

Mindfulness in the Workplace

My Intention

What's Going Well?

What I would Like to Change?

Perceived Barriers



Time Diary

Think back to yesterday, then the day before yesterday. Or, look at your planner for the past few days.

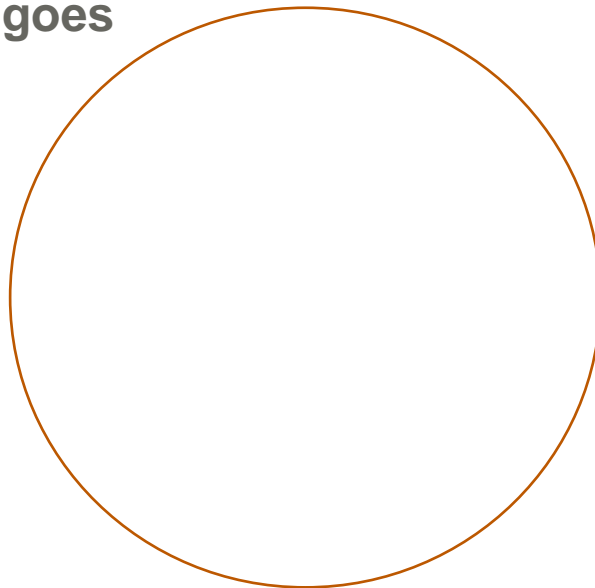
Where is your time going?

Is it intentional?

Where do you want to make changes?

My Values – (What I want to spent time on)

Where my time goes



How closely are these two things aligned?

The Body Compass



The body compass is designed to keep us aligned to our values and deepest purpose. In mindfulness, it's what we do during the "pause", allowing us time to develop what's true for us and act in a way that aligns with our values. Our bodies are designed, whether by science or faith, to hold the blueprint for our most intentional actions. Mindfulness teaches us to pay attention through slight nuances within your body.

In the workplace, this can mean assessing which extra activities are appropriate, what days you are available later than others, or even which coworkers need to be in limited doses.

Personally, it means attending to your self-care, saying no even when you want to say yes, and doing more things that bring you joy and less that suck your time and energy.

Negative Memory Sensations:

Positive Memory Sensations:

The 4 B's

Bag It – Better It – Barter It – Batch It

Bag It – Take it off your list. Don't do it!

Better It – Make the task more tolerable.

Barter It – Hire it out or trade with a friend.

Batch It – Tackle unpleasant tasks together.

My List

(Martha Beck, www.marthabeck.com)

Finding Joy

(Martha Beck, www.marthabeck.com)

What did you do when you were younger that caused you to lost track of time? Think back to your earliest memories of being joyful or happy. What were the things that you loved or made you feel accomplished? Break up your life until now into specific times and list what brought you joy then? Are you still doing these things? Have you forgotten how to incorporate some of these fun things while being a serious, prosperous adult? Can you bring them back?

4 – 10 years

11 – 18 years

18 – 25 years

26 – 35 years

36 – 45 years

46 – 55 years

Happy Basket

(@Susan Hyatt, www.SusanHyatt.com)

If you are curious about what brings you joy or what truly makes you happy, try doing a happy basket. Set out a literal basket or box where you can throw in whatever you encounter that makes you feel excited or delighted. Throw in tickets to a show, a dinner receipt you got with friends, a book you were able to finish, anything that represents that which brought you joy. If the “thing” is too big (a bike ride on a sunny afternoon) or intangible (spending time with my kiddo with our phones off) then write them on sticky notes and put them in the basket.

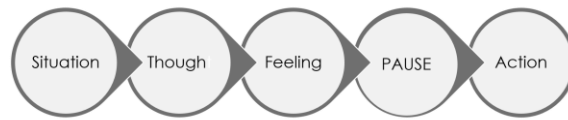
This basket can be a tracking device. Maybe it will help reveal what used to be really fun for you, and what might be fun to try and do more often.

Things I WANT to do:

Things I NO LONGER want to do:

“You must ACT your way into a new way of thinking, not THINK your way into a new way of acting” – Mark Towers

MINDFULNESS WHEN WE ARE TRIGGERED



"Life is 10% what happens to you and 90% how you react to it." - Charles R. Swindoll

A recent situation that triggered instantaneous negative thoughts for me:

My reaction:

Feelings:

Thoughts:

Words/Actions:

My actions next time could be:

1)

2)

3)

Awareness Journal

(@Susan Hyatt, www.SusanHyatt.com)

This particular journal is designed to help you notice what events, conversations, people and encounters up your blood pressure without really trying. Keep a log for a day, week or month. Notice when you react instead of act or just plain feel grouchy about something. Write a short description of what happened and what happened. You may start to see patterns that emerge and point you in a better direction for handling these encounters in the future.

Issue number	Issue	Associated Thoughts/Feelings	Rating (1-5)
1.	Mary (my Monday Lunch friend for a decade) decides she is doing a dietary cleanse after returning from a cruise. WTF? Do we have to have smoothies for lunch now?!	I decide that I might be a little competitive with Mary. We like to keep each other normalized so I just don't feel right that she thinks I should have dessert while she gives up sugar. Why can't I just eat what I want and let her do the same? I obviously don't think I should be eating dessert without a good reason.	2

Issue #	Description of Issue	Associated Thoughts/Feelings	Rating (1-5)

What patterns do you notice?

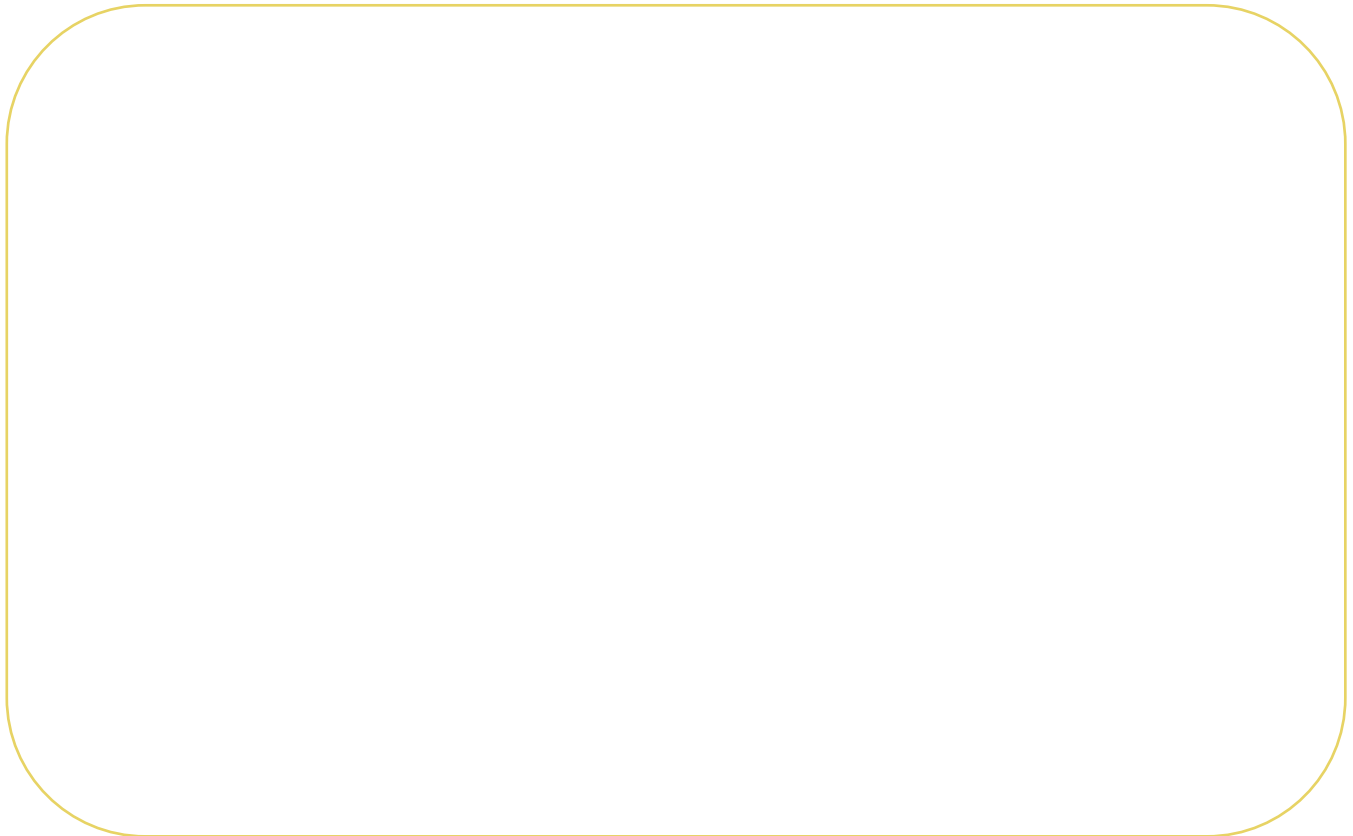
What information feels helpful to know?

What are you pretending not to know?

In the Moment – The Living Space Tool

Former monk and clinical psychologist Thomas Moore believes that every material choice we make in the world reflects the conditions of our inner lives (is that why my closet is full of questionable clothes? Or my desk is piled with not-put-away things?). This tool helps you to evaluate what your space says about you in this current moment.

Describe (with great detail) a space that currently brings you a sense of dissatisfaction:



Reflection

Highlight parts of this description that feel true for you in more than the physical area.

What did you learn about yourself?

(Martha Beck, www.MarthaBeck.com)

Getting What You Want



I want _____.

When I get _____, I will feel _____.

What can you do right now to give yourself that feeling?

*What do you **really** want?*

Seven League Boots Reflection

Seven League Boots is a guided visualization using metaphors to help spark introspection and awareness. Write down symbols that were in your visualization. What are they like? What purpose to they have and what are they trying to tell you?

Symbol Characteristics Purpose Message

Symbol	Characteristics	Purpose	Message

Reflections:

(Martha Beck, www.MarthaBeck.com)

Quirky Character Soup –

Everything that's wrong with you is everything that's right with you.

The characteristics that have been assigned to me by others (and to myself via my interpretations)

Quality

Gift

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