

## Tools to Start: Fulfillment in the Workplace and Everyday Life

### At work

Do one task at a time (no more multi-tasking!). Set a timer, put up a sign!

Visualize how you want a difficult conversation to go.

Set the tone in meetings by focusing on the positive. Be brave and speak up!

### In nature

Go to where the trees are. Inhale and exhale. Their energy is healing!

Look up more (literally)! At the sky, the treetops... and feel alignment.

Go to nature to find quiet (even if it's a patch of grass outside your building)!

### Anywhere

Express gratitude each day for 3 things in your life.

Send light from your heart to a person that challenges you.

Focus on your breath in small moments (in line, driving, making lunch).