

Mindful Working

Learning Objectives

By the end of this course participants will be able to:

1. Explain what mindfulness is and how it can be applied at work
2. Identify Flow moments - when individuals are most productive at work
3. Minimise and manage interruptions to stay in Flow for longer
4. Apply the practices of mindful working, which include techniques for effective goal setting; planning and prioritising tasks

Background

In this workshop we introduce the principles of mindfulness and how they can be applied in work to help boost efficiency, performance, and overall satisfaction. We combine mindfulness principles from Eastern philosophy with traditional time management techniques, from Western psychology. The practices we teach on this course will help delegates feel less 'busy' and more productive.

Course topics

- What is mindfulness?
- How to practice simple mindfulness techniques during the working day for greater focus and productivity
- Being in a mindful state at work - how to identify your Flow moments
- Managing interruptions for greater productivity
- Being mindful about what you work on
 - Shaping your job objectives
 - The Eisenhower Time Management Matrix
 - Stephen Covey's Spheres of Concern model
 - Birkinshaw and Cohen's technique for identifying low-value tasks.



Timing

This workshop runs for 2 ½ hours.

Who should attend?

Anyone who'd like to apply the principles of mindful working for higher performance and greater fulfilment at work.

Trainer

Matthew Critchlow, MD of Kirros and Visiting Lecturer at the University of Westminster, and Ewan Stickley, Senior Training Associate at Kirros.

Design

This course was developed in collaboration with Lindsay Comalie formerly of Imperial College London.