

Headspace for Work

Mindful leadership in 2022

A toolkit for more resilient
and connected teams



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Healthier and happier at work together in 2022

Dear leader,

As the new year begins, businesses have the chance to build cultures that are happier and healthier.

By focusing on practices that foster mindfulness and resilience, leaders can have a positive, measurable impact on employees, teams, and organizations.

This toolkit offers science-backed mindfulness research and practical skill-building routines to help your team be less stressed, more resilient, and better focused. It will also help you set actionable well-being goals for 2022.

Of course, no Headspace for Work toolkit would be complete without meditations, so we put together a few of our favorites to help you start the new year off right.



stress



Relaxed minds innovate and thrive

Stress comes at a high cost

Hundreds of billions of dollars are lost each year to stress-related illness, lost productivity, and absenteeism. In the US alone, **about one million workers are absent each day** due to stress.



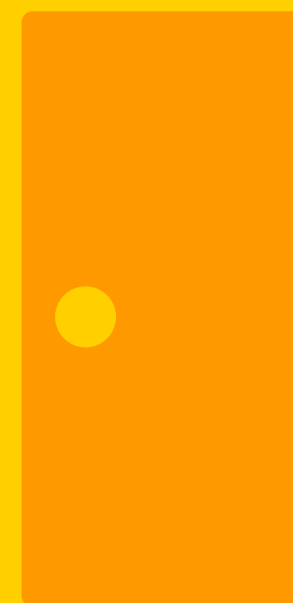
Happy people are more productive

Think stress makes people work harder? The research says otherwise. According to one study, **happy employees were 12% more productive than unhappy ones**. Another study found that happier salespeople sold 37% more than their unhappy counterparts.



Stressed minds are closed to opportunity

A relaxed mind opens doors to innovative thinking. A stressed mind closes them. When hundreds of stressed minds close off simultaneously, your company could miss significant opportunities.



Stress leads to sleep challenges

Not only is stress one of the biggest factors affecting sleep, but missing sleep exacerbates stress. Without mindfulness skills, that's a tough cycle to break.



Mindful solutions

Practice mindfulness meditation

Meditation can reduce stress by regulating emotions, changing the brain (literally!) to be more resilient to stress, and improving stress biomarkers.

Encourage mindfulness at work

Mindfulness fosters traits that enhance employee engagement, including positivity, lower stress, emotional balance, and better relationships with coworkers.

Up your activity level

Reduce stress and boost endorphins by adding movement into your daily life. Just 30 minutes a day of moderate exercise — think afternoon brisk walks — will do the trick.

Commit to mindful sleep habits

More quality rest helps combat stress. Tools like meditation can help you manage stress during the day, so you can sleep better at night.

On Headspace:

Meditation

Workout

Course

Sleepcast

Expert Guidance

Morning Pause

Stress Release Mini

Letting Go of Stress

Night Town

Stress and Digestion

5 mins

15 mins

10 – 20 mins

45 mins

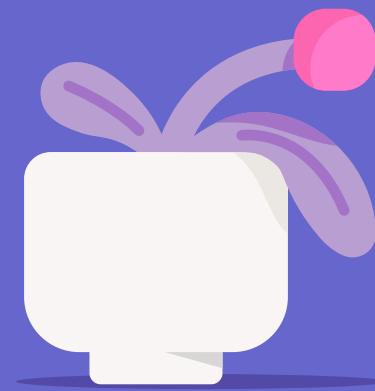
6 mins

Sleep

Good nights. Better days.

Sleep deprivation is a public health epidemic

Most adults function best with 7-9 hours of sleep, yet **40% of Americans** get less than 7 hours a night. Sleep deprivation is linked to stress, depression, hypertension, diabetes, cancer, and more.



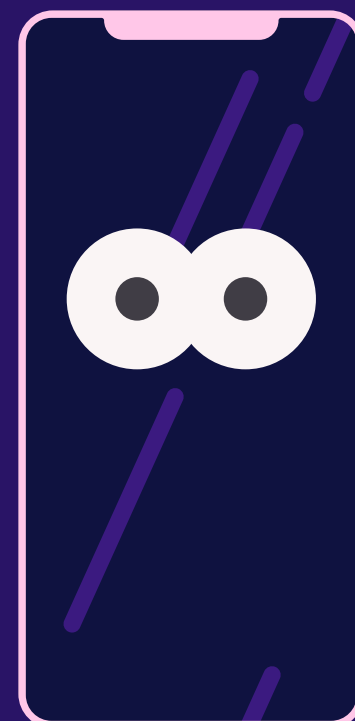
Sleep deprivation increases mistakes

Mistakes at work might be less about an employee being careless, and more about their sleep habits. Missing significant amounts of sleep can be likened to impairment levels of intoxication.



Screens can hurt sleep quality

90% of Americans look at screens within an hour of going to bed, which can harm sleep duration and quality. Many even keep their ringers on or sleep with their phones next to – or in – their bed.



Meditation improves sleep quality

Meditation can lower heart rate, engage the parasympathetic nervous system, and help slow breathing – all of which leads to deeper, higher-quality sleep.



Mindful solutions

A cool, dark room is best for sleep

Make your room as dark as possible and turn down the thermostat for a good night’s rest. The sweet spot is between 60–67° F or 15–19°C.

Calm your mind with audio

Get ready for bed with a relaxing playlist or sleepcast. Soothing music can lower blood pressure and reduce stress, and sleepcasts can help turn off busy minds.

Dim the lights

Exposure to bright lights before bedtime can suppress melatonin production. Turn off bright overhead lights and turn to lamps and candles instead.

Turn off screens an hour before bed

Set a time for yourself to get out those last texts and emails, then put your phone on silent mode, and tuck it away for the night.

Try a sleep meditation

Hit play, close your eyes, notice your breath. Guided sleep meditations can help create the inner conditions for restorative rest and a fresh mind in the morning.

On Headspace:

Meditation

Course

Sleepcast

Sleep Music

Sleep Radio

Relaxing into Sleep

Sleep

Desert Campfire

Guide to Sleep

Ocean Time

7 mins

10 – 20 mins

45 mins

110 mins

500 mins

Focus

Being present is a gift



People are disengaged nearly half the time

Our minds wander constantly, thinking about the past, present, or new ideas. In fact, a **Harvard study** found we are lost in thought **47% of the time**.



Even leaders struggle with focus

Of 477 international business leaders surveyed by Forrester, **one third** said they struggled to be present and find focus at work.



Focus impacts performance

Whether you're creating a complex spreadsheet or trying to learn a new skill, your cognition and performance depend on your ability to focus.



Meditation increases focus

Meditation and mindfulness tools like Headspace are proven to improve focus, decrease mind wandering, and help you stay on task longer.



Mindful solutions

Breathe through it	Sharpen your mind with meditation — even for just a few minutes a day	Go for a walk	Get in the zone with music
When you struggle to stay on task or find your mind wandering, take a quick break just to breathe. This can help you recenter, slow your mind, and reset.	No matter how much you have going on, meditation can help you declutter your thoughts and increase your concentration.	Put your to-do list aside, get outside, and go for a walk. Focus on being present with everything around you, using all five senses.	Music curated for focus can help you drown out distractions, concentrate, and find your flow state.

On Headspace:

Meditation	Meditation	Mindful Activity	Video	Playlist	Course
Focus	WFH Focus for Work	Walking in the City	Does Music Help You Focus?	John Legend’s Focus Playlist	Prioritization
1 – 3 mins	10 mins	3 – 10 mins	4 mins	60 mins	10 -20 mins



Resilience

Mental fitness makes stronger teams

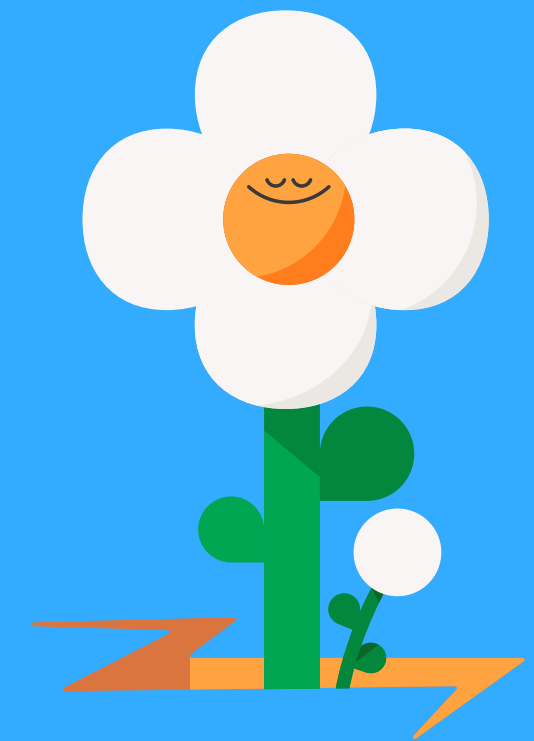
Mindfulness improves resilience at work

Mindfulness meditation has been shown to improve relationships between colleagues, which improves collaboration and resilience in times of stress.



Mental toughness takes practice

Like physical fitness, mental fitness can be strengthened through mindfulness. Sustained, regular meditation literally has the ability to change your brain through neuroplasticity.



Mindfulness strengthens DNA

Practicing mindful skill-building around relaxation, attention, and focus can strengthen mental resilience at the gene-level and support us against future stress.



Meditation improves performance

Meditation has been shown to increase sustained attention and keep our minds from wandering. The more we meditate, the less our attention wanders, making it easier to perform at work.



Mindful solutions

Take a breather

Breathing exercises can reduce symptoms of anxiety, encourage positive thought, and improve focus — and they can be done anytime, anywhere.

Try guided meditation

Headspace has been shown to significantly reduce aggression and reactivity in 30 days, and reduce negative emotions and sadness after just 10 days.

Practice gratitude

Reflecting on the good things in life increases our optimism, relieves depression, improves immunity, lowers blood pressure, and strengthens our relationships.

Get your body moving

Exercise has long been proven to reduce stress and anxiety, but recent studies show it can even mimic the effects of antidepressants.

On Headspace:

Meditation

Managing Stress in Uncertain Times

10 mins

Meditation

Recalling the Good

10 mins

Expert Guidance

Managing Difficult Emotions

4 mins

Workout

Cozy Floor Stretch

10 mins

Course

Letting Go of Stress

10 – 20 mins

Course

Fear of the Future

10 – 20 mins

Sleep Music

Sleeper’s Song

45 – 500 mins

Beginning a more mindful 2022

As mindful leaders, it's important to take the steps to build a culture where people are seen and their mental health is prioritized — and that we model the behavior we want to encourage.

