MINDFULNESS MEDITATION

STUDENT WORKBOOK



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:

- 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.
- 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.
- 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?
- 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? Body? None
To begin this Meditati	on on Appraising Career Values, please bring kind awareness to
 the emotions that you the positive or negati the fact that many ot how you might feel w 	opic , and head each feel when you reflect on this topic u can associate with these visceral feelings we impact of any stories you believe in regarding this topic thers are feeling similarly about this topic as you with increased awareness around this topic ncreased mindfulness to this topic in your day-to-day life
1. Regarding your pro	fession, what are your values?
2. How do you know th	nis?
3. When have your val	lues 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: Thoughts? Body? None
To begin this Medita awareness to	tion on Defining Your Meaning of Success, please bring kind
 the emotions that y the positive or negative the fact that many of how you might feel 	st, and head each feel when you reflect on this topic ou can associate with these visceral feelings rive impact of any stories you believe in regarding this topic others are feeling similarly about this topic as you with increased awareness around this topic y increased mindfulness to this topic in your day-to-day life
	he 5 biggest successes in your life. Keep re-writing and editing tisfied. Then, for each story, please write out your answers to the
1. Why do I call this o	ı success?
2. What quality of m	ine allowed this to be a success?

Defining Your Meaning of Success

. What contribution from others allowed this to be	e a success?
. What is, after all, success?	
. What is everything that goes into success?	
. How will you take what you learned from this for	rward into your life?
, 110 to to the year control to the year to the record, one of the year	activities year tyer

Practicing the Art of Resolving Conflicts

Date / Time:	What have you	u brought mir	dful awarene Body	ess to today? C	Check all that apply
To begin this Medi	tation, please l	oring kind o	wareness t	0	
 why you chose the how your belly, clean the emotions that the positive or ne the fact that man how you might fee when you can ap 	nest, and head e you can associon gative impact of y others are feel el with increase	ate with thes any stories y ing similarly d awareness	e visceral fee you believe in about this to around this	elings n regarding th opic as you topic	
	// -				
1. Begin to observe of time, money, ener				veen commitm	nents (e.g., uses
2. Keep observing to choices.	discover what i	s the real (as	distinct fron	n theoretical) k	oasis for your

Practicing the Art of Resolving Conflicts

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:
	Thoughts? Heart? Body? None
 kind awareness to why you chose this to how your belly, chest, the emotions that you the positive or negative the fact that many oth how you might feel w 	pic and head each feel when you reflect on this topic can associate with these visceral feelings re impact of any stories you believe in regarding this topic ners are feeling similarly about this topic as you ith increased awareness around this topic ncreased mindfulness to this topic in your day-to-day life
1. To whom did you	contribute at work today?
2. What allowed for	this contribution?

Assessing Contributions to Your Team

. What differenc	e did your	contributio	n make? To	others? To you	ırselj
What action wi	ll you take	e from what	you observ	ed in this exerc	ise?

Assessing Your Decision Making Skills

Date / Time:	What have you Heart	u brought min	dful awarene Body	ess to today? C	Check all that apply
To begin this Medi	ation, please l	oring kind a	wareness to	0	
 why you chose th how your belly, ch the emotions that the positive or neg the fact that many how you might fee when you can app 	est, and head e you can associon gative impact of yothers are feel el with increase	ate with thes any stories y ing similarly d awareness	e visceral fee you believe ir about this to around this	elings n regarding th pic as you topic	

1. How did you decid	le what to do?				
2. Is there a different	hasis for your o	actions at dif	ferent mome	nts? With diff.	erent neonle?
2. 13 there d different	busis for your c	actions at all	ici chi mome	nes: vviui ulli	erent people:

Assessing Your Decision Making Skills

8. How aware were you of the connection between the basis of your actions and the onsequences of those actions?	e
Additional Notes:	

How to Make Important Career Changes

Date / Time:	So far today, ha Thoughts?	ve you brough Heart?	nt kind aware Body?	ness to your:
To begin this Meditatic	n on Making Importan	t Career Cha	inges, pleas	e bring kind
 the emotions that you the positive or negativ the fact that many oth how you might feel wire 	and head each feel when can associate with these re impact of any stories your ers are feeling similarly about thincreased awareness and creased mindfulness to the	visceral feeling wisceral feeling with the count this topic round this topic in your stopic in your series topic in your series.	egarding this c as you pic	
	to these questions after r rith 5 people close to you;			
What changes do you w	ant to make at your job?	Stay? Leave	?	
If you stay,				
1. What changes will you	ı make? Beginning when?			
2. What actions of yours them? Who will support y	will it take to bring about ou?	these change	es? When will	l you begin

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 who	at will you do to deal with any breakdowns with):
Your family?	
Your cash flow?	
\A/la ana li 2	
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 appears to today?	
To begin this Meditation, 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 	
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

1. 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
L. 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 increa he likelihood that your requests will succeed?

Mindfulness of Your Relationship with Technology

Date / Time:	What have you	brought min	ıdful awarene	ess to today? C	Theck all that apply.
	Heart	Mind	Body	Breath	Environment
To begin this Medita	tion, please b	ring kind a	wareness to	0	
 why you chose this how your belly, ches the emotions that you the positive or negate the fact that many on how you might feel when you can apply 	st, and head ed ou can associon tive impact of others are feeli with increased	ite with thes any stories y ng similarly I awareness	e visceral fee you believe ir about this to around this	elings n regarding thi pic as you topic	
	-	was considered to the construction of the cons	2		
1. What commodities o	lo you feel mo	st attached	to?		
2. Toward what aspec	ts of technolog	gy do you fe	el most avers	sion?	

Mindfulness of Your Relationship with Technology

. How does your balancing on the decisions? Your relation	of attachment and aversion affect how you live? How you nships?
additional Notes:	

Increasing Your Quality of Attention

Date / Time: What have you brought mindful awareness to today? Check all that app Heart Mind Body Breath Environment
To begin this Meditation, 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. What was your attention on?
2. Why did this conture your attention?
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 mir	ndful awarene	ess to today? C	Theck all that apply.
	Heart	Mind	Body	Breath	Environment
why you chos	editation, please be e this topic y, chest, and head e				
the positive orthe fact that nhow you might	that you can associon negative impact of nany others are feeling at feel with increased apply increased min	any stories y ing similarly d awareness	you believe ir about this to around this	n regarding thi ppic as you topic	
	_	was constant	2580-		
1. Begin to notice	e when you become	distracted.			
2. Notice when v	ou're doing somethi	na that's no	t part of who	ıt vou've set oı	ut to do.
		J 2		,	

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: