

# A TOOLKIT FOR PROFESSIONALS

# MINDFULNESS AT WORK

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## Mindful Speaking

The way we speak has an immense impact on ourselves and those around us. Mindful speech can be incredibly challenging, particularly when we're in the midst of a difficult conversation. However, adopting this practice in the workplace is essential. Awareness of how we speak can have a positive impact on the wellbeing of all those within our company.

### DID YOU KNOW?

*Right Speech (or wise speech) is among the components of Buddhism's Noble Eightfold Path. It refers to speech that brings peace and happiness to oneself and others, and includes refraining from untrue speech, divisive speech, harsh speech and idle chatter (including gossip).*

### BEFORE YOU SPEAK...

During your next challenging conversation with a colleague or team, take pause before speaking to inquire about the nature of what you wish to say:

#### ***Is it true? Is it kind? Is it helpful?***

If the answer to any of the above is 'no', consider how you might rephrase. You may even decide there's no need to express out loud what you were originally going to say.

Let yourself pause before you reply. Extended silence often benefits everyone involved, especially if it leads to more clear and compassionate speech.



### MINDFUL REFLECTION:

- Recall a time someone spoke to you in a way that was harsh, untrue, or unhelpful. What impact did this have? Reflect on this question with curiosity and without blame.
- Recall a time you spoke in a way that was harsh, untrue, or unhelpful? What impact did that have, for you or for others? Reflect on this question with curiosity and without shame.

***When we pay attention, we see how much our words affect our relationships with other people, condition our own minds, and lead to karmic consequences in the future. The care it takes to avoid harmful speech creates a vast playing field of mindfulness in our daily lives. – JOSEPH GOLDSTEIN***