Incorporating Mindfulness in Your Organization
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Resources


*Full Catastrophe Living*, Jon Kabat-Zinn (Revised Ed. 2013), outlines how to use medically proven mind-body approaches to counteract stress and support well-being.

*Real Happiness at Work*, by Sharon Salzberg, one of our leading meditation teachers, shows how to incorporate mindfulness and meditation practices at work.

*A Mindful Nation*, by Congressman Tim Ryan, promotes mindfulness as an aid to dealing with our country’s many complex problems, including education, health care and veterans’ affairs. Also, check out this September 2015 interview with the congressman in *Mindful* magazine.

Mindful.org offers many resources, including blogs, videos, updates on the science of mindfulness, *Mindful* magazine and more. Check out *The Key to A Mindful Work Life*, which explores the role mindfulness plays in leadership, measuring success and preventing burnout.

*The Science of Mindfulness: A Research-Based Path to Well-Being*, The Great Courses, taught by Professor Ronald D. Siegel, Psy.D., Harvard University

The Center for Investigating Healthy Minds at the University of Wisconsin-Madison, founded by neuroscientist Richard Davidson, conducts research that has transformed understanding of the mind, emotions, and how to cultivate well-being for ourselves and others.

The Mindfulness Center at Brown University brings together top academics in research with leading educators in mindfulness.

The Greater Good Science Center at the University of California-Berkley sponsors research in well-being and offers resources to help apply that research to our professional and personal lives.

Getting Started

If you're new to mindfulness, or want a quick overview, start here:

Janice Marturano, former General Mills attorney and executive, is a pioneer in workplace mindfulness. In this article, *Finding the Space to Lead* (based on her book of the same name), she considers the challenges leaders face today and why cultivating mindfulness is so important.

*Harvard Business Review* has published many articles on mindfulness in recent years. This one, *Mindfulness Can Literally Change Your Brain*, reviews some of the science, which provides strong evidence for how mindfulness supports and improves leadership.

The Association for Talent Development published this great introduction called *Practicing Mindful Leadership*.

Check out the *10% Happier: Meditation for Fidgety Skeptics* app, created by ABC news anchor Dan Harris, who teams up with well-respected meditation teachers to offer daily short lessons and guided meditations. Other good apps include *Calm, Headspace* and *Mindfulness*. These all offer free content so you can explore before you buy.
Tips for Cultivating Mindfulness at Work

- Practice focusing your attention on one thing at a time. Start by giving yourself 15 minutes to focus on just one thing, without straying.

- When on the phone, a webinar or in a meeting, don’t look at email, social media, or anything else. Give your attention to what is happening. If you get bored, get curious about what that feels like.

- Before a meeting, take a minute or two to collect your attention. As you begin the meeting, look at the person/people you’re with and remind yourself that “everyone here wants to be happy, just like me.”

- Take a walk, stretch, take a lunch break. Movement increases oxygen to the brain, which improves learning, performance and memory.

- Simplify your surroundings. Reduce distractions and clutter.

- Acknowledge the powerful pull of technology and try to balance it. Turn off notifications and silence devices. Try no screens at meals or bedtime. Take a “tech fast” every once in a while, a half day, even an hour. A good thing to remember: “Your phone can do some pretty cool things. Now put it down and go do something else.”

- When irritated, shift attention away from the narrative about what’s so annoying and focus on where it is in your body. Do you feel it in your head or neck? Shoulders? Stomach?

- Practice everyday kindness. Say good morning, please and thank you, hold the door for others, give people your full attention. Kindness can transform a workplace. It also generally makes us feel better.

- Cultivate appreciative intelligence. There’s something good to see in every person or situation, but automatic responses can keep us from seeing it. Set judgment aside and look.

- Listen. To yourself and to others. Often, especially with difficult people, we think we know what we’re going to hear, or we’re thinking about what we’re going to say. Let go of predetermined thoughts or attitudes about a speaker or subject and just listen. It’s not possible to truly listen and do anything else at the same time.

- Some tips to support you when you’re anxious or stressed:
  - Practice **STOP**: Stop what you’re doing; Take a Breath; Observe what is happening inside you and around you; Proceed from a place of greater self-awareness.
  - Hold something soft or warm—a cup of tea, a small plush toy or piece of fabric.
  - Put your hand on your cheek or chest and let the warmth sink in. If helpful, say to yourself, “It’s okay that I feel this way.” Stress can last longer when we don’t acknowledge it or allow what’s happening.
  - Take three deep inhales and slow exhales. Even if this feels forced, it can help calm a body and mind that’s activated by stress.
  - Put your attention on the soles of your feet. Breath quietly for one minute and let the sensations of your feet on the floor ground you.