



The Consulting Team, LLC  
Facilitating Positive Change

650-464-6024

Request A Consultation

## Leadership Tips April-May 2023: **MINDFULNESS** *A Key Survival Skill*

### Message from Dr. Marilyn Manning



Dear Friends,

Happy summer. I hope you are either practicing mindfulness or just curious about the topic and how it might be useful. I have been trained in mindfulness and have been practicing it for many years to manage my stress and to be laser-focused. There is still a lot to learn and to remind myself to do.

All of our associates are trainers, coaches, and facilitators so we need lots of practical and easy-to-use tools. We each have different approaches, but we use many of the same tools, including mindfulness. We've had great success helping clients at all levels of their career incorporating mindfulness into their daily routines. Some were ready and knew it. Others came to realize that they could enhance their skills and career through becoming more mindful. In this *Leadership Tips* issue, we'll share some of our stories and tools.

Summer is a great time to practice more self-care using mindfulness tools. You deserve some pampering

Best,

Marilyn Manning, Ph.D.  
Owner, The Consulting Team  
(650) 464-6024

P.S. Please register to join us on Wednesday, June 28 at noon for our next complimentary 30-minute webinar *Mindfulness: A key survival skill*. (Details found at the end of this ezine.)



## Mindfulness: *A Key Survival Skill*

### **Mindfulness: What it is, what it isn't**

Mindfulness is the practice of paying attention to the present moment, without judgment. It involves being fully present and engaged in whatever you're doing, whether it's working on a task, participating in a meeting, or interacting with colleagues in different settings.

Mindfulness is *not* meditation, emptying your mind, or even silence. It is not multitasking. and it's not a mystical religious or spiritual act. And it's not a quick fix relaxation technique.

### **The Bountiful Benefits of Mindfulness**

Mindfulness helps by:

1. Reducing stress and anxiety
2. Improving focus and productivity
3. Increasing your emotional intelligence to improve relationships
4. Providing greater self-awareness and personal growth
5. Enhancing creativity and innovation

Mindfulness has been practiced for thousands of years around the world, in different forms. Its concepts are found in different belief systems, and modern-day scientific studies confirm its effectiveness in and beyond the workplace for relieving stress, enhancing relationships, and improving productivity.

### **Mindfulness Made a Difference**

Here are examples of how we've coached clients to develop more mindfulness.

**Zimta** was an entry-level hire who was feeling overwhelmed by the transition from overseas to her first full-time job with a local municipality. Everything was new. She felt the weight of the world on her shoulders to succeed. She was having trouble sleeping, lost her appetite, and felt each day added new pressures and expectations. She felt she was falling behind when her nightmares began.

*Together we analyzed her daily and weekly schedules, work practices, listened to her fears and understood the values driving her quest for success. Then we suggested she:*

- *Start her morning with a visualization*
- *Begin her work with an affirmation to set a positive tone*
- *Intersperse key breaks within her day for short breathing activities*
- *Eat her lunch outside in a quiet natural setting*
- *Take daily breaks outside with colleagues for "walks and talks"*

*These techniques lowered her blood pressure, helped her gain perspective, let go of negative thoughts, and receive feedback from a trusted colleague who understood work pressures. She reported that she was sleeping much better and had a much more positive attitude. She felt more in charge of her life.*

**Constantine** was a director who'd worked for years with the same colleagues. In several cases, his relationships with them had worsened over time, due to differences in personalities, styles, and competition over resources. Constantine found himself over-reacting in meetings, and assuming ulterior motives or the worst intentions in communications with some of these colleagues.

*Our coaching included a focus on mindfulness in the following areas:*

- *Creation of self-talk scripts to invoke before meetings*
- *Set intentions for his attitude and demeanor,*
- *Set expectations for desired outcomes*
- *Remind himself how to listen without judgment*
- *Focus on the greater good*
- *Use clarifying questions before making assumptions*

*This dialed down his intensity during meetings and allowed for more cordial, open discussions. His colleagues were more receptive, and the team started to problem-solve collaboratively by feeling safer to openly communicate their differences. Trust and productivity increased.*

### **Debunking Misconceptions about Mindfulness**

More than a few clients initially balk when we suggest incorporating mindfulness into their regimen. Some of their comments include:

Lack of Time: ..... "I just don't have the time."

Difficulty Focusing:..... "Too much on my plate already."

Preconceived Notions:..... "It's too woo-woo. I can't sit on the floor and fold my legs!"

Resistance to Change:..... "I will stick with what got me here."

Lack of Support:..... “Others won’t understand it. They’ll laugh at me.”

### How you can get started: Four easy steps

1. Start with education: Study what mindfulness is, its benefits, and how it can be practiced. Seek resources such as articles, books, or guided meditations.
2. Assess readiness: Assess your current level of understanding and willingness to incorporate mindfulness into your life. A coach might assist by asking questions and guiding you toward tools that work for you.
3. Develop a customized plan: Your plan can incorporate mindfulness practices that address your needs and that you are comfortable using. Your plan can include daily practices, workshops, or coaching sessions focused on mindfulness.
4. Get ongoing support from a coach: Ongoing support can help you stay on track with your mindfulness practice. This can include regular check-ins, accountability, support, and candid and caring feedback.

### Your plan can include:

- Taking short breaks throughout the day to pause and breathe deeply.
- Focusing your attention and staying present during meetings or when working on a task.
- Pausing a moment to appreciate the things that are going well.
- Taking a few deep breaths and letting go of any negative thoughts or emotions.
- Being fully present when interacting with coworkers, listening attentively, and engaging in active communication.

### As a supervisor or manager, you can:

- Lead by example. Practice mindfulness and share your experiences.
- Offer resources such as guided meditations, mindfulness apps, or workshops.
- Create a culture of mindfulness by incorporating the practices in meetings and encouraging employees to take breaks throughout the day.
- Foster a supportive and non-judgmental environment where employees feel comfortable sharing their experiences with mindfulness.

### Are You Ready?

In our fast-paced and demanding workplaces, mindfulness tools can keep us sane and healthy and also in control of ourselves and many of life’s challenges. Consider giving yourself the gift of mindfulness this summer. A little practice can go a long way in reducing your stress and feeling more in balance.

### Your next steps:

We invite you to read more below about coaching and training options that include a focus on mindfulness.

We also encourage you to [register for Stewart Levine’s free 30-minute Mindfulness webinar on Wednesday, June 28th.](#)



[Learn more here.](#)

## A smiling man in a dark suit and blue tie is sitting on a light-colored sofa. He is holding a laptop on his lap. The background is a bright, out-of-focus interior space with large windows and green plants.

A photograph of two women in business attire. The woman on the right, with dark curly hair and glasses, is smiling and gesturing with her hands while looking at a document. The woman on the left, with dark hair, is looking down at the document. They appear to be in a professional setting, possibly a meeting or collaborative work environment.

[illegible]

The image shows a Zoom logo on a blue background on the left. On the right, a video call window displays a man with grey hair and a beard, wearing a maroon and white patterned vest over a blue shirt. He is smiling. The background of the video call shows a room with a white shelf and a framed picture. The name 'Stewart Levine' is visible at the bottom of the video window.

Register for this free 30-min. on Wednesday, June 28 at Noon Pacific

# *Accelerate Your Development with Coaching*

Are you ready to avail yourself of our  
*Assessment and Coaching Services*  
*visit our website's Coaching page*  
*or call Dr. Manning at 650-464-6024*

## Free 30-min. Coaching

Schedule a  
complimentary  
30-minute 1:1 coaching session  
with one of our senior associates.

Request A Session  
Here

### Our Team of Trainers, Facilitators, and Coaches



[Dr. Marilyn Manning CEO](#)



[Victoria Smith-Raymond](#)



[Richard Lonergan MA, CFO](#)



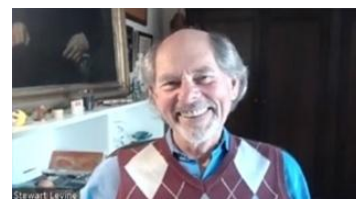
[Kathy Citron](#)



[Craig Harrison, CVP](#)



[Nina Morris Collins J.D.](#)



[Stewart Levine, J.D.](#)

---

*Contact The Consulting Team to learn more about our  
online [training](#), [group and one-to-one virtual coaching](#),  
and [consulting](#) for leaders and employees.*

---

# The Consulting Team

— FACILITATING POSITIVE CHANGE —

945 Mountain View Ave.

Mountain View, CA 94040

650-464-6024

[M@TheConsultingTeam.com](mailto:M@TheConsultingTeam.com)

Get In  
Touch

