The Power of Presence Mindfulness at Work and Beyond





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Mindfulness Magic

Understand what mindfulness is (and what it's not)

Recognize how mindfulness enhances emotional intelligence (EQ)

Practice simple, evidence-based mindfulness techniques

Explore different mindfulness variations for work, relationships, and home life

Create a personal action plan for daily mindfulness habits



Mindfulness Fact or Myth?

- Mindfulness means clearing your mind of all thoughts.
- **Myth:** Mindfulness isn't about having no thoughts — it's about noticing thoughts without judgment and returning to the present moment.
- You must meditate for at least 30 minutes a day to be mindful.
- **Myth:** Even a few mindful breaths or short pauses throughout the day can build mindfulness.

Mindfulness is a religious practice.

Myth: While rooted in ancient traditions, modern mindfulness is a secular, evidence-based mental practice.

The Evolution of Mindfulness

Aspect	Origin / Key Figure	Focus
Ancient roots	Buddhism, Hinduism, Taoism	Spiritual and ethical practice
Historical teacher	The Buddha (Siddhartha Gautama)	“Right mindfulness” as part of the Eightfold Path
Modern application	Jon Kabat-Zinn (1979, MBSR)	Stress reduction and secular mindfulness
Contemporary expansion	Neuroscience, psychology, workplace wellness	Emotional regulation, focus, well-being

Benefits of Mindfulness and Meditation Emotional and Cognitive

Reduces Anxiety & Worry	• Mindfulness helps you stay present, rather than spiraling into "what-ifs" or future concerns, which reduces anxiety.
Improves Emotional Regulation	• Regular practice helps you become more aware of your emotional patterns, making it easier to respond calmly rather than react impulsively.
Enhances Self-Awareness	• Meditation allows for introspection, helping you recognize triggers and automatic stress responses.
Increases Resilience	• By observing thoughts without judgment, you're less likely to be overwhelmed by them—building mental toughness over time.
Improves Focus and Concentration	• Mindfulness sharpens your attention, allowing you to manage tasks more effectively and reduce stress caused by feeling overwhelmed.

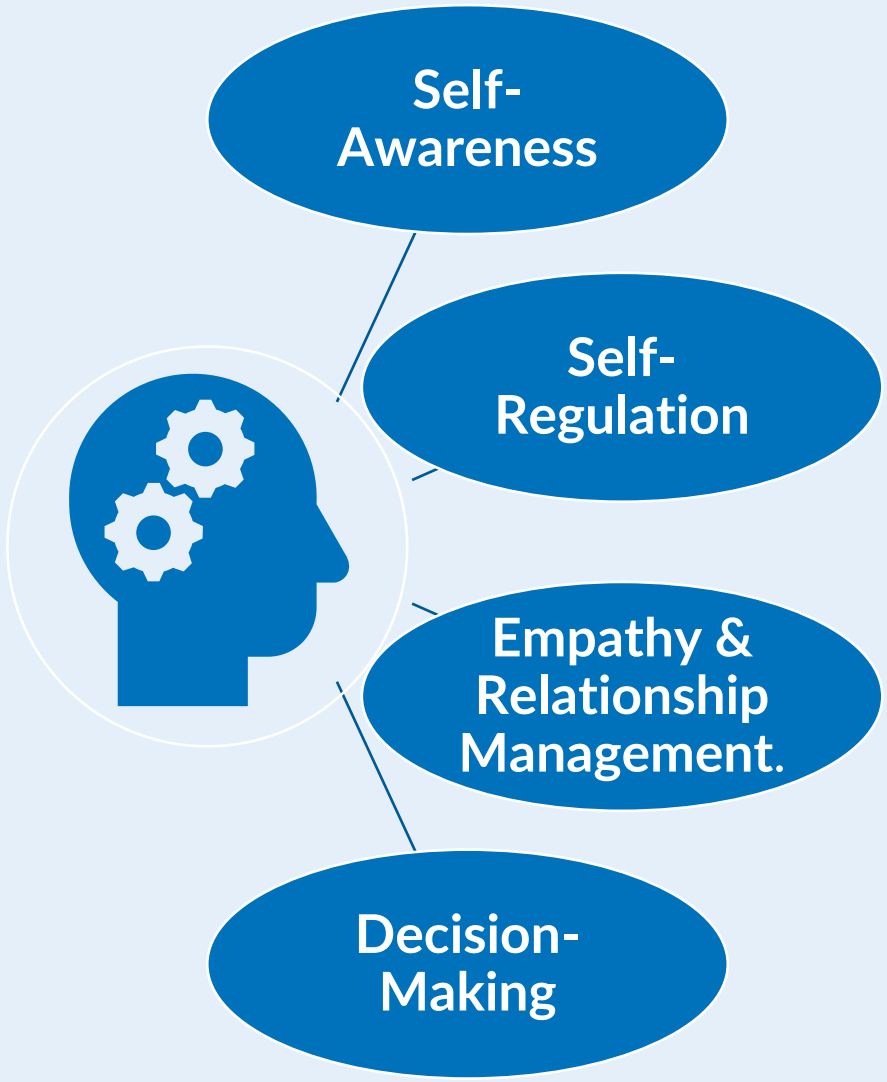
Benefits of Mindfulness and Meditation
Physical

Lowers Cortisol Levels	Meditation has been shown to reduce levels of cortisol, the body's primary stress hormone.
Reduces Blood Pressure and Heart Rate	Relaxation responses from mindfulness help counteract the body’s fight-or-flight stress response.
Improves Sleep Quality	By calming the mind and nervous system, mindfulness helps reduce insomnia and restlessness.
Boosts Immune Function	Chronic stress can weaken the immune system; reducing stress helps your body fight illness more effectively.

Benefits of Mindfulness and Meditation Regulation and Clarity

Better Decision-Making	Mindfulness brings clarity, which can help reduce stress that comes from indecision or poor planning.
Healthier Relationships	Being present and less reactive can reduce conflict and improve communication, lowering interpersonal stress.
Increased Patience & Tolerance	Meditation encourages acceptance and patience, making it easier to handle frustrating situations calmly.

Mindfulness and Emotional Intelligence



Think of a recent emotionally charged moment.

How might mindfulness have helped you respond differently?

Everyone is a Mindfulness Expert!

- Be fully present and pause
- Notice thoughts, feelings and sensations
- Gently come back to the present
- Discomfort and boredom are normal



5-Minute Mindful Breathing Exercise



Variations of Mindfulness

Mindful Breathing:	A few deep breaths before meetings or difficult conversations.
Mindful Listening:	Truly hearing what others say without planning your reply.
Mindful Movement:	Yoga, stretching, or walking with awareness.
Mindful Eating:	Paying attention to flavors, textures, and gratitude.
Journaling	Name and observe emotions
Micro-Mindfulness:	30-second resets throughout the day.

Applying Mindfulness at Work

Focus: Presence, performance, and emotional regulation

Mindful tips:

- Pause before reacting (take a breath)
- Single task work vs multitasking (focus on one thing)
- Micro-mindful breaks (breathing, fresh air, sunlight)
- Empathetic listening (practice active listening during meetings and conversations)
- Mindful leadership (demonstrate calm non-reactive behavior for others)

Think of one daily work stressor. What is a mindful way you can respond instead of reacting?

Key Mindset Shifts

- React immediately → Pause and respond intentionally
- My feelings are facts → My feelings provide information
- I know what they meant → Stay curious and clarify
- Multitask to accomplish more → Focus on one priority
- I shouldn’t feel this way → Notice without judgment

Workplace Scenario

You have been coordinating a project with several moving parts and competing deadlines. A colleague sends you this email and copies your manager:

Subject: Project Materials

Enza,

I still haven't received the final materials for Friday's meeting. We discussed this last week, and I was expecting to have them by now. This delay is putting the rest of us behind and leaves very little time to prepare.

Please send everything by the end of the day and make sure this doesn't happen again.

You immediately feel embarrassed and defensive. You believe the message makes you look irresponsible—especially because your manager was copied. You begin typing a response explaining that the colleague never provided the information you needed to finish the materials.

Pause → Notice → Check assumptions → Choose a response

Pause and Reflect

- What emotions and physical reactions are you noticing?
- What part of the email triggered you most?
- What assumptions are you making about the colleague's intentions?
- Which parts of the message are facts, and which are your interpretation?
- Is there information the colleague may not have?
- What outcome do you want from your response?

Reaction vs Mindful Response

An Automatic Reaction: "I already told you that I was waiting for the updated numbers from your team. I can't complete the materials when people don't send me what I need. This delay is not my fault."

A More Mindful Response:

Hi Taylor,

I understand that you need time to prepare for Friday's meeting. I'm currently waiting for the updated numbers we discussed, which I need to finalize the materials. If I receive them by noon, I can send the completed version by the end of the day.

If the numbers aren't available by then, I can send the current draft today and follow up with the final version tomorrow. Please let me know which option would be most helpful.

Key mindset shift:
"I need to prove this isn't my fault" → "I can clarify the facts, protect the relationship, and focus on a solution."

"I need to defend myself" → "I can pause, clarify, and respond intentionally."

Applying Mindfulness in Relationships

Focus: Connection, compassion, and communication

Mindful tips:

- Listen to understand, not reply (Approach conversations with curiosity to connect and bond)
- Practice gratitude (notice and appreciate others. tell them they are important)
- Focus on the moment and savor the interaction (builds positive memories)

Notice conversations that could use more mindful intention. Who are they with and why?

Applying Mindfulness in Stressful Moments

Focus: Emotional regulation, resilience, reduced reactivity

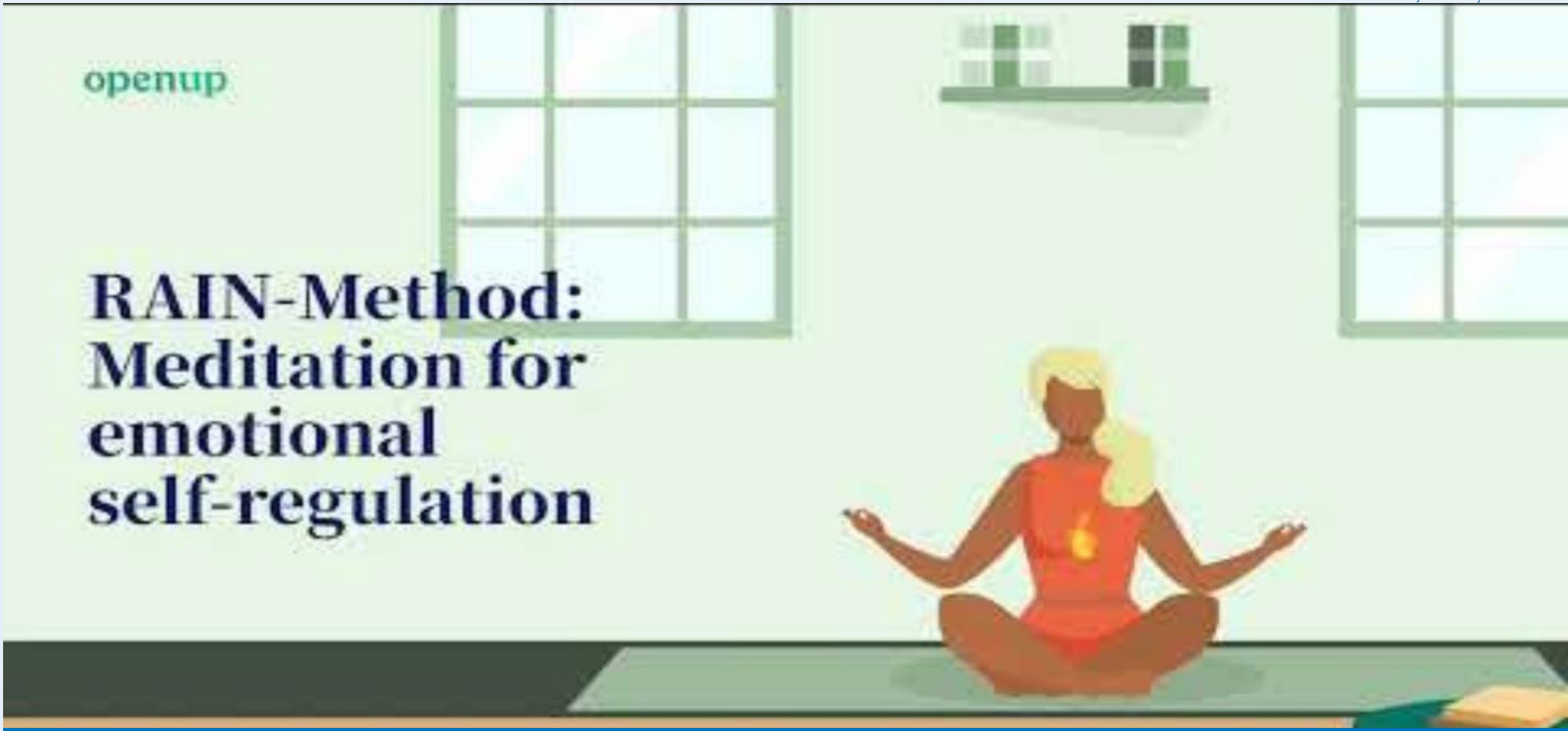
Mindful tips:

- Pause (take 1-2 slow breaths before responding)
- Notice (what am I feeling right now? Is what I am thinking true? Do I need more information?)
- Ground yourself (feel your feet, breath and surroundings)
- Slow your response (speak calm, clear, with intention)
- Stay curious (instead of “why are they doing this to me?” think… “what’s going on with them?”
- Helpful phrases:
  - Let me take a moment to think about that.
  - I hear you, let’s work through this together.
  - Can we put a pin in this and come back to it?
  - I’m trying to understand; can you tell me more?

Quick Reset Tool
Box Breathing:

Inhale 4 → Hold 4 → Exhale 4 → Hold 4

R.A.I.N. (Recognize, allow, investigate, nurture)



Applying Mindfulness with Self-compassion

Focus: Identify and label emotions without judgement

Mindful tips:

- Take one or two slow breaths.
- Step away briefly if you need space.
- Ask: “What am I feeling, and where do I feel it?”
- Allow the emotion without letting it define you.
- Don't over identify with the emotion, but also do not run from it. Feel it.
- If your inner critic shows up, say something encouraging and kind to yourself
- Hug yourself, hold your hands together, or put your hand over your heart.

Breathe → Notice → Name it → Offer kindness → Choose your next step

Applying Mindfulness at Home

Focus: Presence, rest, and intentional living

Mindful tips:

- Transition rituals (walk, music, breath work)
- Mindful routines (cooking, cleaning, etc.)
- Digital mindfulness (digital disconnect times)
- Gratitude check in (identify 2-3 small joys)
- Restorative moments (mindful breathwork/yoga/meditation/journal before bed)

- What is one mindful habit you can add tonight?

Applying Mindfulness with Food

Focus: Improve digestion, recognize real hunger cues, enhance enjoyment

Mindful tips:

- Slow down (take smaller bites and chew thoroughly)
- Engage all the senses (flavor, texture, smell, colors)
- Minimize distractions (turn off phone and tv)
- Check in halfway (am I full?)
- Practice gratitude (pause, appreciate your meal, person, how the day went, etc.)

During your next meal: take one bite, savor it and ask yourself, “what do I notice?”

Mindfulness Integration



- Start small, one mindful pause per day
- Pair a mindfulness practice with an existing habit
- Journal to reinforce mindfulness frameworks

Mindfulness prompts inside your head or on paper:

- What self-talk showed up today? How can I meet it with kindness?
- Three things I appreciated today were…
- What have I learned about myself this week?

Mindfulness Self-Assessment: “How Present Am I?”

- **Instructions:**
  Rate each statement from **1–5**
  (1 = Rarely true, 5 = Always true)

Awareness & Presence

- I notice when my mind starts to wander.
- I am aware of my thoughts without immediately reacting to them.
- I can bring my attention back to the present moment when distracted.
- I notice physical sensations (tension, breathing, posture) throughout the day.

Emotional Awareness and Regulation

- **Instructions:**
  Rate each statement from **1–5**
  (1 = Rarely true, 5 = Always true)

- I recognize my emotional triggers in real time.
- I pause before responding in stressful situations.
- I can shift from reacting to responding thoughtfully.
- I give myself space to process emotions before acting.

Mindful Communication & Relationships

- **Instructions:**
  Rate each statement from **1–5**
  (1 = Rarely true, 5 = Always true)

- I listen fully without planning my response while others are speaking.
- I seek to understand others rather than assume intent.
- I remain present in conversations (not distracted by devices or thoughts).
- I approach conflict with curiosity instead of defensiveness.

Mindfulness at Work

- **Instructions:**
  Rate each statement from **1–5**
  (1 = Rarely true, 5 = Always true)

- I focus on one task at a time rather than multitasking.
- I take short mental breaks to reset during the day.
- I pause before sending emails or responding in tense moments.
- I feel mentally present during meetings.

Mindfulness in Daily Life

- **Instructions:**
  Rate each statement from **1–5**
  (1 = Rarely true, 5 = Always true)

- I create intentional transitions between work and home.
- I practice gratitude or reflection regularly.
- I engage in daily activities (eating, walking, etc.) with awareness.
- I take time to slow down, even briefly.

Scoring

- **80–100:** Highly Mindful
  You consistently practice presence and emotional awareness. Focus on deepening and sustaining habits.

- **60–79:** Growing Awareness
  You have strong foundations. With small, consistent practices, you can strengthen your mindfulness muscle.

- **40–59:** Opportunity for Growth
  You're aware but may be on autopilot often. This is a great place to start building intentional habits.

- **Below 40:** Time to Pause & Reset
  You may be operating in reactive mode. Mindfulness can significantly improve your stress, focus, and well-being.

Reflection

Where did you score highest? What's working well?

Where do you want to grow?

What is **one small mindfulness habit** you can start today?

When during your day would it be easiest to practice?

Your Mindful Response Plan

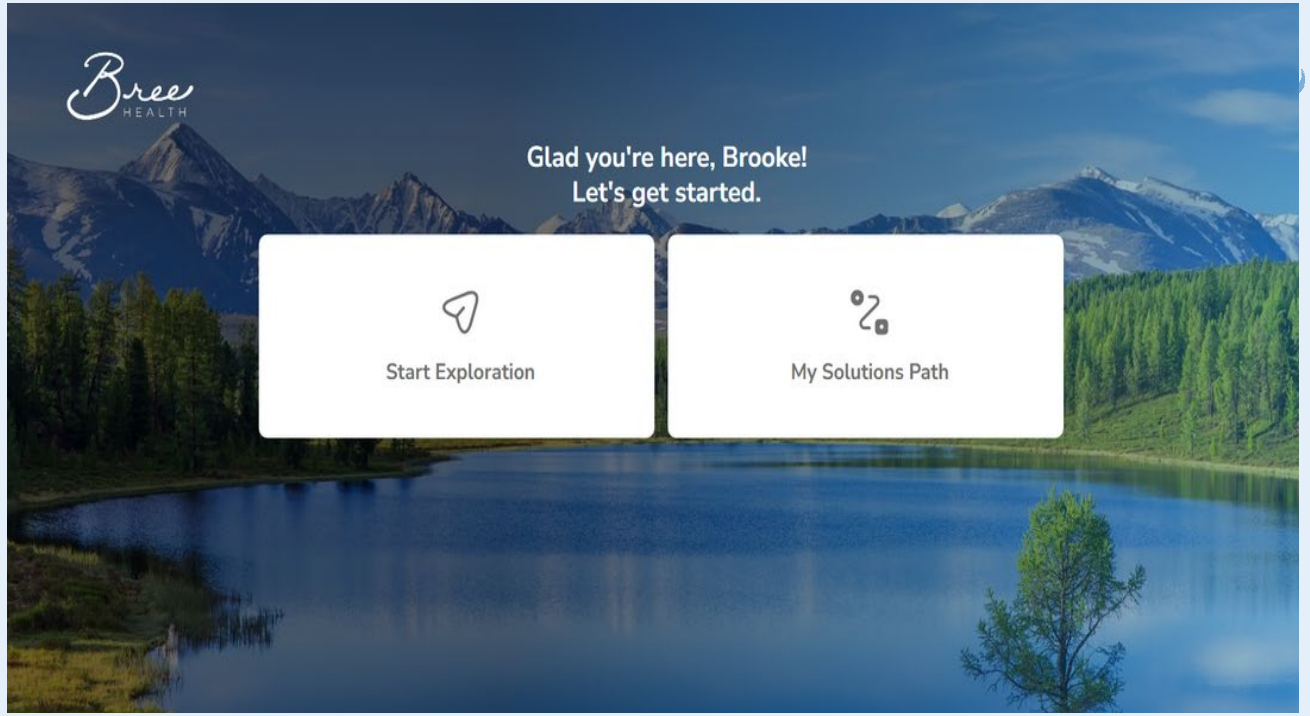
- My most common trigger:
- My signs that I’m becoming reactive:
- The mindfulness tool I will use:
- The response I want to choose:
- When I will practice:

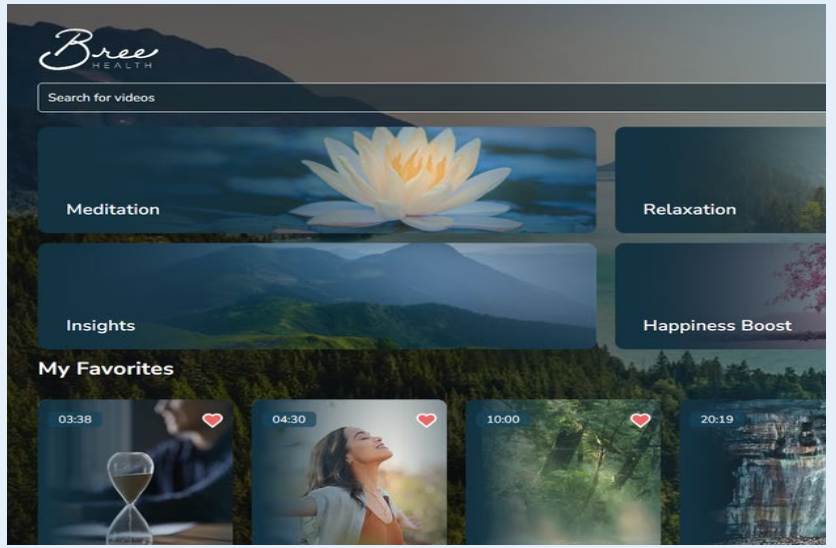
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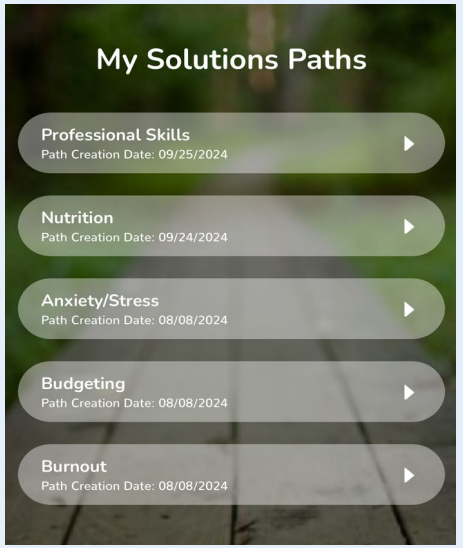
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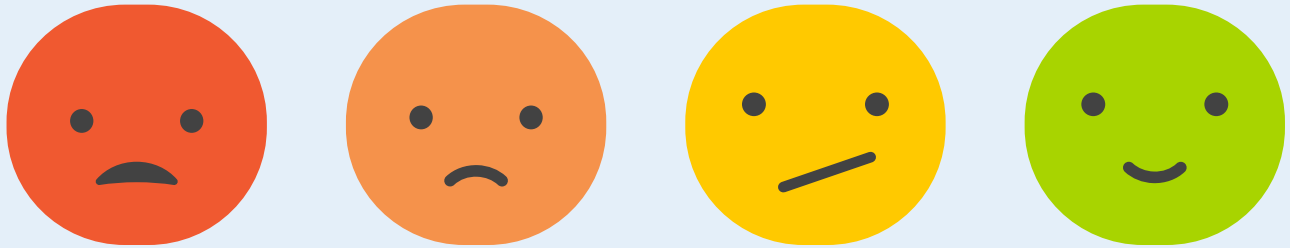






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TAKE THE SURVEY





we want your feedback!

Scan here

Optional Practices

Hand Mindfulness Meditation

Mind full, or Mindful?





Recognizing Self-Judgment with Mindfulness

