

## Achieving Mindfulness at Work

It is well documented that the health center workforce is experiencing stress, exhaustion, and burnout at higher rates than ever before. It is as important as ever to provide resources designed to enable our health center employees to recognize when they become unable to effectively focus on their tasks at hand and provide techniques to return to a more neutral state, focused on the present and not solely on the crisis. This module is intended to provide basic information on being mindful and how it can impact satisfaction and productivity at work. In this lesson, learners will understand the reality and problem of partial attention, learn what mindfulness is, and how to apply it at work.

**Estimated Length: 10-12 minutes**

### Module Outline

1. Impact of Split Attention
2. Defining Mindfulness
3. What It Takes to Be Mindful
4. Practice
5. Summary
7. Web Links/Supplemental Resources
  - [6 Steps for Leading with Resiliency](#) [NACHC RESOURCE]
  - [Managing Crisis through Resilient Leadership Resource Packet \(English/Spanish\)](#) [NACHC RESOURCE]
  - [Getting Started with Mindfulness](#)
  - [Mindfulness at Work: Using Mindful Leadership in the Workplace](#)

## SUMMARY

### Key Points:

- People are often running on autopilot without really being engaged in what they're currently doing, meaning that what they're doing doesn't have their undivided attention.
  - While we think we are multi-tasking, our brains only process one thing at a time so what we are really doing is constantly switching our focus between the various tasks in front of us.
  - This behavior is exhausting and affects productivity, safety, and personal effectiveness at work.
  
- **Mindfulness** can be defined in a few ways:
  - Being mindful is to be aware of something.
    - You have specific ideas in mind as you work, and you're working purposefully toward a result.
  - Mindfulness is a productivity issue.
    - You focus your full attention on what you're currently doing, operate in the moment, and not judge what's going on.
  - Mindfulness means not letting your emotions get in the way and affect your work.
    - By recognizing how your emotions are affecting you, you can control them, or have a plan to effectively address them.
  
- Mindfulness has several benefits:
  - increased productivity,
  - enhanced creativity,
  - boosted confidence,
  - improved decision-making,
  - higher job satisfaction and fulfillment,
  - less stress, and
  - the ability to work closer to your full potential.
  
- When you're being mindful:
  - You're in a neutral state.
  - You're in the present.
  - You're aware of what's going on, and you're not fighting it or denying it.
  - You're not being driven by your habits or preconceptions.
  - You're properly dealing with back chat—those mental conversations people have with themselves that keep them from reaching peak performance.
    - This involves recognizing when you're assessing the facts versus dealing with negative fantasy or back chat.

## Practice Chart

- When we purposely devote time and attention to mindfulness practices proactively each day, we are promoting a more natural state of calm and awareness.
  - Mindful practices will begin to feel less awkward and become your foundation.
  - To get there, use the chart below to be intentional in practicing mindfulness each day. Keep track of when you utilize it and what the overall impact is for you.

Activity	Date/Time/Impact (keep notes for yourself)		
Physical Awareness (Fist Squeezes)			
Game of Four			
Smile at Someone			

**This lesson discusses the basics of mindfulness, including what it is and why it's important. How might being more mindful at work help you improve your performance?**

Personal Session Notes:

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