



CLAREMONT LINCOLN
UNIVERSITY

Socially Conscious Education®



Why it's essential

To be effective, we must be present. Mindfulness helps us stay focused, notice our own emotions and those of others to remain grounded and focused on our work and relationships.

MINDFULNESS IN THE WORKPLACE



TIPS AND TOOLS FOR TEAMS AND LEADERS

- Be mindful of glorifying "busy", lack of sleep, or multitasking.
- Encourage 5 to 10 minute breaks outside, if possible.
- Try not to eat while you work.
- Discuss healthy practices like sleep hygiene, good boundaries, using PTO, dedicated work space, and hours at home.
- Make time for "pause" especially in times of change, challenge, conflict to let people process, reflect, and respond in functional and healthy ways.
- Begin meetings with one minute or three deep breaths.

FAST FACTS:

- **Multitasking is not a thing.** Our brains do best when we do one thing at a time. Multitasking feels like we're doing more, but we're really asking our brain to switch focus rapidly, which wears us out and deteriorates our focus on each task.
- **When our amygdala is "hijacked" our pre-frontal cortex is not able to work well.** This means our ability to think critically and creatively is limited. Notice how you deal with stress and give yourself time and means to process before making decisions, leading conversations, or collaborating with others.
- **What we appreciate, appreciates.** The things we notice and practice become habits of mind and body. Mindfulness is a practice. Even if we just spend a bit of time in practice each day, our brains can become more flexible.

When to apply

For yourselves, daily. Seek out practices that help you feel well, rested, and equipped to lead. For teams and employees, build in space and practices into meetings, projects, and during times of change.

Learn more about Claremont Lincoln University's affordable, accessible online degree programs and certificates to advance your leadership skills and become a compassionate leader.



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