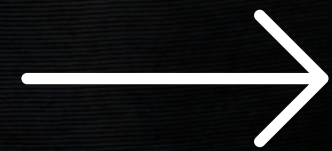


HW

HaltingWinter  
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Solutions

60-Second

**MINDFULNESS  
EXERCISE FOR  
PRODUCTIVE  
MEETINGS**



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HW

# Introduce the Exercise

“Before we begin, I'd like us to try a quick mindfulness exercise. I know this might feel a bit awkward or unusual at first, but bear with me. This short practice will help us clear our minds from the distractions and frustrations of our day. By taking just 60 seconds to center ourselves, we can approach our meeting with renewed focus and clarity, leading to more productive and less reactive discussions. Let's give it a try together.”

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"I'm setting a timer for 60 seconds. During this time, we'll focus solely on our breath. Don't worry about clearing your mind completely – that's not the goal. Instead, whenever you notice your thoughts wandering, which is completely normal, just gently bring your attention back to your breathing. This simple act of refocusing is the essence of the exercise. The timer will make a soft sound when our minute is up, so you don't need to watch the clock. Let's begin."

HW

Set the Timer



HW

# Guide the Breathing

- "Close your eyes if you're comfortable, or softly gaze downward."
- "Take a deep breath in through your nose for 4 counts."
- "Hold for 4 counts."
- "Exhale slowly through your mouth for 8 counts."
- "Continue this breathing pattern."
- "If your mind wanders, gently bring your attention back to your breath."

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"As we come to the end of our minute, take one last deep breath. Slowly open your eyes if they were closed. Notice how you feel – perhaps a bit more centered or calm. This brief pause has helped us transition from the busyness of our day to the focus of our meeting. Carry this sense of presence with you as we begin our discussion. Remember, we can always take a brief moment to breathe and refocus if needed during our meeting."

HW

Conclude the  
Exercise





HW

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# TIPS FOR SUCCESS

- Practice the exercise yourself before introducing it to your team.
- Keep your tone calm and measured.
- Encourage participation but don't force it.
- Start with once a week and gradually increase frequency.

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# **BENEFITS TO HIGHLIGHT**

- Improved focus and attention
- Reduced stress and anxiety
- Enhanced decision-making
- Increased emotional regulation

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