

MINDFULNESS: STRATEGIES FOR SLOWING DOWN AND LIVING IN THE MOMENT

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AGENDA

- 1 Discuss the autopilot syndrome
- 2 Describe what is mindfulness
- 3 Share how to create a mindfulness work environment



THE AUTOPILOT SYNDROME





What happens to a person who is on autopilot?



ARE YOU STUCK ON AUTOPILOT?

| | | | |
|---|---|---|---|
| You dread the day ahead | F | S | N |
| Your days and weeks blur together | F | S | N |
| You never have enough time | F | S | N |
| You frequently find yourself in reactive mode | F | S | N |
| You have a difficult time remembering | F | S | N |

F – Frequently
S – Sometimes
N – Never



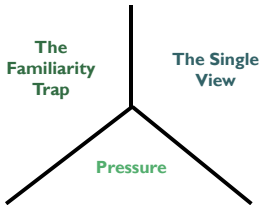
ARE YOU STUCK ON AUTOPILOT?

| | | | |
|--|---|---|---|
| You lack motivation | F | S | N |
| You do things without thinking | F | S | N |
| Your routine is predictable | F | S | N |
| You feel distracted when talking to others | F | S | N |
| You waste time | F | S | N |

F – Frequently
S – Sometimes
N – Never



WHAT TURNS ON AUTOPILOT?



Source: Farmstreet.com, 2015



WHAT IS MINDFULNESS AND WHAT IT CAN DO FOR YOU?



WHAT IS MINDFULNESS?

“Mindfulness is paying attention on purpose, in the present moment, and nonjudgmentally, to the unfolding of experience moment to moment.”

- Jon Kabat-Zinn,
Founder of Mindfulness-Based Stress Reduction

Source: Mindful News, 2015



WHAT IS MINDFULNESS?

“On purpose”

Involves the conscious and deliberate direction of our attention



WHAT IS MINDFULNESS?

“In the present moment”

Involves living in the “here and now” as opposed to replaying the past and projecting the future

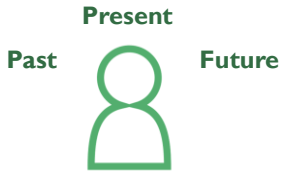


“I’ve had a lot of worries in my life, most of which never happened.”

- Mark Twain



BEING IN THE PRESENT MOMENT



Source: South Florida Center for Mindfulness



WHAT IS MINDFULNESS?

“Non-judgmentally”

Involves paying attention to our thoughts without labeling or judging them



MINDFULNESS VS. MEDITATION

Mindfulness

- The practice of paying attention to our present moment or experience
- Can be practiced with or without meditation

Meditation

- The practice of turning your attention to a single point of reference
- Involves focusing on breathing, bodily sensations, or words/mantras



CORNERSTONES OF MINDFULNESS

Connect

Balance

Attentive

Awareness

Source - Center for Mindfulness in Medicine, Health Care, and Society



CORNERSTONES OF MINDFULNESS

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CORNERSTONES OF MINDFULNESS

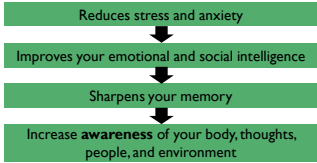
Awareness



WHAT CAN MINDFULNESS DO FOR YOU?



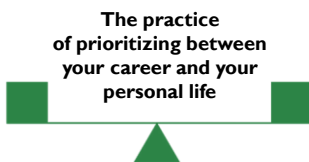
WHAT CAN MINDFULNESS DO FOR YOU?



HOW TO CREATE A MINDFUL WORK ENVIRONMENT



WORK-LIFE BALANCE



WORK-LIFE BALANCE

Work-life balance doesn't mean an equal balance

Each person should define what a balanced life means them

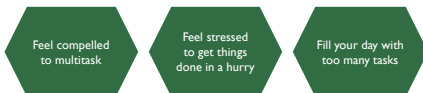


MINDFULNESS MAY BE THE ANSWER



READ THE SIGNS

How do you show up for work?



Source: The Mindful News, 2015

READ THE SIGNS

How do you show up for work?



Source: The Mindful News, 2015



MINDFULNESS AT WORK

Be consciously present

- Pause for a few moments before your work day
- Make an effort to work more consciously
- Connect with your senses
- Give full attention to even mundane tasks

Source: Mindful.org, 2016



MINDFULNESS AT WORK

Refrain from multitasking

- Do a single task at a time
- Group tasks into categories
- Turn off technology alerts
- Practice mindfulness on breaks



MINDFULNESS AT WORK

Set boundaries

- Take ownership
- Reflect on your goals, values, and needs
- Communicate clearly
- Limit technology
- Stick to your boundaries
- Learn to say "no"



MINDFULNESS AT WORK

Reflect before responding



MINDFULNESS AT WORK

- Take 3-minute breathing pauses
- Take breaks
- Celebrate small victories

- Don't take things personally
- Find time to unplug
- Be thankful
- Be intentional



CONCLUSION



FOLLOW THE SIMPLE FORMULA

A – Awareness

Becoming aware of what you're thinking and doing

B – Being

Just being with your experience and avoid operating on autopilot

C – Seeing Things

Seeing things and responding more wisely

Source: mindfulnes.org



*“Be happy in the moment,
that's enough.
Each moment is all we need,
not more.”*

- Mother Teresa



THANKS FOR ATTENDING

Please tell us what you think by completing the evaluation