

# A TOOLKIT FOR PROFESSIONALS MINDFULNESS AT WORK

## Thinking Time and Why It Matters

### EFFECTIVE LEADERS REFLECT BEFORE REACTING.

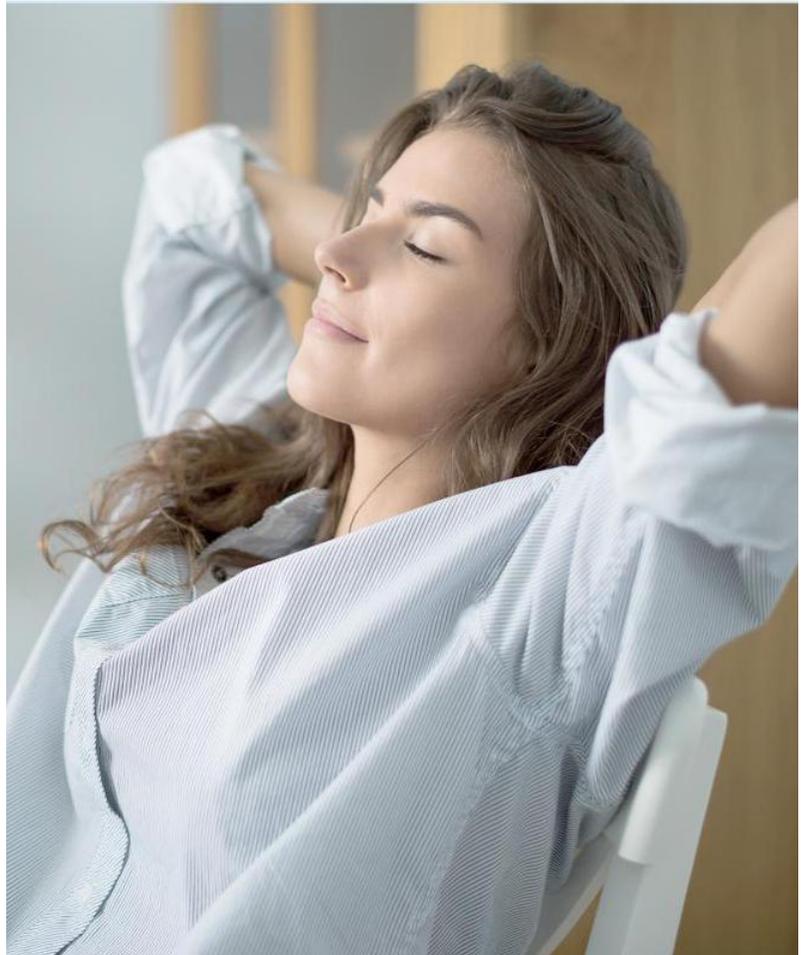
Contrary to what we might think, taking time to stop, be still and contemplate can be the most productive time of our day. Even letting the mind wander can be incredibly restful and restorative, spurring creativity and allowing space for new perspectives.

### INCORPORATE THINKING TIME INTO YOUR DAY:

- ▶ Practice pausing for thought before (re)acting
- ▶ Put thinking time on your daily calendar
- ▶ Start with 10-20 minutes. then do more
- ▶ Think while walking, driving, or transitioning
- ▶ Block off technology-free time for thinking
- ▶ Schedule a retreat for 12, 24 hours, or more
- ▶ *Drop the guilt - thinking is not 'slacking off' or doing nothing'*

### FINDING THINKING TIME WHILE WORKING REMOTELY CAN BE MORE CHALLENGING:

- ▶ Notice which time of day is naturally most quiet, and do your thinking then
- ▶ Establish a tech-free zone in your home
- ▶ Get up and leave the 'office' if you need to
- ▶ Think in the shower, before bed, or while lying in bed before you get up



### THINKING TIME

When we're constantly on the move, with no time to pause and think, we're at greater risk for operating reactively versus mindfully.

*"What we plant in the soil of contemplation, we shall reap in the harvest of action." - Meister Eckhart*