Mindfulness in the Workplace
Overview

Faculty & Staff Wellness
Why Mindfulness?
Guided Meditation
Creating Your Plan
65% of our faculty/staff believe their personal health impacts their ability to be successful at work (UofSC Faculty/Staff Health Assessment, Fall 2018)

56% of our faculty/staff felt that their work and personal life were well balanced.

88% of students indicated that they believed the health of university faculty and staff impacted student learning and success (NCHA 2017)
Most prevalent health conditions among our faculty and staff
- 23% anxiety
- 18% depression

*Accounts for 2 of our top 5 most prevalent conditions*
Most prevalent factors affecting work performance

- 33% stress (top factor)
- 21% anxiety

31% of faculty/staff reported stress management as a behavior they would be most likely to make a positive change in over the next year; 25% reported mental health
Inner Path to Peace

3-part series that explores the science and benefits of mindfulness and meditation
Participants learn techniques to create their own meditation practice and space
No experience required; participants strongly encouraged to attend all 3 sessions
Sessions are 1 hour and held in our CALM Oasis meditation space
Faculty/Staff Programming on UofSC campus

Mindful Workshop Series

- Six sessions workshop series; participants can choose to attend one session or all sessions within the series
- Topics covered in the series:
  - Intro to Mindfulness
  - Worry
  - Communication
  - Work Life Harmony
  - Grief
  - Holiday Stress
- Sessions are 1 hour and held in our CALM Oasis meditation space
Other Mindfulness-related offerings

- Daily Guided Meditations (20 minutes)
- Yoga (50 minutes; held 3 times per week)
- Outreach presentations
  - Stress Management 101: Work-Life Harmony
  - Mindfulness 101
- Wellness Coaching
What do you think of when you hear the term, *mindfulness*?
Mindfulness is the basic human ability to be fully present, aware of where we are and what we’re doing, and not overly reactive or overwhelmed by what’s going on around us.
Mindfulness

7 Attitudes of Mindfulness

Non-judging  Patience  Beginner’s Mind
Trust  Letting Go  Non-striving
Acceptance
Mindfulness provides us with an opportunity to worry less about the future and not relive concerns from the past by supporting us in our present moment experience.
Worry is interest paid in advance on a debt you may never owe.
Mindfulness

How do we retrain our brains?

Attention training helps us to:

- Build resilience
- Manage our emotions
- Avoid the usual patterns of ruminating on the negative - falling into thinking traps

(Burton, 2018)
Thinking Traps

- Fortune Telling
- Black & White Thinking
- Mind Reading
- Over Generalizing
- Labeling
- Overestimating Danger
- Filtering
- Catastrophizing
- Should-ing
Boxed Breathing

Breathe In

Hold

4 seconds

Hold

Breathe Out
Mindfulness

“Attention training helps us notice when we’re distracted and helps us to come back to a single point of focus.”

✘ Multitasking is a myth...

(Burton, 2018)
Mindfulness enhances attention and receptive awareness of current moment.

✗ Emotions are included in our present moment awareness.

Emotional Intelligence:

✗ The capacity to be aware of, control, and express one’s emotions, and to handle interpersonal relationships judiciously and empathetically.

(Kroon, van Woerkom, & Menting, 2017, p.286) ("Emotional Intelligence: Definition of Emotional Intelligence by Lexico")
Emotional Intelligence

Five components of emotional intelligence:

1. Motivation
2. Self-awareness
3. Self-regulation
4. Empathy
5. Social Skills

(Kaoun, 2019)
Mindfulness & EI

How EI and Mindfulness impact how we interact within the workplace:

- Creativity
- Resilience
- Tolerance for ambiguity
- Dealing with stress and sudden changes
Mindfulness in the Workplace

What are some ways that you currently integrate mindfulness into your work day?
Mindfulness in the Workplace

ON YOUR WAY TO & FROM WORK:

✘ Use the walk from the parking lot or the drive into work to set your intentions for the day and get into the work mindset.
✘ Utilize the walk back or drive home from work to allow yourself to leave work at work. Allow yourself to be more present with family and friends at the end of the day so that you can return to work feeling more refreshed.
Mindfulness in the Workplace

DURING THE WORK-DAY:

✘ Shift out of autopilot. Be present and aware your current moment experience. If you notice your mind constantly wandering when you have a task at hand that requires your full attention, acknowledge the thoughts that have encroached and return back to the task at hand.

✘ Answer emails during dedicated times, rather than throughout the day when you receive notifications. If possible, disable notifications from news, texts, and emails to improve productivity and focus.
Mindfulness in the Workplace

DURING THE WORK-DAY:

✗ Don’t underestimate the impact a short walk or mindful exercise can make, even during the busiest of days.
✗ If it always feels as if there aren’t enough hours in the day; keep a time journal to see how you’re allocating an important and limited resource, during the day.
✗ Complete one task completely before moving onto another.
✗ Allow yourself to take your full lunch break, away from the computer whenever possible.
Mindfulness in the Workplace

MINDFUL MEETINGS:

- Limit phone, computer, and tablet use during meetings and encourage all attendees to be fully present.
- If a note taker is needed, designate that to be one person’s responsibility and circulate the notes afterwards.
- Provide opportunities for all attendees to speak and share, focusing on the perceived psychological safety of your team environment.
Mindfulness in the Workplace

BE MORE MINDFUL, EVERY DAY:

✘ Express gratitude. What’s going well that you can be grateful for when you notice yourself slipping into a negative headspace?
✘ De-clutter when possible to help limit distractions and increase productivity.
✘ Approach situations with beginner's’ mind; have an attitude of openness, eagerness, and lack of preconceptions.
✘ Treat people with respect and compassion; the world needs more kindness.
Creating Your Plan

What promise can you make to yourself today, to incorporate mindfulness into your work day?

Who can be your accountability partner?
Guided Meditation
Thank you!

Questions?