



## practice types



**Dedicated practice:** a type of practice that you set aside time to do



**Integrated practice:** a type practice you can do anytime, anywhere



**Micropractice:** an integrated practice that can be done in 1 minute or less





## mindfulness

	<p><b>Mindful Listening.</b> Deepen connection with others by listening with attentiveness, kindness, and curiosity.</p>
	<p><b>3 Breaths.</b> 1st breath: full attention to breathing, 2nd breath: relax the body, 3rd breath: ask, “What’s important right now?”</p>
	<p><b>Focused Attention.</b> Build focus and stability of mind by choosing something to focus on, like your breath, then returning attention to this focal point each time the mind wanders.</p>
	<p><b>Minute To Arrive.</b> Start a meeting with one minute of silence to help everyone be fully present.</p>
	<p><b>Open Awareness.</b> Rest the mind in the “big open sky” quality of awareness, letting thoughts, sounds, smells, and any other sensations come and go on their own. In receiving them with kindness and curiosity, without getting swept away by them or trying to “fix” them, you create space for the mind to settle and see itself more clearly.</p>
	<p><b>Noting.</b> When you feel stuck or caught up on something, use this as a slogan: <i>notice it</i>, <i>name it</i> (like “thinking about email” or “frustration”), <i>let it be</i>, and <i>just breathe</i>.</p>





## self-awareness

	<p><b>Body scan.</b> Align mind and body, developing higher-resolution awareness of physical sensations, by moving attention through the body, top to bottom or bottom to top, and noticing whatever is present.</p>
	<p><b>Head, Body, Heart Check-in.</b> Take three breaths, scanning one area of the body with each breath. 1st breath: scan the head, representing thoughts; 2nd breath: the body, representing emotions and sensations; 3rd breath: the heart, representing values or intentions.</p>
	<p><b>Journaling.</b> Increase self-awareness through a practice of journaling. This can be a general practice to process thoughts and emotions, reflect, and plan, or you can focus on a specific issue you're wrestling with.</p>
	<p><b>Mindful Eating.</b> Begin a meal with one minute of mindful eating. Eat slowly while enjoying the flavors, smells, and texture of your food.</p>



## self-management





	<p><b>SBNRR.</b> Practice Stop, Breathe, Notice, Reflect, and Respond when you become aware of being emotionally triggered. Try this either as an “in the moment” integrated practice, or follow the model as a way of reflecting on a past situation.</p>
	<p><b>Mindful Conversation.</b> Build understanding of others by listening mindfully, then checking with the speaker to ensure you've understood them by repeating back what you heard them say.</p>
	<p><b>Self-Compassion.</b> Let attention rest lightly on the feeling of breathing. As thoughts and emotions appear, welcome them with a sense of “Yes,” the gentle-matter-of-factness that this is what it is.</p>
	<p><b>Acceptance.</b> Whenever you feel distressed, take a few breaths in and out, repeat to yourself, “Breathing in, I do my best; breathing out, I let go of the rest.”</p>

## motivation & resilience




	<p><b>Values &amp; envisioning journaling.</b> Journal on your values or aspirations to make them more clear, vivid, and actionable. Suggested prompt: “If everything in my life meets or exceeds my most optimistic expectations, what will my life be like in 5 years?”</p>
	<p><b>Hands on Chair.</b> When you sit down for a meeting, touch the fabric of the chair. Let the feeling be a mental cue to remember your intention for how you show up.</p>
	<p><b>Resilience.</b> To find calm and stability of mind within success and failure, practice breathing in and out with those feelings and recognize them as temporary experiences, thereby creating mental space for wise response and growth.</p>



## empathy & compassion

	<p><b>Seeing Similarities &amp; Offering Kindness.</b> Bring to mind people you know and work with, consider your common humanity, and wish them well.</p>
	<p><b>Shift to Connection.</b> Take three breaths to build connection with others in the moment: 1st breath: settle the mind; 2nd breath: see a similarity; 3rd breath: offer kindness.</p>
	<p><b>Walking Meditation.</b> Walk, savoring and easing into the simple and wonderful process of walking. Pay particular attention to the sensations of walking, including the transfer of weight from one foot to the next, as well as the sensation of your feet on the ground.</p>
	<p><b>Empathetic Listening.</b> Listen to others at the level of <i>feelings</i> in addition to the <i>words</i> they are saying.</p>

## leadership

	<p><b>Difficult Conversations Preparation.</b> Prepare for or engage in a difficult conversation by thinking through the 3 levels (content, feelings, identity) of conversation from each person's point of view.</p>
	<p><b>Compassion practice.</b> When encountering someone in distress, pause and reflect on the situation: bring attention to what they are experiencing, invite positive wishes for them, and invite an openness in yourself to sense what would serve.</p>
	<p><b>Ask, "What would be of service?"</b> When faced with situations that might normally cause you to withdraw or become irritated, get to the core of what's important by pausing and asking yourself, "What would be of service right now?"</p>