

A TOOLKIT FOR PROFESSIONALS  
MINDFULNESS AT WORK

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## Avoiding Workplace Gossip

### ON GOSSIP...

Right Speech, the third component of Buddhism's Noble Eightfold Path, includes abstaining from false, divisive, harsh, and idle speech. Gossip can fall into any number of those categories and should be refrained from to prevent harm.



### TIPS TO REDUCE WORKPLACE GOSSIP:

- Inquire into your motivations for sharing gossip. Compassionately hold what you discover.
- Before sharing something you hear, ask - is it kind, necessary, helpful?
- If someone begins to gossip, tactfully change the subject
- Enhance your awareness of what it feels (in your heart and body) like after you share gossip.
- Forgive yourself if you say something you shouldn't have, and apologize when necessary.

### MINDFULNESS OF GOSSIP:

Enhance your awareness of the impact of gossip with the simple mindfulness practice below.

- Recall a time when someone shared a piece of office gossip with you. Envision what happened, how it felt to receive this gossip, and anything else you remember from the interaction.
- With this event in mind, reflect upon the following questions:
  - Was the gossip shared kind? Was it necessary? Was it helpful?
  - How would you have felt had this interaction been witnessed by someone outside your closest workplace circle?
- If you shared this gossip with someone else, consider:
  - What was the motivation for doing so?  
What did you gain or lose from sharing this gossip?  
In what ways did sharing gossip harm you or others?

***Do not repeat anything you will not sign your name to.*** - Unknown