Mindfulness in the Workplace
TCC Professional Development Day
September 5, 2017

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Mindfulness

• cultivating present moment awareness

• an idea supported by both ancient spiritual traditions and modern quantum physics

The Myth of Multitasking

Research confirms that the brain cannot concentrate on more than one thing at a time. What you think is multitasking is actually task-shifting. Task-shifting reduces productivity and creates mental frustration. Give your full attention to the task before you and you’ll be more focused, more calm and you’ll accomplish more.

Five Senses Practice

The best way to learn mindfulness practices is through a regular meditation practice. 5-10 minutes each day is all you need to learn it.

Sitting meditation: Sit somewhere you won’t be disturbed for 5-10 minutes. Turn off the computer and phone. Sit on the floor or the edge of chair so that your spine is long from tailbone to crown. OR

Walking meditation: Walk in Nature (park or forest) or in a quiet neighborhood. Avoid speed walking, thinking about problems or talking with others.

During your meditation time focus on your five senses. Take the attitude of an observer. Practice awareness without analysis. These questions may help you:
Five Senses Meditation questions:
What do I see right now?
What do I hear right now?
What do I smell right now?
What do I taste right now?
What physical sensations do I feel right now?

Mindfulness at Work

1. The Rule of Three: As you begin the day, ask yourself “What are the three things I need to do today?” Work on them one at a time and give them your full attention.

2. Mindful Walking: As you move from one place to another—going to a meeting, walking to the restroom, stepping out for lunch—recite a mantra that keeps you present. “I am joyful.” “I am at peace.” “Plenty of time.” “No worries.” This acts as a transition between activities as well as a way to maintain continuity of attention.

3. Minimize Distractions: Ask yourself, “What are my top three distractions?” Isolate them and figure out how to minimize them: turn off email and phone message reminders, close your door, move to a quieter room, get to the office before other people arrive. And once you have taken care of those distractions, look for more. There will always be distractions!

4. Listen with Love: When your co-worker or you yourself are expressing a negative emotion like frustration, arguing, resistance, etc., all are expressions of fear. If we meet fear with more fear then the situation will deteriorate even more. Only one thing can overcome fear, and that is love. When we meet fear with love, we transform any difficult situation into an opportunity for understanding, healthy community and positive change.