

Mindful High Performance

By the end of this course participants will be able to

1. Explain what **mindful working** is and how it improves productivity and satisfaction at work
2. Identify Flow moments in and out of work
3. Minimise and manage interruptions to support mindful working and improve efficiency
4. Practice the art of job recrafting
5. Focus work time on the right tasks with simple goal setting, the Eisenhower Matrix, task categorisation/prioritisation and the Low-Value Task Identifier

Background

Mindful working has two elements: (1) being mindful about what you work on and (2) being in a mindful state whilst you work. In this seminar we introduce the principles of mindful working and how it helps boost performance and overall satisfaction at work. We combine mindfulness principles with proven self-management techniques, such as effective goal setting, the Eisenhower Matrix, Birkinshaw and Cohen's Low-Value Task Identifier and deciding which tasks to redesign, delegate or drop. The techniques we introduce on this course will help delegates feel less busy and more productive.

Course Topics

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



Timing

This workshop runs from 14:00 – 17:00.

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, Director of Thrive and Visiting Lecturer at the University of Westminster.

Design

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