

Mindfulness Meditation: Changing How You Work and Live

September 29, 2021

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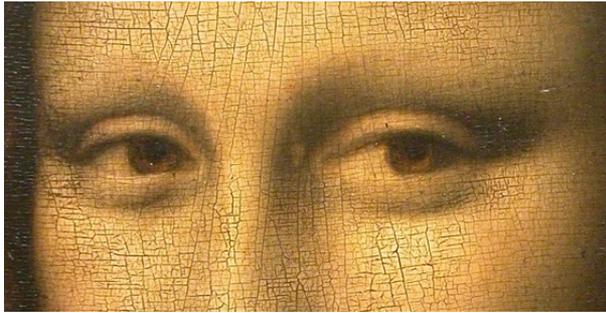
Learning objectives

- Define mindfulness
- Identify three key elements of mindfulness
- Learn formal and informal mindfulness practices
- Learn seven mindfulness techniques to use at work

The modern workplace

- Technology Overload
- Multi-tasking = Multiple problems
 - Divided attention
 - Inefficiencies
 - Mistakes
 - Difficulty getting tasks completed
- “Do more with less” mentality = working harder and longer but not smarter

“The average person...



*looks without seeing,
listens without hearing,
touches without feeling,
eats without tasting,
moves without physical awareness,
inhales without awareness of odor or fragrances,
and talks without thinking”*

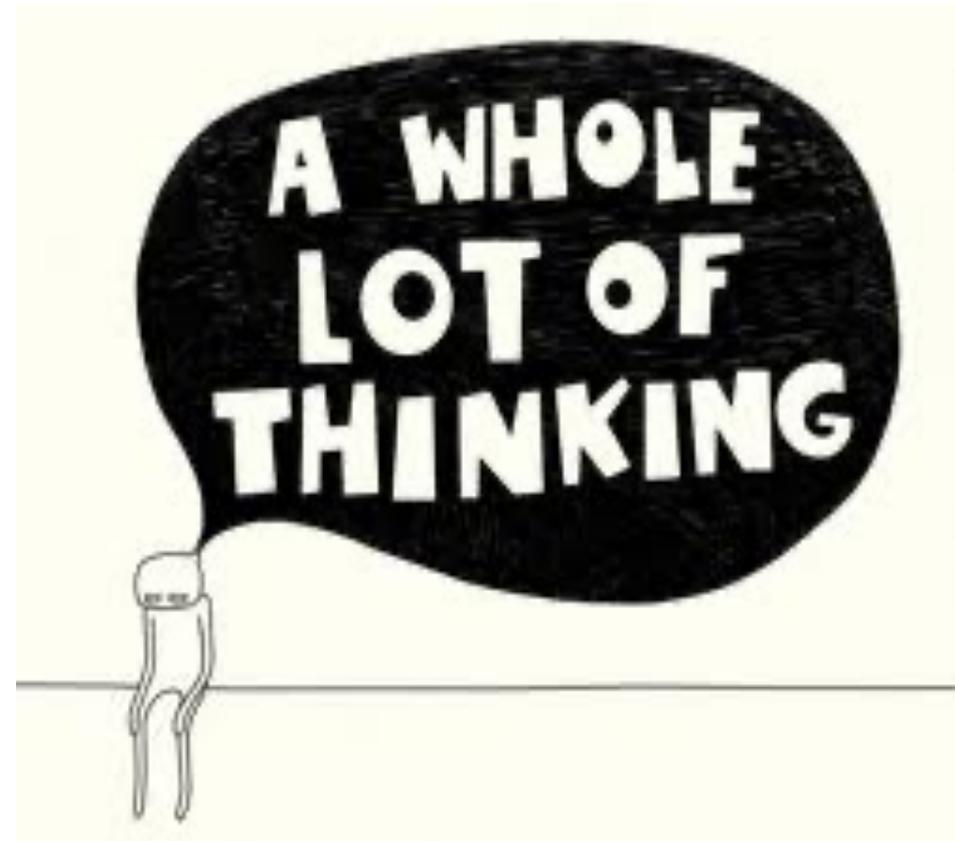
~Leonardo da Vinci



A Wandering Mind is an Unhappy Mind

- People spend approximately 47% of time lost in thought
- This is a direct cause of unhappiness, lack of attention, and decrease in cognitive control

Killingsworth & Gilbert, Science
(2010)



Mindfulness:

The antidote to autopilot

- Three decades of research
 - Happier
 - Healthier
 - More Productive
 - More Creative
 - Greater Attention and Focus
- Taught in diverse environments

Mindfulness – 3 Components

Paying attention in a particular way—

- on purpose (intention)
- in the present moment (attention)
- nonjudgmentally (attitude)

(Jon Kabat-Zinn, 1994)



Living in the Present

The “Direct Experience” Network

- Marked by more cognitive control & attentional stability
- Disengagement from habitual reactions
- Greater ability to shape what we do and say
- Increases with practice
- Mindfulness is a habit; a skill that can be learned.

Seven Mindfulness Techniques for Work

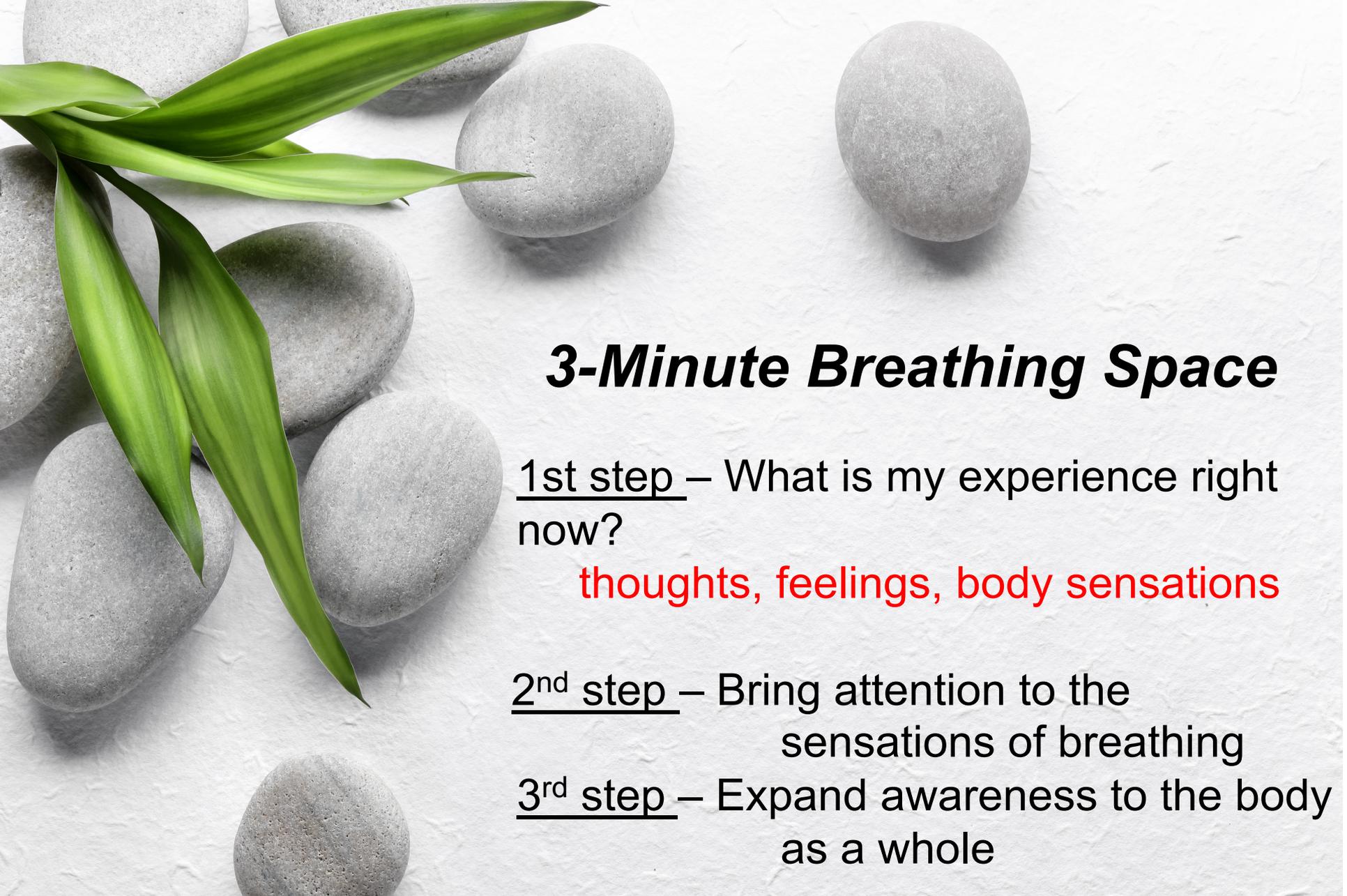


Tip #1: Before Work Starts...

Spend 5 -15 minutes before work to sit about be aware of your breath and your body.



Geek meditation session.



3-Minute Breathing Space

1st step – What is my experience right now?

thoughts, feelings, body sensations

2nd step – Bring attention to the sensations of breathing

3rd step – Expand awareness to the body as a whole

Mindfulness at Work

Laurie said:

“When I’m getting stressed or about to lose my temper, *I take three minutes to just breathe.* My body calms down and I’m able to focus again. My anger subsides and I’m able to tackle the problem without blowing up at someone.”

Tip #2: When Stressed



S – Stop

T – Take a Breath

O – Observe

P – Proceed

Tip #3: Sustaining Attention and Focus

- When possible, do just one thing at a time
- Pay full attention to what you are doing



- When the mind wanders from what you are doing, bring it back.
- Repeat step 3 several billion times
- Investigate your distractions



WEAPONS OF MASS DISTRACTION



Shiny! Look,
there's this
new shiny
thing!



Come
read this
awesome
article!

Come see these
addictively-cute
pictures I have of
puppies and
kittens!

Hey, are
beca

Oh my goodness,
we haven't talked
since yesterday!

This is a really cool
video, you should
come see!

Awareness on the Breath

- Trains us to be in the present moment
- Helps us to drop out of automatic pilot
- Increases attention & focus necessary for mindfulness / insight
- Positive side effect: calm & peaceful

Mindfulness at Work

Jeff said:

“I realized I was living on autopilot almost all of the time. Now, I put myself in the driver’s seat when I go to work and try to stay present for all of the things I have to do. My work gets done quicker and better because I’m less distracted.”

Where do you get your best ideas?



Tip #4: The power of the pause

Take a short break every 90 minutes

Short Break Ideas

- Walk around the block
- Stretch and breathe
- Go get some water
- Lie down on the floor and let the body relax
- Wake up the body
- Go sit under a tree with your shoes off

Tip #5 – Have a mindful lunch

BASICS of mindful eating

B – Belly check and breathe

A – Assess your food

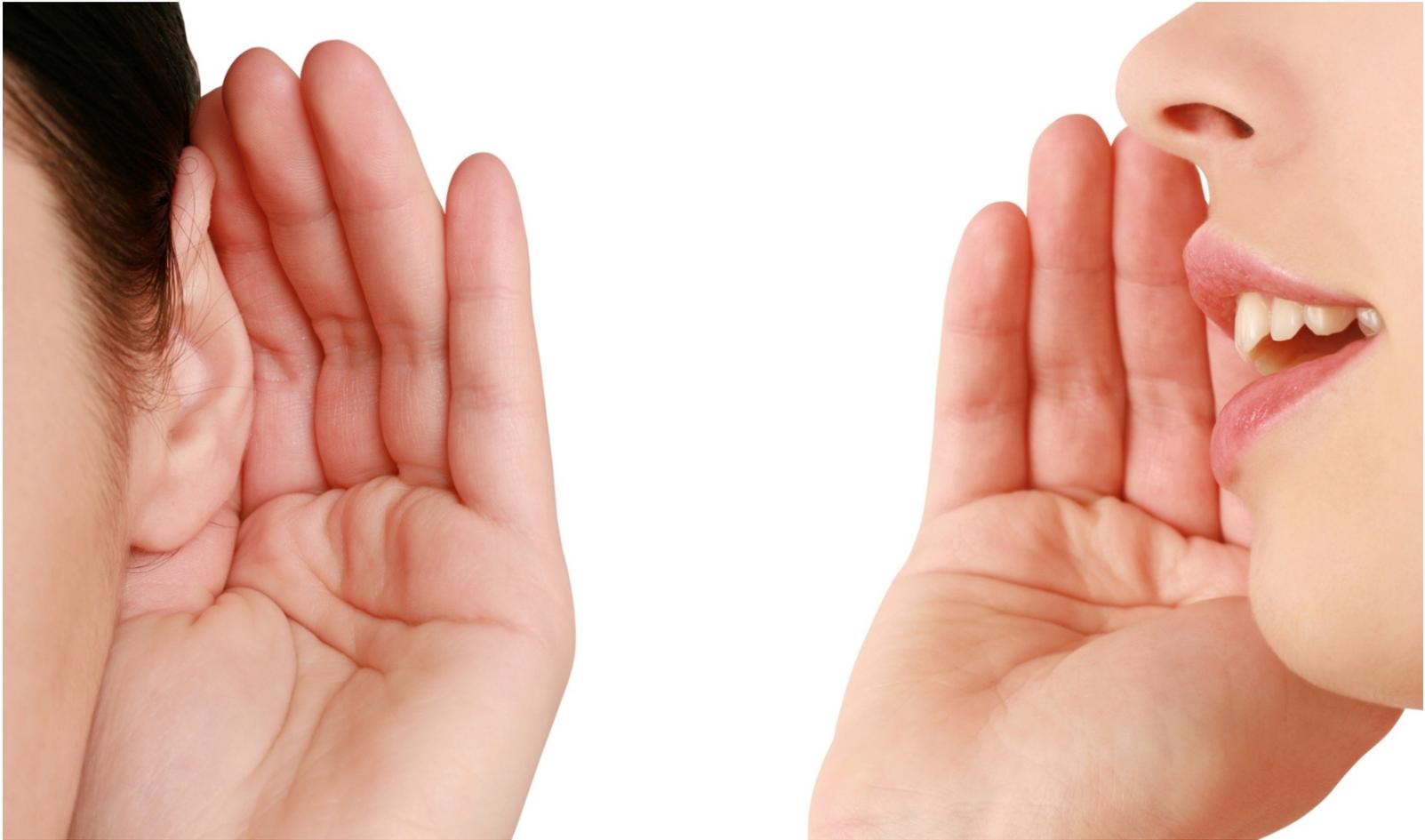
S – Slow down

I – Investigate your hunger half way
through the meal

C – Chew thoroughly

S – Savor your food

Tip #6 – Communicate Mindfully



Steps to Mindful Communication

1. Be present -- the other person is your “object of mindfulness”
2. Simplify your surroundings
3. Ground yourself
4. Cultivate empathy
5. Validate their point of view
6. Listen to your own cues

“Being listened to is so close to being loved that most people don’t know the difference.”

--David Augsburg

Tip #7: Transition from Work to Home

- Make a mindful note of what you accomplished today
- List the 3 most important things that you want to accomplish tomorrow and leave it at your desk
- Use your commute home to just be present with yourself and your surroundings
- Engage with your life at home fully.

Seven tips for bringing mindfulness to work

1. Spend 5 -15 minutes before work to sit about be aware of your breath and your body.
2. When stressed, use the STOP sign technique (Stop, Take a breath, Observe, Proceed)
3. When possible, sustain you attention and focus on just one thing at a time
4. Take a break every 90 minutes or when stressed—learn the “power of the pause”
5. Have a mindful lunch
6. Mindfully communicate by listening and validating the other person
7. Transition from work to home by reviewing the day and planning for the next



Breathing in,
I calm body and mind.
Breathing out,
I smile.

-Thich Nhat Hanh

Practice Mindfulness

- **Informal Practices**

Brushing your teeth

Taking a shower

Making the bed

Driving the car

Working on a task

Talking / Listening

Anything you do!

- **Formal Practices**

Sitting Meditation

Body Scan

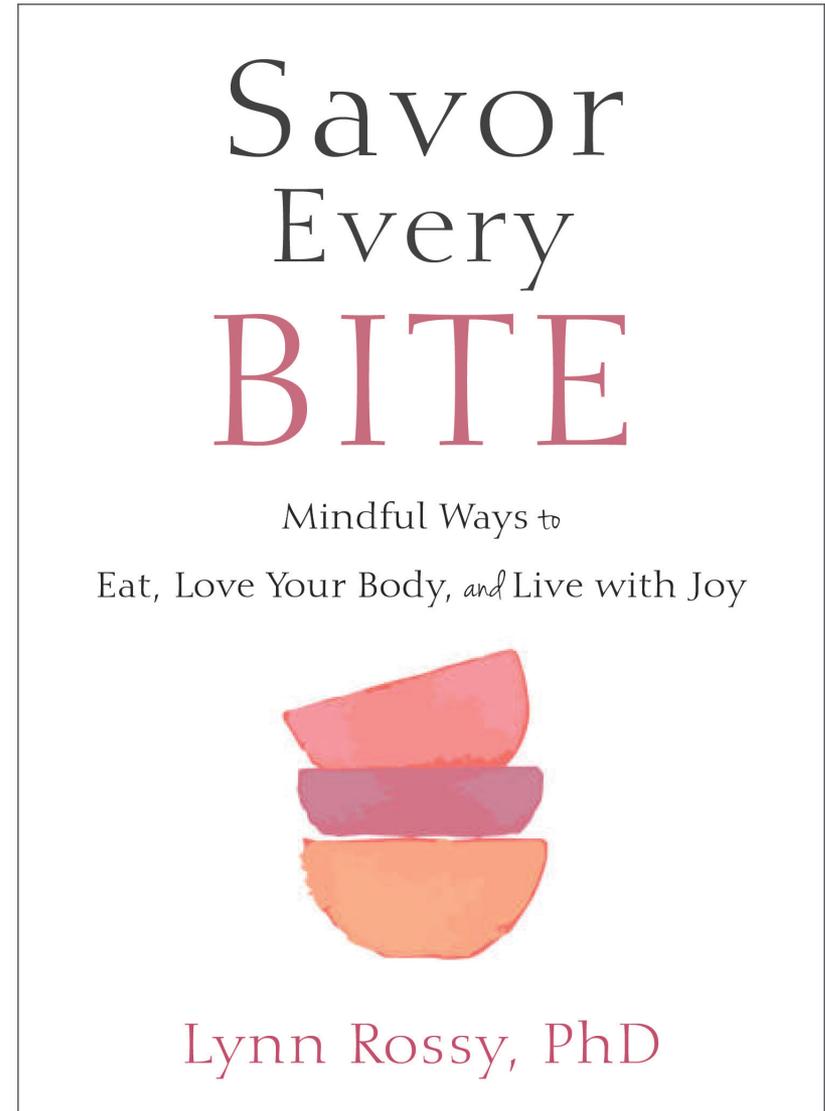
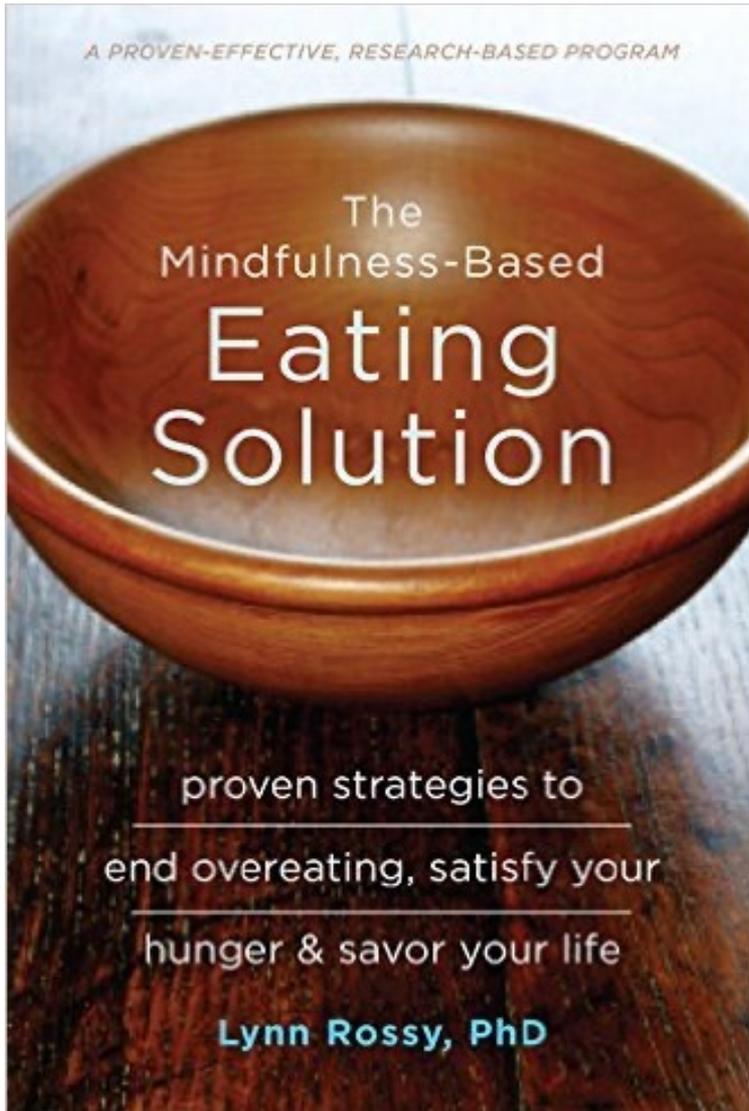
Mindful Eating

Mindful Yoga

Go to

www.LynnRossy.com
for guided meditations
and yoga videos

Mindful Eating, Moving, and Living





Program

- 10-week mindful eating program
- Give up dieting forever!
- Start loving your food, your body and your life!
- Taught LIVE online over Zoom

Want more ideas or help?

- Sign up for my weekly blog at www.lynnrossy.com
- Join me for yoga on Wednesday at 5:30 p.m. and Fridays at 4:30 p.m. www.alleycatyoga.com

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