



CONNECTED
BUSINESS

7 STEPS TO MINDFULNESS AND COMPASSION @WORK

MANUAL

Step 4: Life Strategy

7 Steps to Mindfulness and Compassion @Work

Step 4: Life Strategy

Today we will explore step 4 from our 7-step program: Life Strategy. It is designed so you can create a plan for how you can bring your passion & purpose into reality, have a regular practice in your day-to-day (business) life, and create routines and action plans that support your short-term and long-term goals.

Before we dive deeper into the content we invite you to a short arriving practice....

Mindfulness practice

Arriving, connection with the present moment and the body: add any observation of what came up for you during the exercise. What is important for you today?

Sometimes even if we know what our passion and purpose is it is still quite a thing to bring it into reality. We found that looking into different questions can help as a first step. There are so many questions that can help you on this way, so here is our selection for you.

For the following exercises we have prepared a form for you:

Purpose & Goals

Go back to your passion and purpose of journaling from last week and connect with it. Choose 3 bullet points that you found in your journaling. Write them into your manual.

Mindfulness Practice: Visualisation of your life in the future

Let's look into your life vision now. To go deeper we will guide through a visualization exercise.

Journaling

<p>Focus on your passion and purpose. Now imagine what you need to accomplish in the next 2-5 years to achieve your vision and what you can do in the next days and weeks to come one of your long-term goals closer.</p>	<p>3 Main Points</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____
<p>Your Vision (Write down all the things that came up in the vision exercise, set your time and finish after 5 minutes. Read over your writing: what did you see in your vision? Where do you want to be? What were the things that you did not even allow yourself to write down? How did you feel? What do you wear? How do you look?</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Vision: choose 3 main points that came up for you and write them down</p>	<p>3 Main points</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____

<p>Now we have 6 main points that we want you to focus on. Let's define some action steps. These questions will support you to define them: What do you want to learn? Where do you want to go? What are your biggest challenges to do these things? What are the resources you need? (time, money, mentor...)</p>	<p>What do you need?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Now please define 3-5 action steps that could support you to follow your vision, passion & purpose. Use the answers to the questions above as support.</p>	<p>3-5 action steps:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

This list does not have to be complete - it's your starting point. You will see as you are doing it that there will be more steps coming naturally.

But how to get things done?

This is an ever-changing world and even if you have a great picture in mind right now, life keeps on happening and it keeps on distracting us from what we want.

So to stay on track and get things done that are maybe not urgent, but important to achieve your life goals. It is helpful to create routines that help you to build new habits. These habits should be aligned with your vision.

So we suggest creating morning routines where you train this muscle to build your new habits. The way you start the day can support you to create the quality you want for the rest of the day.

Mounira: *“I start my morning basically with all the things that have a long-term effect for my life and therefore I prioritize - so during the rest of the day when things keep on happening I have already checked my priorities from the list. For example, I do my meditation, gratefulness, and yoga practice, I write down ideas, learn new things, or listen to an audiobook. I also do more creative stuff for my working day like planning or collecting ideas for new initiatives. This is also the time of the day for my self-care - doing something for myself.”*

Angel: *“I also created my working routine. The moment I arrive on my desk, I am focused on my 20% that brings 80% of my results on a business level. So before I even start checking emails or responding to any request, I work on deepening my content that I am working on and keep myself up to date with new knowledge and innovative ideas. This guarantees that I will always be on the top with my content.”*

And you can extend such a routine over a whole day, also an evening routine helps a lot to close a day with some reflections, learnings, and inspiration, which you take into your dreams. In the script, you will find an example of a daily routine and a template so you can create your own.

Homework Exercise

- *Create your own daily routine and action plan on how you can make your first steps in living your passion & purpose. In this manual below you will find an example for a routine as a guidance and a template for your own routine – however feel free to put in whatever makes sense to you*
- *Practice 10 minutes mindfulness every other day – choose from one of the recordings*

Thanks for sharing your time with us and we look forward to our next session.

Example Daily Routine

Morning routine	<ul style="list-style-type: none"> ● Drink a cup of hot water ● 30 minutes meditation ● 60 minutes yoga or exercise ● 10 minutes affirmations: what do I want to attract in my life, what do I want to forgive myself for. What is my intention for today - how do I want to show up, what kind of person do I want to be, visualization for the future ● Self-care: doing something for myself ● Do creative work e.g. brainstorm ● Learn something new- read an inspiring article, listen to an audiobook – mornings can be a great time to do the things that you long-term want to attract in your life
Morning routine - limited time	<ul style="list-style-type: none"> ● 5-minute meditation ● 1-minute gratitude practice ● 1-minute affirmations ● 1-minute planning what you need to get done to make this a successful day for you
Lunch routine	<ul style="list-style-type: none"> ● 10 minutes mindful walking in fresh air
Evening routine	<ul style="list-style-type: none"> ● 10 minutes day reflection: what am I grateful for ● 10 minutes journaling practice ● 10 minutes meditation or body scan in bed
Evening routine - limited time	<ul style="list-style-type: none"> ● 1-minute gratitude practice ● 1-minute focussing on the breath

Some comments on your routine:

- The above examples can be combined or you can choose to do only a morning routine but nothing in the evening - try out what works best for you
- No matter if you chose a short version or a long version it is ok to not do it every day or to chose differently on some days

- Routines are amazing to build habits that then can become behaviors that you want to establish in your life – the first thing is always to step back once in a while and bring to the surface what really counts for you
- There is no such a thing like the perfect routine - everyone works differently, that's why we invite you to experiment
- The long routine is not necessarily the “better” one - very often we put our goals so high that we want to do 90 minutes or nothing - but you can do a lot in only 2 or 5 minutes. Start with doing one thing every morning – we found the commitment to do one thing made it possible to create a routine

Your Routine

Morning	
Lunch-time	
Evening	

Your Personal Notes to Step 4
