

Mindful at Work

Changing the way you work



My Off Switch Individual 10-week Programme

Incorporating simple mindfulness practices into daily routines to change the way you work.

If you want change or create something new in your life, it's important to understand that the thinking that got you here, will not get you where you want to go.

You need to know how to use your mind differently. Doing more of the same simply doesn't work!

This one-on-one coaching and mindfulness package is a powerful combination for busy professional people (and leaders) who want to stop rushing, multitasking, and putting in too many hours at work, to reconnect with their life and achieve new things.

Learning mindfulness while being coached enables you to laser focus on what's important, move out of stress mode and interrupt autopilot (associated with negative thinking, increased negativity bias, and mind wandering) so you can relax, calm down, reconnect with yourself and others, re-align with your core values, do your best thinking, and feel more alive and engaged.

Initial two sessions (3 hours total)

- » How constantly being busy and feeling pressured increases stress and mind wandering
- » The impact of chronic stress on physical, mental, and emotional health (internal commentary is more likely to be critical, defensive, controlling, inflexible and reactive)
- » How mindfulness counterbalances an innate negativity bias, allowing our inner commentary to be more open, accurate and flexible
- » Neuroscience - how mindfulness regulates attention and emotions
- » Debunk common myths and misconceptions about mindfulness
- » Differentiate between formal and informal mindfulness practices
- » Practice mindfulness by experiencing mindfulness
- » Choose an intention for self-development
- » Design a mindfulness strategy that works for you

Learning how to manage your attention is like a bicep curl for your brain.

Followed by 7 sessions (x1.5 hours a week face to face or virtually) to embed mindfulness and achieve your intentions;

1. Managing Autopilot (showing up at work)

» Compare the impact of mind wandering with the benefits of being present and engaged

2. Metacognition (power of choice)

» Put the thinking mind in perspective - not taking thoughts personally, and seeing emotions as transient

3. Getting Perspective (seeing what's there)

» Open to not knowing, seeing with fresh eyes, gaining clarity, and shifting perspective

4. Building Great relationships (we're all in this together)

» Connect with yourself so you can connect with others; build compassion, empathy, and kindness through intentional mindful communication

5. Being Like Teflon (responding versus reacting)

» Embrace change, own difficult emotions, and interrupt 'career limiting' reactions for values aligned actions

6. Solution Focused (boosting creativity and innovation)

» Access flow thinking states – work with a relaxed, clear, solution-focused mind

7. Staying Mindful (future proofing your practice)

» Build a lifelong practice and maintain your intention

Mindfulness is known to:

Improve cognitive abilities and reduce negativity bias

Reduce stress (increase resilience and adaptability)

Improve health and happiness (less illness and absenteeism)

Enhance self-awareness (monitoring emotions and managing behaviours)

Reduce emotional reactivity (self-regulation)

Build emotional intelligence (better leaders, managers and teams)

Improve focus, productivity, and efficiency (reduce workplace accidents and errors)

Boost creativity (solution-focused, innovative thinking)

Strengthen relationships (improve connectivity, lessen conflict)

Includes participant workbook, audio and 'Mindful At Work' App

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