

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 at work
3. Minimise and manage interruptions for mindful working
4. Apply self-management techniques such as the Eisenhower Matrix and prioritisation techniques
5. Identify tasks to delegate and tasks to 'ditch' using the Low-Value Task Identifier

Background

In this seminar we introduce the principles of mindfulness and explain how mindful working can help boost efficiency, performance and overall satisfaction at work. We combine mindfulness techniques (from Eastern philosophy) with positive psychology principles and traditional time management techniques, such as the Eisenhower Matrix, and Birkinshaw and Cohen's technique for identifying low-value tasks. The techniques we introduce on this course will help delegates feel less 'busy' and more productive.

Course topics

- An introduction to mindfulness
- The principles of mindful working
- How to identify your Flow activities
- How to minimise and manage interruptions
- How to write concise job objectives
- Techniques for mindful working: the Eisenhower Matrix, task planning and prioritisation, and the Low-Value Task Identifier



Timing

This webinar 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, PhD, MD of Thrive and Visiting Lecturer at the University of Westminster.

Design

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