

HOW TO LEAD A MINDFUL MINUTE MEETING OPENER

Meetings are a good place to encourage mindfulness because it helps employees to stay present, think outside the box and stay open-minded to opposing points of view which in turn results in higher quality of strategic decision making and more effective collaboration. It also helps participants to become aware of their current state of mind, allowing them to adjust if needed.

- Identify a person who will be leading the mindful minute
- Provide a quick introduction (above) of why it is a good idea to take a minute before starting the meeting and make it clear that participants are not required to take part in this practice if they don't want to. They can quietly sit and reflect on whatever comes to mind.
- Ask participants to gently close their eyes if they are comfortable doing so, otherwise just maintain a soft gaze downward.
- Use your own words if comfortable or follow a script below: "We are taking this moment to fully arrive and to be present in this room with everyone. Now taking in a few deep breaths and setting aside all the tasks and activities that you have been doing. And setting our intention for this meeting."
- Allowing the participants a few moments in quiet and then saying: "You can now slowly open your eyes when you're ready and we can start our meeting."

Ease of Being

