

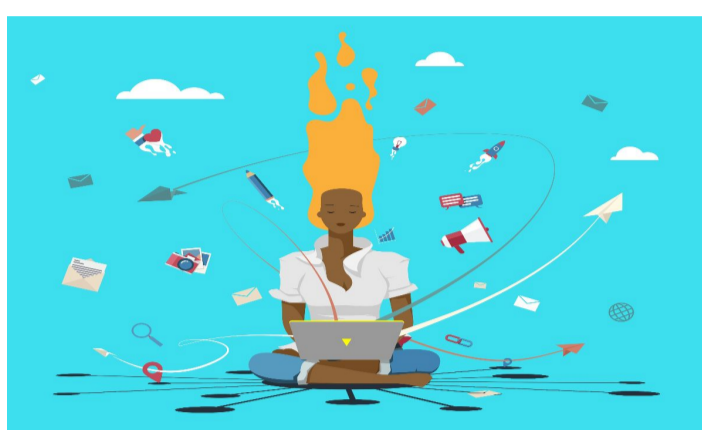
# LEADING mindfully

FEBRUARY 17, 2021

Dear Mindful Leader,

From Zoom conversations to email threads, so much of what gets accomplished in today's workplaces relies on maintaining healthy communication. A lack of clarity, kindness, or consistency when communicating can pose a threat to workplace well-being, upping the stress and damaging the efficiency of your whole team. Sometimes, these issues point to a need to reaffirm shared values, or respect boundaries; other times, the culprit may be excessive emails and clogged inboxes. Putting in place a few ground-level principles for more mindful communication encourages a more compassionate and motivated organizational culture. Bonus: This allows teams to achieve higher standards of excellence and effectiveness—with less frustration. We hope these resources provide you with practical tools to explore mindful communication in your workplace.

## MINDFUL RESOURCES FOR EFFECTIVE COMMUNICATION



### The Six Rules of Conscious Emailing

Emails can be a minefield for miscommunication. By slowing down before you press send, you can email more thoughtfully. [Read more](#)



### What Makes a Conversation Mindful?

When conversations, particularly at work, can be more mindful, we can develop a kinder, more compassionate culture. [Read more](#)



### How to Have Tough Conversations at Work

We often avoid tough conversations because we fear being judged. Here are three ways to communicate more openly. [Read more](#)



### How to Create Space for Socially Intelligent Work Relationships

When our mental filters blind us at work, it's time to clean the lens. [Read more](#)

# 13.5%

Increase in meeting attendees since the COVID lockdown, compared to before the lockdown, according to a study by the National Bureau of Economic Research. Here's how mindfulness [helps you navigate work relationships](#).

## MINDFULNESS EVENTS

### How Self-Compassion Will Make You a Better Leader

Harvard Business Review

February 18, 2021 • 12:00 PM - 1:00 PM US ET

A webinar featuring Rich Fernandez, CEO of the Search Inside Yourself Leadership Institute (SIYLI), and Steph Stern, a director at SIYLI.

[LEARN MORE](#)

### Service Mindset Series: How to Build a Service Mindset

Institute for Organizational Mindfulness

February 24, 2021 • Online Event

An online workshop where you'll learn how to increase focus, stress-resilience, emotional intelligence and general well-being.

[LEARN MORE](#)

## WHAT WE'RE TRACKING

[Thirty Companies In Thirty Days: Real-Time Insights On The Importance Of Employee Health](#)  
—Forbes

[How to find 'flow' while working from home, according to a peak performance expert](#)  
—CNBC

[To Control Your Life, Control What You Pay Attention To](#)  
—Harvard Business Review

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