

# A TOOLKIT FOR PROFESSIONALS

# MINDFULNESS AT WORK

## Mindful Meetings

### A 3-MINUTE MEDITATION TO START A MINDFUL MEETING

A 3-minute meditation can set the stage for a mindful meeting. This can help all participants ground their energy and focus on the subject matter at hand.

- 1 Take your time to settle into a comfortable seat. Close your eyes when you are ready.
- 2 Until the timer rings, follow your breath as it moves into and out of your body. You can focus on one particular place where you notice your breath the most, or follow a general sense of flow and movement.
- 3 You might also pair your breath with the following affirmation:
  - *inhale to expand, exhale to relax*
- 4 Once the timer rings, slowly open your eyes to continue with the meeting. If there is enough time, meeting members might spend a few minutes sharing how they experienced the meditation practice.



*Mindful meetings are meetings run with open awareness, focused attention, compassion, and curiosity. Leaders and other employees alike can contribute to creating a meeting environment that embodies these qualities.*

### TIPS FOR MEETING LEADERS

- Check in honestly with your thoughts and emotions before heading into the meeting
- Set and express an intention for the meeting
- Offer employees around 30 seconds each to share how they're showing up
- Encourage openness and honesty
- Listen mindfully without interjecting or judging
- Cultivate curiosity towards all viewpoints
- Invite all meeting participants (including yourself) to leave phones in another room
- Finish the meeting by the pre-stated end time

*If you're not a meeting leader, consider which of the above you could still contribute to the meetings you attend.*

*"Mindfulness isn't difficult, we just need to remember to do it." – Sharon Salzberg*