

# A TOOLKIT FOR PROFESSIONALS

## MINDFULNESS AT WORK

### Balancing Head and Heart

When we're at the workplace, we often get caught up in more 'head-based' ways of understanding the world, in other words, we prioritize thinking over feeling. Sometimes the opposite is true, we are more feeling-based than thinking-based. Balancing head and heart is about recognizing both faculties of understanding are important and can work together in harmony.

#### BECOMING AWARE OF THE HEAD & HEART:

This practice is designed to assess if we're more rooted in our thinking head or in our feeling heart. It can help us identify where we might have room to shift into a more balanced way of understanding a situation at the workplace.

- Sit comfortably in a quiet place. Close your eyes and spend 2-4 minutes on mindful breathing.
- Once you feel settled, inquire of the wisdom inside of you:
- Is my understanding [of a certain person or situation] rooted more heavily in thinking, in feeling, or is it balanced in both?
- Spend time observing. Notice what is here and what arises. Refrain from judging your experience as good or bad, right or wrong.
- When you feel ready to close the practice, connect with the support of the surface beneath you, then slowly open your eyes.

The next time you find yourself in a difficult situation at work or with a colleague, ask yourself: Am I more in my head or more in my heart? See if you can gently welcome another way of knowing into your field of awareness.



#### A MINDFUL ACTIVITY FOR BALANCE

Call to mind a workplace issue you feel strongly about. Draw a line down the middle of a piece of paper. At the top of one column, write 'head' and at the top of the other, write 'heart'. As you hold this situation in your awareness, write down what your head and heart have to say. Once finished, ask yourself: Can I hold the understanding of both simultaneously?

#### REFLECTION QUESTIONS FOR A BALANCED HEAD AND HEART

- Am I more connected to logic or feeling?
- Would feeling into my emotions bring more or less balance to this situation?
- What can I learn from the other person's perspective?
- What might I not be seeing or considering here?

*"A good head and a good heart are always a formidable combination." - Nelson Mandela*