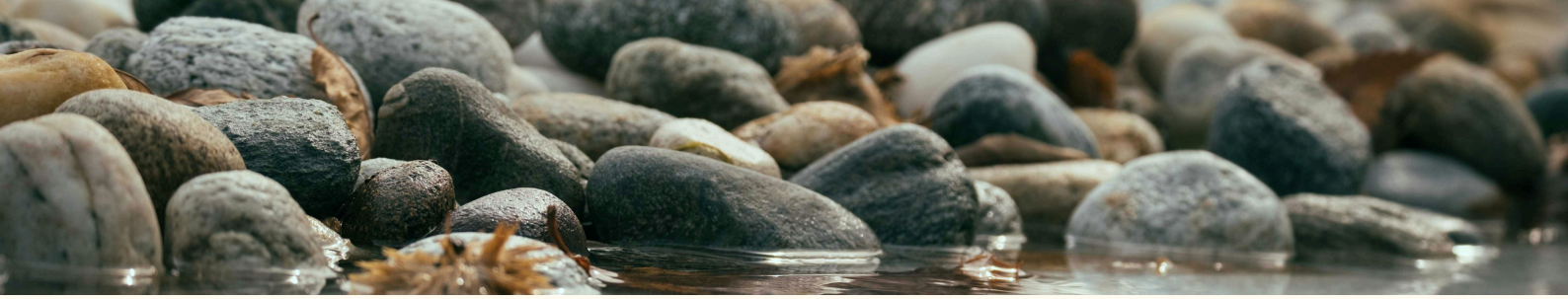
- Sit or stand comfortably with your spine tall.
- Slowly roll your shoulders up, back and down in a smooth circular motion.
- Repeat 5–10 times.
- Reverse the direction and repeat.
- Be playful: roll one shoulder forwards while the other rolls backwards.

What you might notice

- Reduced tension in your shoulders and upper back
- Greater ease of movement
- A more open and relaxed posture

A gentle reminder

Keep the circles slow and comfortable. Allow the movement to be smooth and easy, without forcing your range of movement.



Shoulder Shrugs

Release tension held in the shoulders and neck.

When to Use It

When you've been working at a desk, carrying stress, or notice tightness in your shoulders.

How to Practice

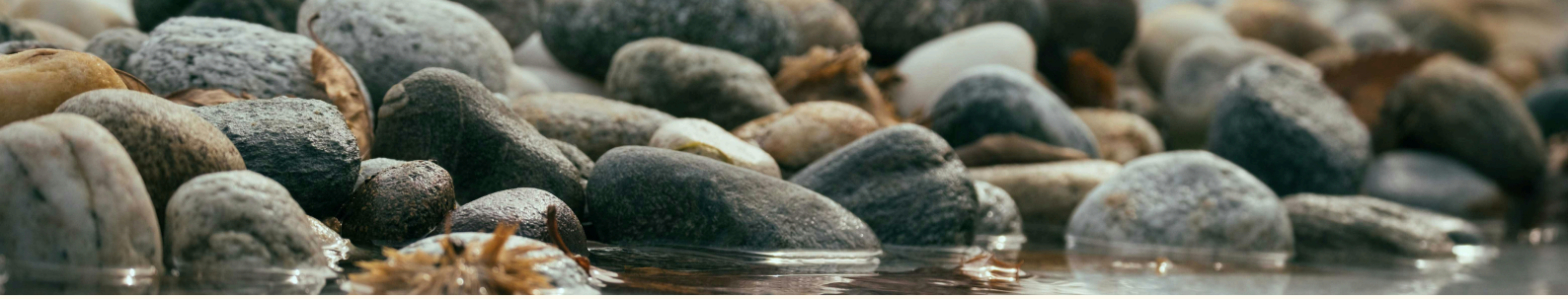
- Breathe in as you lift your shoulders towards your ears.
- Squeeze them as hard as you can for as long as you can
- Breathe out as you let them drop
- Receive the sense of softness and release.
- Repeat 5–10 times, allowing each release to feel effortless.

What You Might Notice

- Less tension through the neck and shoulders
- A greater sense of ease
- Improved awareness of where you hold stress

A Gentle Reminder

Focus on the release after the shoulders have dropped — give yourself time to receive the sense of release, don't rush



Spinal Flex

Gently mobilize your spine and encourage a more comfortable posture.

When to use it

After sitting for long periods, when your back feels stiff, or whenever you need to reconnect with your body.

How to practice

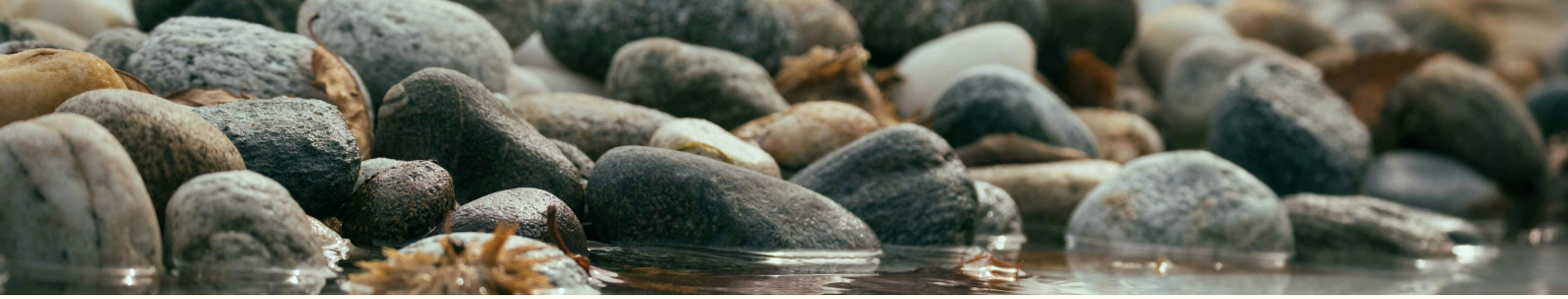
- Sit comfortably with both feet on the floor.
- As you breathe in, gently lift your chest and lengthen through your spine.
- As you breathe out, gently round your back.
- Continue moving slowly with your breath for 1–2 minutes.

What you might notice

- Greater mobility through the spine
- Easier breathing
- A feeling of release

A gentle reminder

Keep the movement slow, comfortable and pain-free. Move only within a range that feels right for your body.



Hip Circles

Encourage mobility and ease through the hips and lower back.

When to use it

After prolonged sitting, before returning to work, or whenever your lower body feels stiff.

How to practice

Stand with your feet comfortably apart.

Place your hands on your hips if helpful.

Slowly circle your hips in one direction for several breaths.

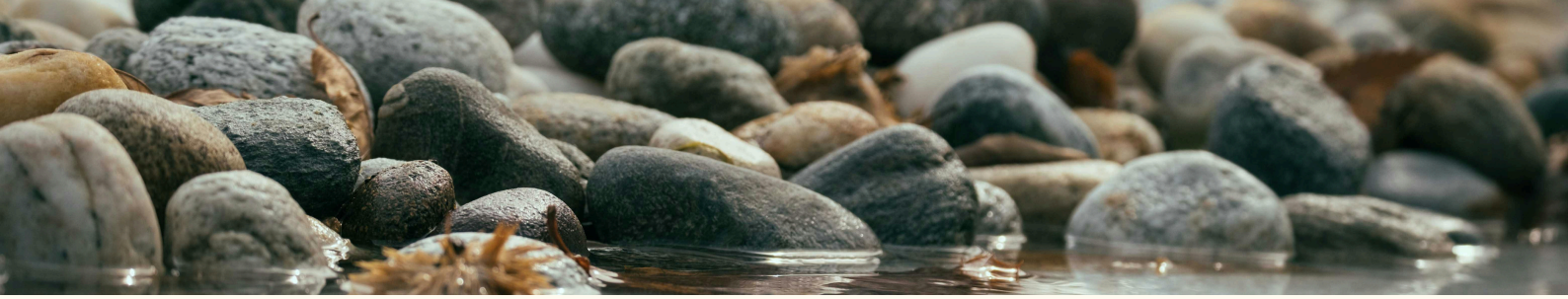
Repeat in the opposite direction.

What you might notice

- More freedom of movement
- Reduced stiffness
- A greater sense of grounding

A gentle reminder

Make the circles as small or as large as feels comfortable. Move without forcing the range of movement.



Dusting off

Release tension and reconnect with your body through touch.

When to use it

After a demanding task, before leaving work, or whenever you need to reset.

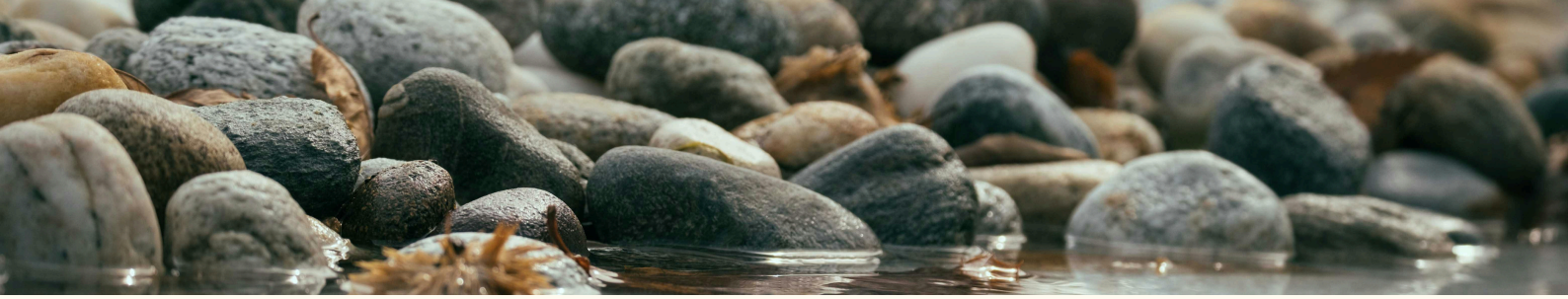
How to practice

- Using your hands, gently brush or press along your arms, shoulders and upper body.
- Move slowly and notice the sensations.
- Finish with a gentle shake of the hands.

What you might notice

- Warmth
- Relaxation
- Feeling more present

A gentle reminder Use a pressure that feels comfortable and supportive.



Shaking off

Release built-up tension and reawaken the body through gentle movement.

When to use it

After a busy meeting, during an afternoon slump, or whenever you feel physically or mentally stuck.

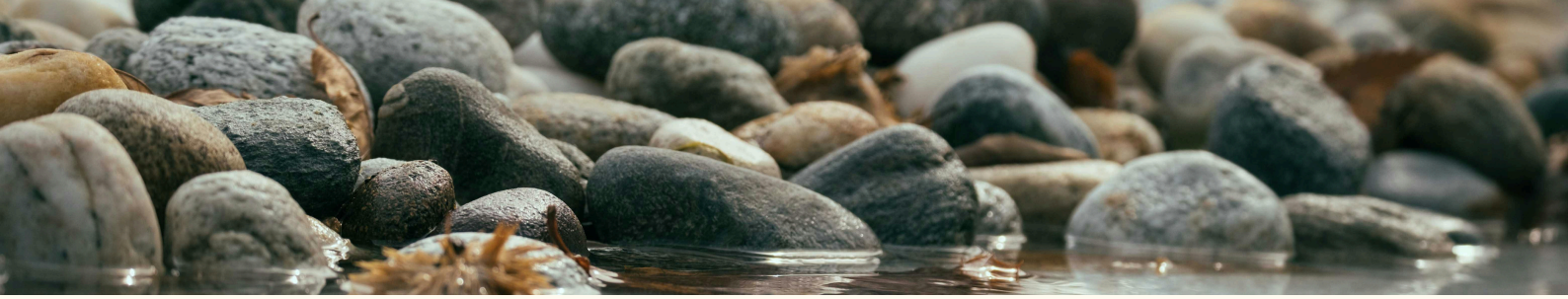
How to practice

- Stand comfortably with your knees soft.
- Gently shake your hands, arms and shoulders.
- If it feels comfortable, allow the movement to travel through your whole body.
- Continue for 30–60 seconds before coming back to stillness.

What you might notice

- A sense of lightness
- Increased energy
- Reduced physical tension

A gentle reminder Keep the movement gentle and relaxed. There is no right way to shake—find a rhythm that feels natural.



Butterfly Hug

A gentle self-soothing practice to support emotional regulation.

When to use it

When you feel overwhelmed, anxious or emotionally activated.

How to practice

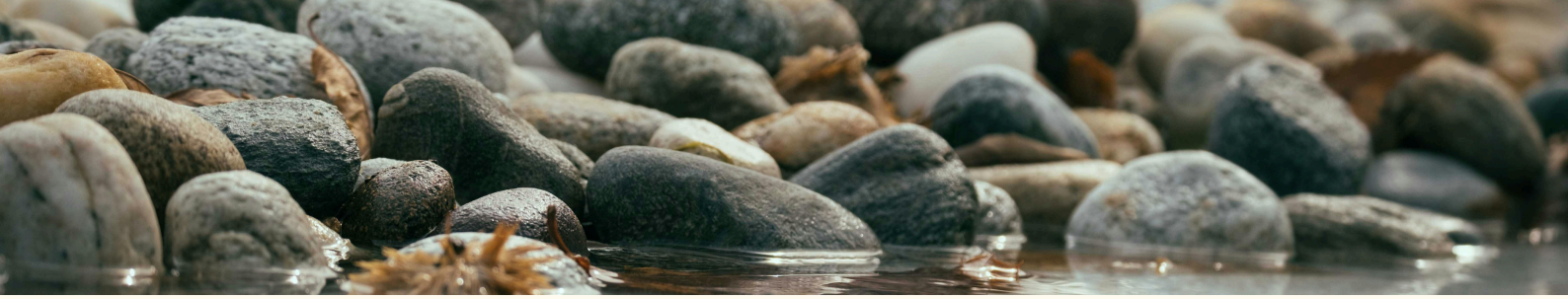
- Cross your arms over your chest.
- Rest your hands on your upper arms.
- Alternate gentle taps while breathing naturally.
- Continue for 30–60 seconds.

What you might notice

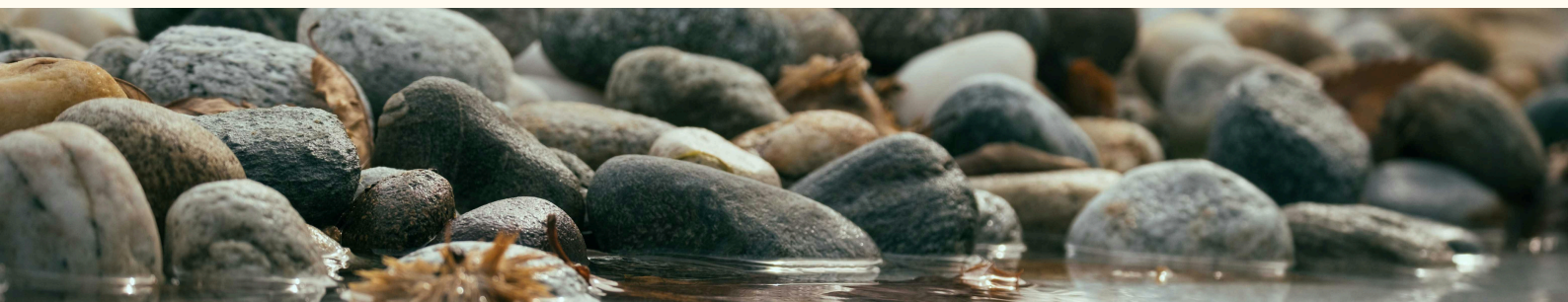
- A slower breath
- Feeling more grounded
- A greater sense of steadiness

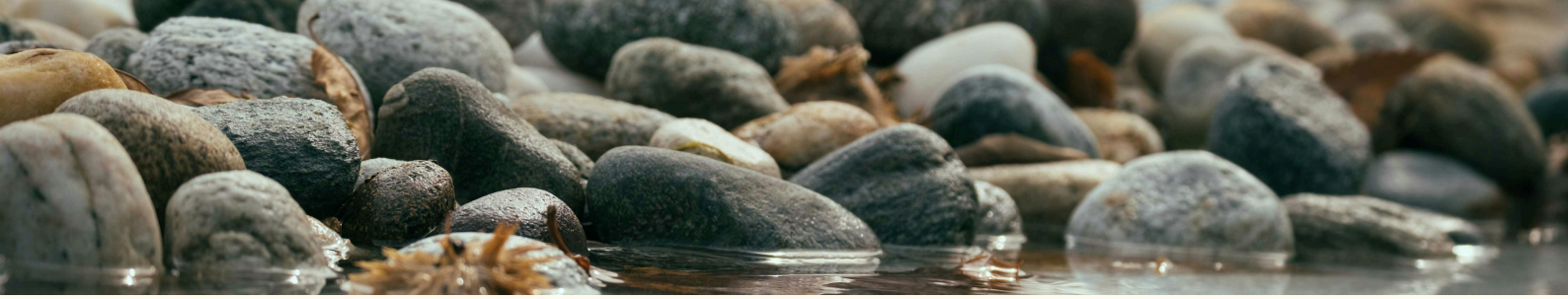
A gentle reminder

Find a rhythm that feels calming and comfortable for you.



SOUND





Humming

Use the gentle vibration of your voice to encourage relaxation and ease.

When to use it

At the end of your working day, before meditation, before sleep, or whenever you want to transition into a calmer state.

How to practise

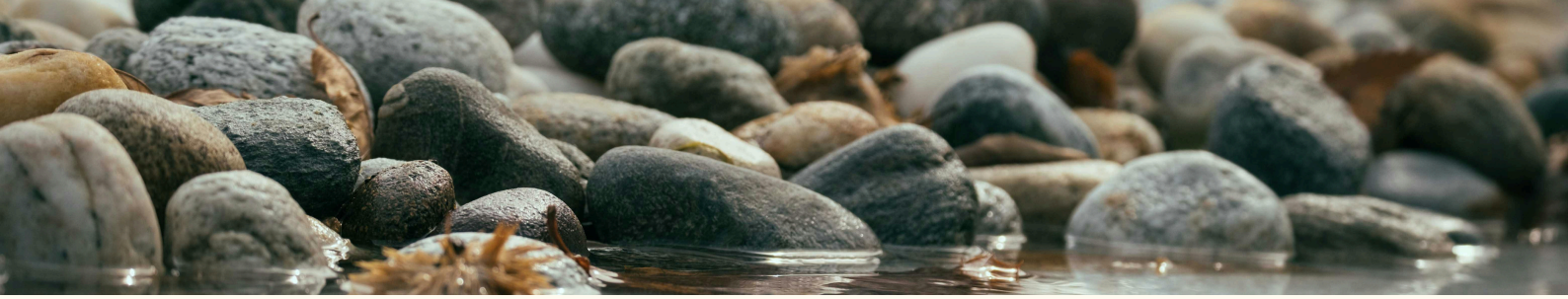
- Sit comfortably and allow your shoulders to soften.
- Take a gentle breath in through your nose.
- As you breathe out, hum softly on the sound "mmm".
- Allow each hum to end naturally before taking another breath.
- Continue for 1–3 minutes.

What you might notice

- Gentle vibration around the face and chest
- A quieter, calmer mind
- A greater sense of relaxation

A gentle reminder

Hum softly and comfortably. There is no need to make the sound loud—the vibration is more important than the volume.



Vowel Toning

Use your voice to encourage relaxation and connection

When to use it

When you need to unwind, release tension or transition into rest.

How to practice

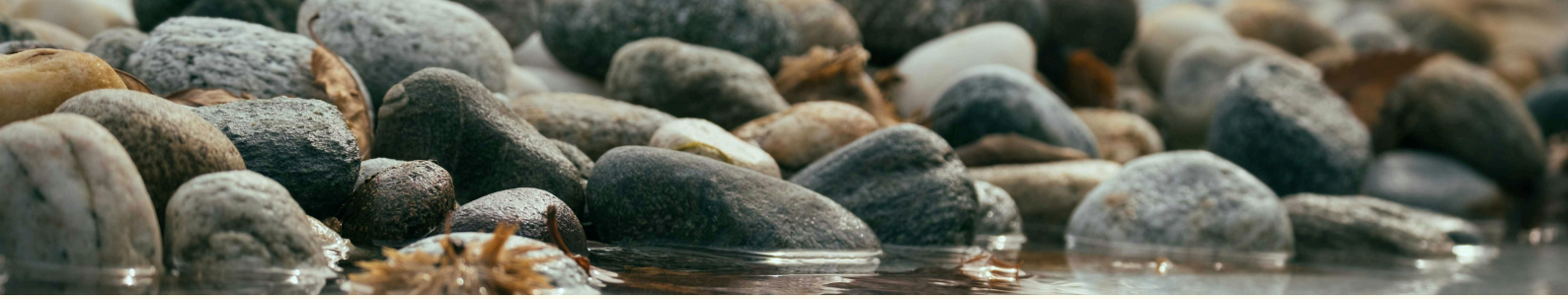
- Take a comfortable breath in.
- As you breathe out, gently sound one vowel (A, E, I, O or U).
- Allow the sound to fade naturally before taking another breath.
- Continue for 2–3 minutes.

What you might notice

- Gentle vibration in the body
- A quieter mind
- A sense of ease

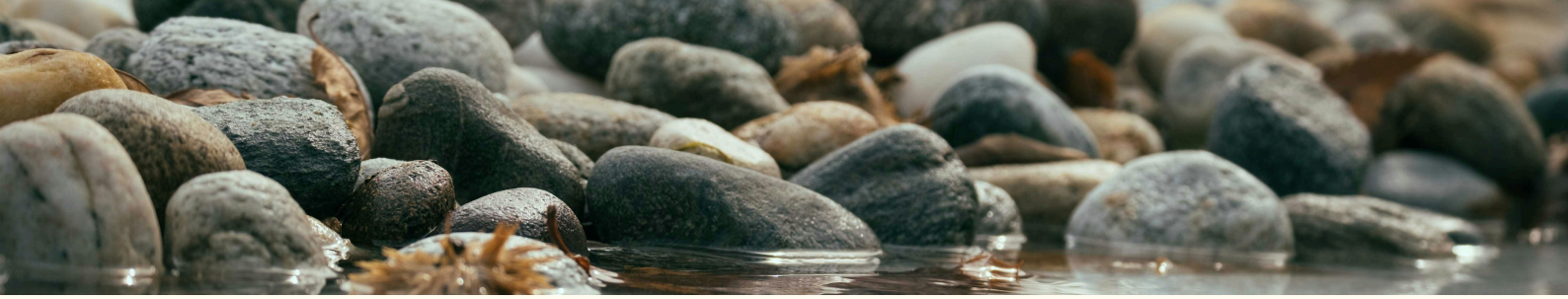
A gentle reminder

There is no perfect sound. Allow your voice to be natural and comfortable.



When to Use Which Practice

If you are feeling...	You might try...
Tense or overwhelmed	Double Inhale Reset, Butterfly Hug
Mentally busy	Alternate Nostril Breathing
Low in energy	Breath of Joy, Energising Arm Pumping Breath
Stiff from sitting	Arm Sweeps, Shoulder Circles, Hip Circles, Spinal Flexes
Holding physical tension	Dusting Off, Shaking Off
Ready to unwind	Humming, Vowel Toning, Cooling Breath (in warm conditions)



One Last Invitation...

Find Your Joy

Sometimes the most effective reset isn't another technique.

It's putting on a song you love and allowing yourself to move.

It doesn't have to be perfect.-No performance.

It doesn't have to look a certain way.-No choreography.

It only needs to help you reconnect with yourself.- Just movement, music and a few moments of freedom

Whether it's for one minute in your kitchen, during a lunch break, or at the end of your working day, let music remind you that movement can be joyful as well as restorative.

Choose a track that lifts your spirits.

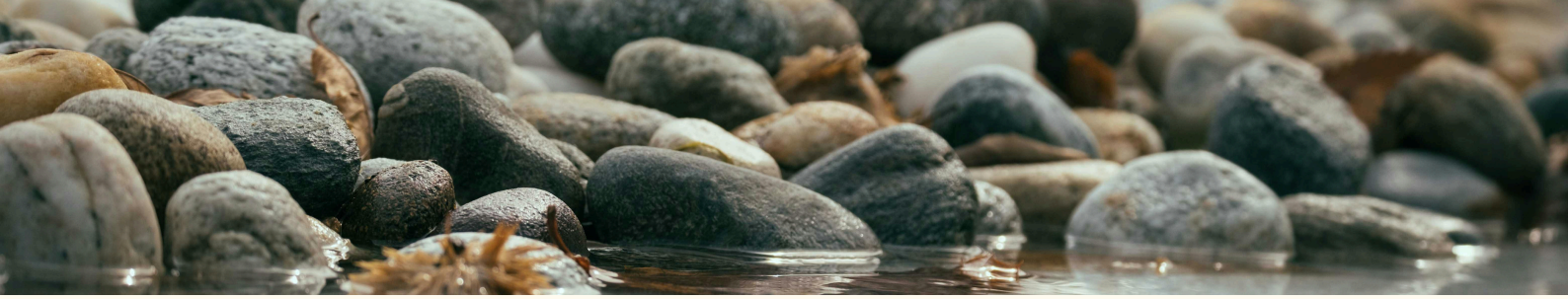
Breathe.

Move.

Feel

Then return to your day.

Joy is good for your nervous system too.



THE PAUSE





The PAUSE Method

A simple framework to help you reset during your working day.

When to use it

Whenever you notice you're rushing, feeling overwhelmed, losing focus, or simply need a moment to reconnect with yourself.

How to practice

P – Pause

Stop for a moment and notice what is happening.

A – Arrive

Bring your attention to your breath, your body and the present moment.

U – Unwind

Choose a practice that supports what you need right now—breath, movement, sound or stillness.

S – Settle

Allow your breathing to slow and your body to soften before moving on.

E – Engage

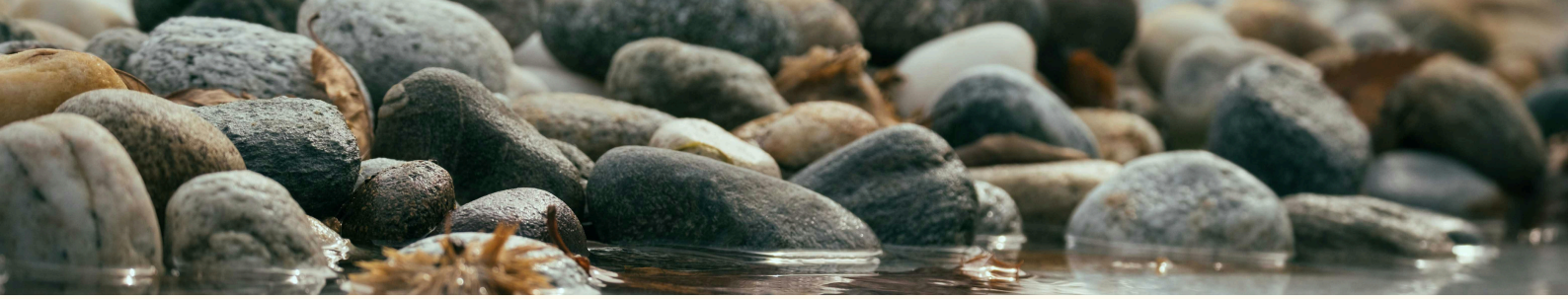
Return to your work with greater awareness, clarity and intention.

What you might notice

- A greater sense of calm
- Improved focus
- More awareness of your needs
- A feeling of being more present

A gentle reminder

You don't need to wait until you're overwhelmed. Even a one-minute pause can help you reconnect with yourself and your day.



Daily Reflection / Check in

A brief check-in to help you notice what you need today.

When to use it

At the start of your day, during a break, or at the end of the working day as a moment of reflection.

How to practice

Pause for a moment and gently ask yourself:

- How is my energy today?
- How is my focus?
- How am I feeling physically?
- How am I feeling emotionally?
- What do I need most right now?
- What is one small thing I can do to support myself today?

What you might notice

- Greater self-awareness
- Patterns in your energy and wellbeing
- Increased clarity about what you need
- More intentional choices throughout your day

A gentle reminder

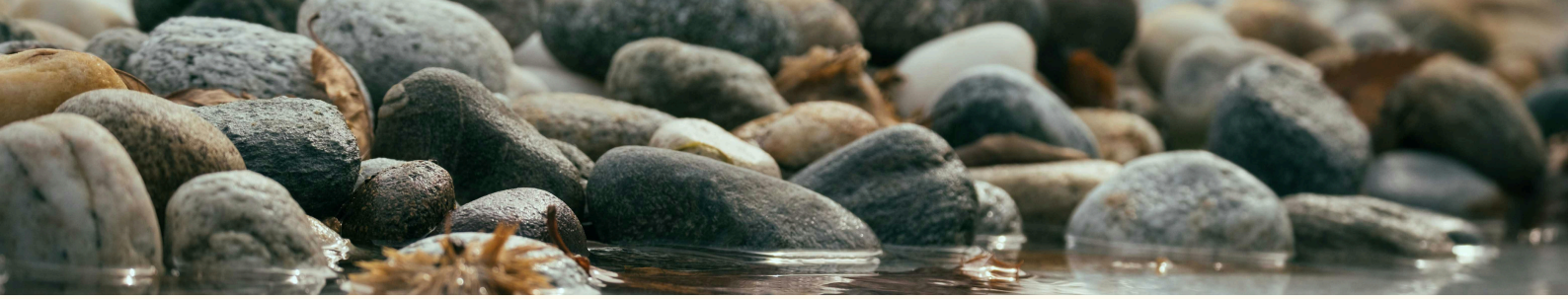
There are no right or wrong answers. This is an invitation to notice your experience with curiosity and kindness, one moment at a time.



Your Workday Wellbeing Menu

Pause. Notice what you need. Choose one practice.

If you're feeling...	Try...	Time
Overwhelmed or stressed	Double Inhale Reset • Butterfly Hug	1–2 mins
Finding it hard to focus	Alternate Nostril Breathing	2–3 mins
Low in energy	Breath of Joy • Energizing Arm Pumping Breath	1–2 mins
Stiff from sitting	Arm Sweeps • Shoulder Shrugs • Shoulder Circles • Hip Circles • Spinal Flexes	2–5 mins
Holding physical tension	Dusting Off • Shaking Off	1–2 mins
Feeling hot or flustered	Cooling Breath (Śītalī)	2–3 mins



Pause.

Notice.

**Respond with
kindness.**

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