

MINDFULNESS MEDITATION

STUDENT WORKBOOK

SESSION 9



Mindfulness for
WORK & CAREER

Session 9 takes mindfulness into the workplace, whether that be in an office setting, job site, home, school, care center, or multiple locations. Where you work, you may be seen as a colleague, mentor, friend, supervisor, trainee, student, or service provider. Though others may see only one part of us at work, we still have the power to integrate our whole selves with mindful awareness, no matter where we are.

The following exercises, meditations, and journal topics will give you something to focus on each day between sessions. Feel free to complete them in any order you like, and even to repeat any exercise you find helpful or interesting. Let yourself be led by your needs and interests this week.

Session 9 Contents:

- Journal Topics
- Appraising Your Values
- Defining Your Meaning of Success
- Practicing the Art of Resolving Conflicts
- Assessing Contributions to Your Team
- Assessing Your Decision-Making Skills
- How to Make Career Changes
- How to Make Successful Requests
- Mindfulness of Your Relationship with Technology
- Increasing Your Quality of Attention
- The Sources of Your Distraction

Session 9 Journal Topics:

1. How do people see you at work? Reflect on what others perceive to be your personality, character, work ethic, strengths, weaknesses, and skills. See yourself through their eyes.
2. At work, what emotions and physical sensations did you notice this week? Try keeping a journal and tracking your feelings throughout a workday. Track where those feelings arise in your body. Do this every day for a week and see if you notice any patterns, surprises, or insights.
3. Write about the expectations you encounter at work. What are the expectations around your time, effort, performance, energy, compassion, leadership, and overall success? How do these expectations make you feel? How do they impact your physical and emotional wellbeing?
4. What differences do you notice between yourself at work and at home? What changes do you make in order to feel confident and comfortable in each setting? How do these changes make you feel?

Appraising My Career Values

Date / Time:

So far today, have you brought kind awareness to your:

☐

Thoughts?

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Heart?

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Body?

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None

To begin this Meditation on Appraising Career Values, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
- the emotions that you can associate with these visceral feelings
- the positive or negative impact of any stories you believe in regarding this topic
- the fact that many others are feeling similarly about this topic as you
- how you might feel with increased awareness around this topic
- when you can apply increased mindfulness to this topic in your day-to-day life



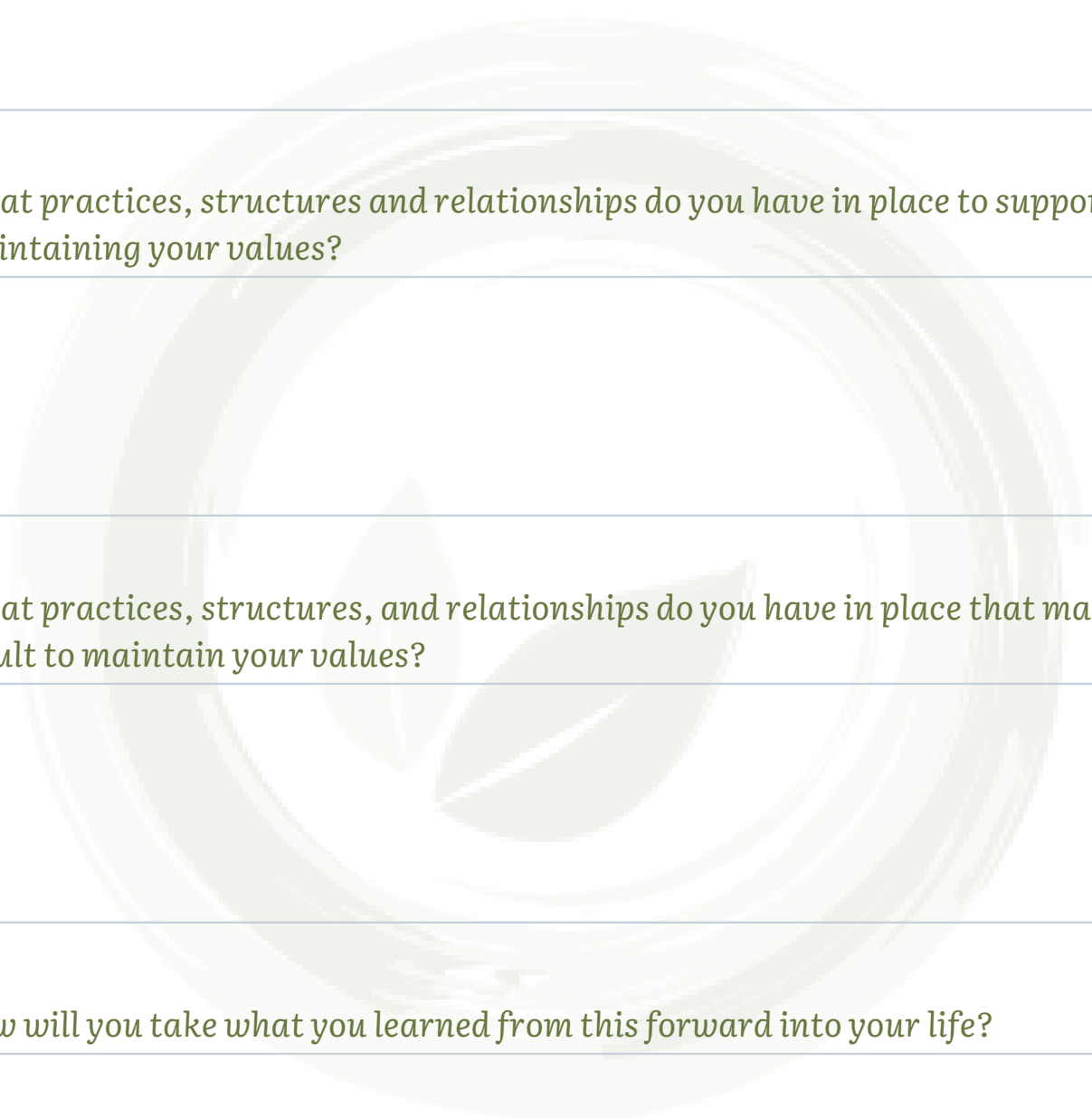
1. Regarding your profession, what are your values?

2. How do you know this?

3. When have your values been most severely tested? How did you respond?

Appraising My Career Values

4. What values are most difficult for you to maintain? Why is that?



5. What practices, structures and relationships do you have in place to support you in maintaining your values?

6. What practices, structures, and relationships do you have in place that makes it difficult to maintain your values?

7. How will you take what you learned from this forward into your life?

Defining Your Meaning of Success

Date / Time:

So far today, have you brought kind awareness to your:

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Thoughts?

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Heart?

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Body?

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None

To begin this Meditation on Defining Your Meaning of Success, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
- the emotions that you can associate with these visceral feelings
- the positive or negative impact of any stories you believe in regarding this topic
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Write the stories of the 5 biggest successes in your life. Keep re-writing and editing them until you are satisfied. Then, for each story, please write out your answers to the following questions:

1. Why do I call this a success?

2. What quality of mine allowed this to be a success?

Defining Your Meaning of Success

3. What contribution from others allowed this to be a success?



4. What is, after all, success?

5. What is everything that goes into success?

6. How will you take what you learned from this forward into your life?

Practicing the Art of Resolving Conflicts

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

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Heart

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Mind

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Body

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Breath

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Environment

To begin this Meditation, please bring kind awareness to

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1. Begin to observe how you resolve conflicts within and between commitments (e.g., uses of time, money, energy, with whom to spend time, etc.).

2. Keep observing to discover what is the real (as distinct from theoretical) basis for your choices.

Practicing the Art of Resolving Conflicts

3. What surrounding events (your mood, the preferences of others, your level of energy) shape your choices in resolving these conflicts?



4. What are you learning about the way people's lives come about?

Additional Notes:

Assessing Contributions to Your Team

Date / Time:

So far today, have you brought kind awareness to your:

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Thoughts?

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Heart?

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Body?

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None

To begin this Meditation on Assessing Contributions to Your Team, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
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1. To whom did you contribute at work today?

2. What allowed for this contribution?

Assessing Contributions to Your Team

3. What difference did your contribution make? To others? To yourself?



4. What action will you take from what you observed in this exercise?

Assessing Your Decision Making Skills

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

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Heart

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Mind

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Body

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Breath

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Environment

To begin this Meditation, please bring kind awareness to

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1. How did you decide what to do?

2. Is there a different basis for your actions at different moments? With different people?

Assessing Your Decision Making Skills

3. How aware were you of the connection between the basis of your actions and the consequences of those actions?



Additional Notes:

How to Make Important Career Changes

Date / Time:

So far today, have you brought kind awareness to your:

☐ Thoughts? ☐ Heart? ☐ Body? ☐ None

To begin this Meditation on Making Important Career Changes, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
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Write out your answers to these questions after reflection and research. Then talk through your answers with 5 people close to you; then rewrite your answers.

What changes do you want to make at your job? Stay? Leave?

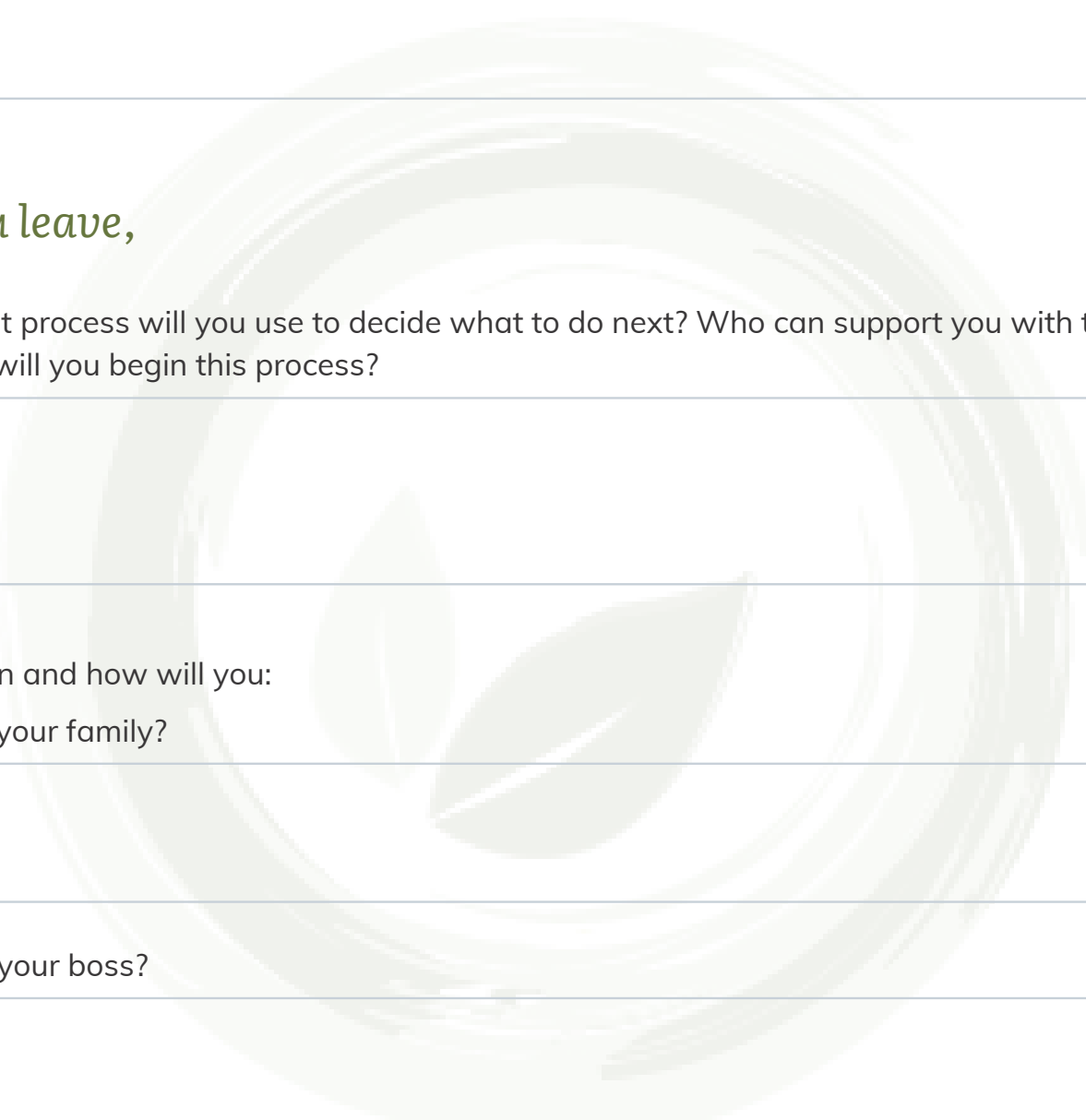
If you stay,

1. What changes will you make? Beginning when?

2. What actions of yours will it take to bring about these changes? When will you begin them? Who will support you?

How to Make Important Career Changes

3. What actions of others will these changes necessitate? When will you request the actions? What will you do if the action isn't taken? When? Who will support you?



If you leave,

1. What process will you use to decide what to do next? Who can support you with this? When will you begin this process?

2. When and how will you:

➤ Tell your family?

➤ Tell your boss?

➤ Tell your peers?

How to Make Important Career Changes

- Tell your subordinates?

3. How will the change affect (and what will you do to deal with any breakdowns with):

- Your family?

- Your cash flow?

- Where you live?

4. How will you take what you learned from this forward into your life?

Making Successful Requests

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

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Heart

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Mind

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Body

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Breath

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Environment

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PART ONE

1. What requests did you make?

2. How successful were your requests (i.e., did what you requested happen)?

3. What made your requests successful?

Making Successful Requests

4. How do you feel about your requests? What are you learning about yourself and requesting? When and how will you take what you're learning into action?



PART TWO

1. What requests did you avoid making? How are you justifying that?

2. When will you make the requests?

3. What requests will you make tomorrow? Write them down. What can you do to increase the likelihood that your requests will succeed?

Mindfulness of Your Relationship with Technology

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

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Heart

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Mind

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Body

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Breath

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Environment

To begin this Meditation, please bring kind awareness to

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1. What commodities do you feel most attached to?

2. Toward what aspects of technology do you feel most aversion?

Mindfulness of Your Relationship with Technology

3. How does your balancing of attachment and aversion affect how you live? How you make decisions? Your relationships?



Additional Notes:

Increasing Your Quality of Attention

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

☐

Heart

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Mind

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Body

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Breath

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Environment

To begin this Meditation, please bring kind awareness to

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1. What was your attention on?

2. Why did this capture your attention?

Increasing Your Quality of Attention

3. Did having your attention on this affect what you were intending to accomplish? How?



4. What action will you take from what you observed in this exercise?

Additional Notes:

The Sources of Your Distraction

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

☐

Heart

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Mind

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Body

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Breath

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Environment

To begin this Meditation, please bring kind awareness to

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1. Begin to notice when you become distracted.

2. Notice when you're doing something that's not part of what you've set out to do.

The Sources of Your Distraction

3. Be especially alert about distractions when you feel tired, frustrated, hungry, angry or lonely.



4. What action(s) will you take from what you've observed in this exercise?

Additional Notes: