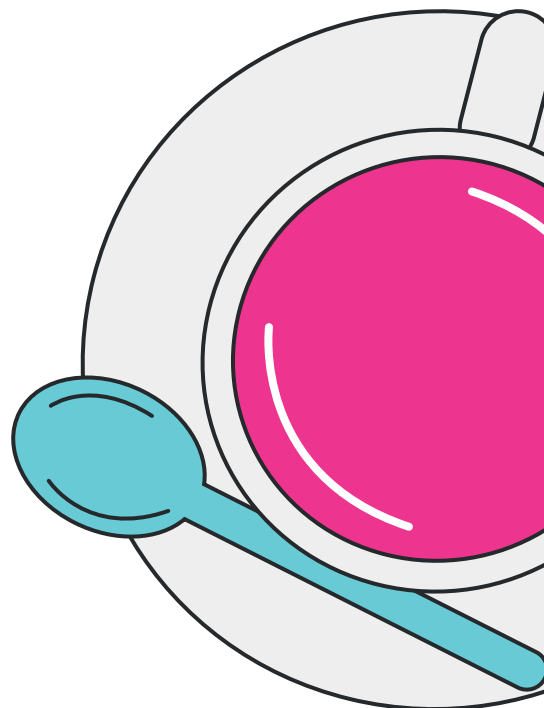


Tips to increase MINDFULNESS

Many successful CEOs and business leaders, such as Bill Ford from the Ford Motor Company, Ray Dalio the billionaire founder of Bridgewater Associates, and Jeff Weiner of LinkedIn, practice mindfulness at a personal level, as well as within their organisations.¹ Mark Hoplamazian, the chief executive of Hyatt Hotels, has **included mindfulness and empathy into his business strategy:**

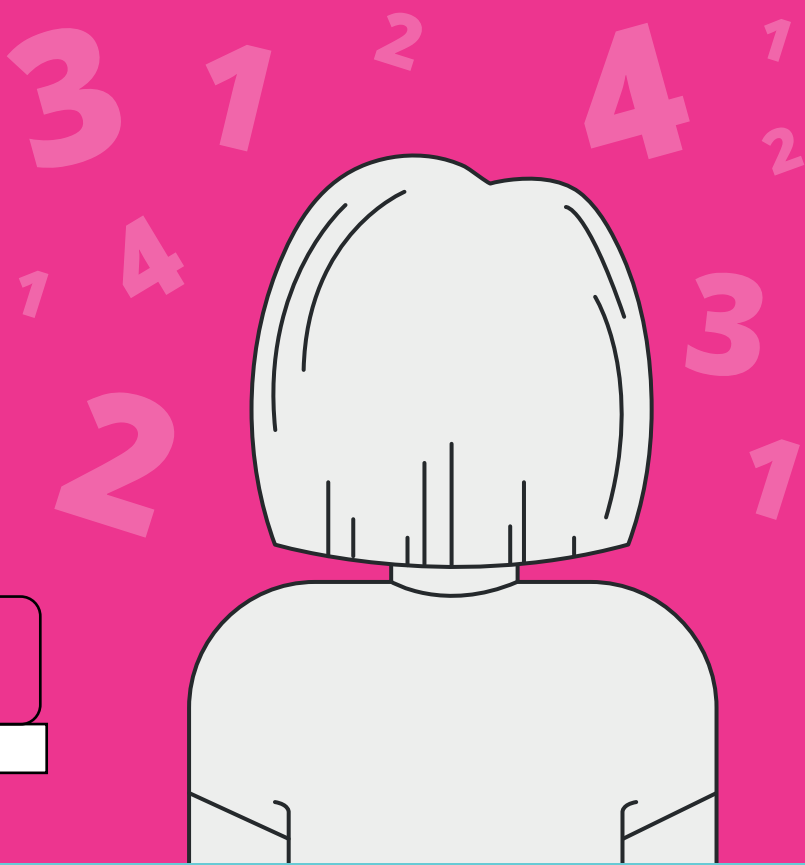
“**In order to practice empathy, you have to be present, and one great vehicle to being present is to be mindful. Mindfulness became the central element of our wellness investment.**”²

Practising mindfulness is almost like giving leaders a mental upgrade; it builds and improves the nervous system the same way that exercising builds muscles.³ Practising a few minutes of mindfulness each day, preferably in the morning, brings the best results.⁴ **Here are some basic tips to increase mindfulness.**



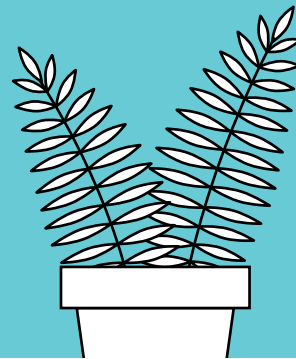
Breathe PROPERLY

Inhale and exhale to a slow count of four, and focus on being in the moment.⁵



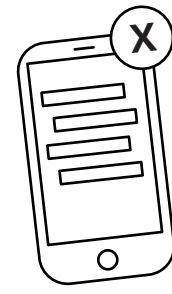
Start THE DAY RIGHT

Mornings are usually when our minds are at their most focused and creative. Use this time to do strategic, focused work, rather than reading emails, which may cause you to get sidetracked and become reactive. **Try to wait 30 minutes to an hour after you've arrived at the office before you open your inbox.**⁶



Stop MULTITASKING

Multitasking keeps your mind busy, tired, and cluttered. **It can decrease productivity by up to 40 per cent.**⁷ Instead, focus on one core task at a time, and only move on to the next once the task at hand is completed. Organising your workload is critical to getting this right.



Disable NOTIFICATIONS

The notifications on your devices contribute significantly to working in reactive mode. Schedule time slots during the day to answer emails, and don't open your inbox until then. **Put your phone on silent during focused work times** so that message notifications don't draw your attention away. This allows you to complete each task before you start the next.⁸

Take regular BREAKS

Step away from your desk to eat lunch, and go for short walks regularly. If your office has a garden, go outside and take in the fresh air and sunshine. This allows you to return to work focused and refreshed.⁹

Through ongoing practice, mindfulness allows you to view and experience your world, your feelings, and other people, without becoming reactive. This builds greater internal resilience to the stresses and the busyness culture of today's workplace, empowering you to be present in everything that you do.



¹ DeMers, J. (Mar, 2018). 'Does meditation make you more productive? These 5 entrepreneurs and CEOs think so'. Retrieved from Entrepreneur.
² Gelles, D. (Oct, 2018). 'Mark Hoplamazian of Hyatt Hotels on Airbnb and why stupid questions are smart'. Retrieved from the New York Times.
³ Desrosiers, K. (Mar, 2019). 'The power of the mindful CEO'. Retrieved from CEO Today.
⁴ R. Hougaard. (Jan, 2017). 'Spending 10 minutes a day on mindfulness subtly changes the way you react to everything.' Retrieved from HBR.
⁵ (Jan, 2017). '8 ways to be more mindful at work'. Retrieved from Success.
⁶ Hougaard, R. (Jan, 2017). 'Spending 10 minutes a day on mindfulness subtly changes the way you react to everything.' Retrieved from HBR.
⁷ (Jan, 2017). '8 ways to be more mindful at work'. Retrieved from Success.
⁸ Gelles, D. (Nd). 'How to be more mindful at work'. Retrieved from the New York Times. Accessed 11 October 2019.
⁹ (Jan, 2017). '8 ways to be more mindful at work'. Retrieved from Success.