

The Mindful Leader: Effective Tools for Transforming Your Leadership,  
Your School, and Yourself

NASA Course Sept 6 and 13

Interactive Journal and Note Taking Guide

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### The Top 3 List

Take two minutes and write down the top 3 things you want to get out of this course. Put a star next to the one that is THE most important to you. (This is your self-concordant goal)

- 1.
- 2.
- 3.

### Leadership Strengths

My strengths as a leader include:

Actions I take that demonstrate each strength:

Strengths I would like to develop:

### Mindfulness Means...

Highlight words that stand out to you:

Paying attention in a particular way

Mindfulness has been scientifically proven to be one of the most effective ways to optimize learning through the deep development of cognition and metacognition.

Mindfulness is the practice of cultivating attention to foster greater self-awareness and self-knowledge about your thoughts, feelings, and sensations, and how they can affect our actions.



My Definition of Mindfulness- Tweet style – challenge 7 words or less

### **AutoPilot**

What do you do on autopilot in your leadership role?

Making our way through the day on autopilot can keep us in our heads thinking about the past or worrying about the future. Habits are behaviors that become automatic because we do them over and over again. Habit releasing is purposely breaking out of an automatic behavior creating an opportunity to return to the present moment and gain perspective.

What are some habits that you do on autopilot that you are willing to release? What behavior will you do to aid in releasing that habit?

### Mindfulness Terms

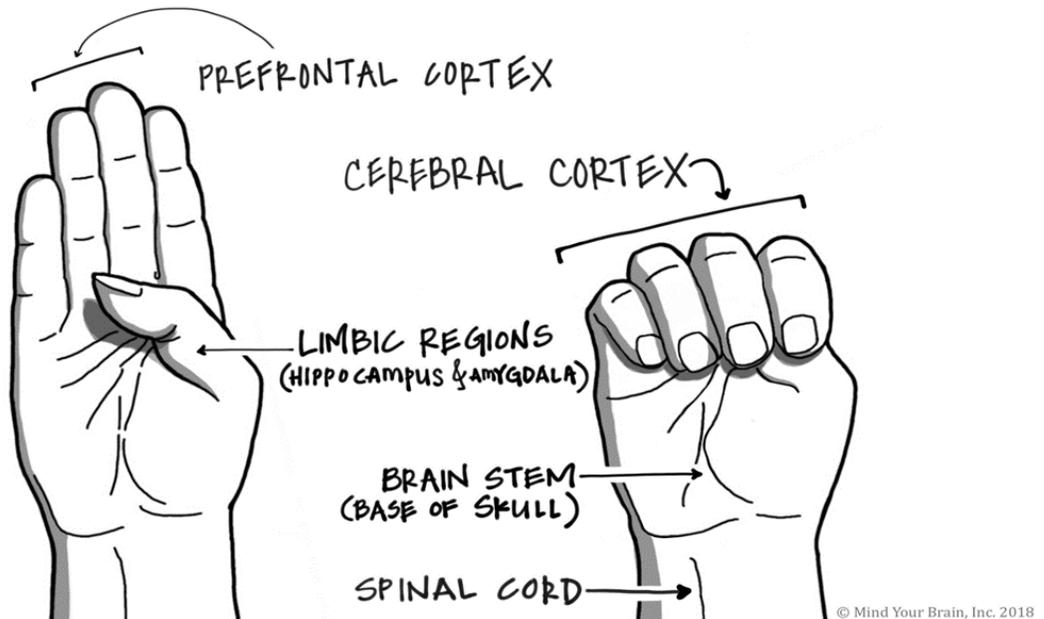
|  |  |
|--|--|
| <b>Presence; In the present moment</b> |  |
| <b>Attention</b>                       |  |
| <b>Awareness</b>                       |  |

|  |  |
|--|--|
|  |  |
| <b>Equanimity</b>  |  |
| <b>Think of a situation in which you did not practice equanimity. How would have maintaining an evenness of mind assisted or calmed the situation?</b> |  |
| <b>Formal Mindfulness practices</b>  |  |
| <b>Informal Mindfulness practices</b>  |  |



Put a star next to a formal mindfulness practice you will integrate into your week and an informal practice you will integrate into your week.

### Physiology of Stress



## Breathing Practices

Mindful Breathing



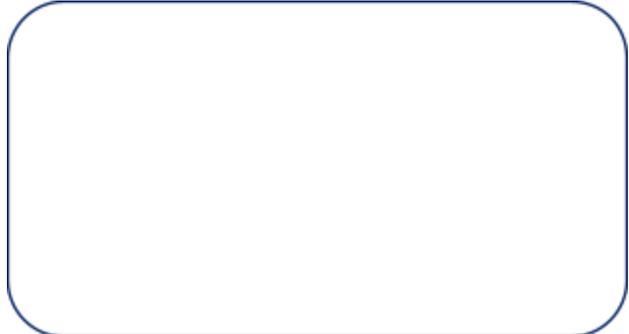
Soft Belly Breathing



2-4 Breathing



Box Breathing



## Mindfulness – Benefits for Leaders

|  |  |
|--|--|
| <ul style="list-style-type: none"><li>● Reduce stress</li><li>● Improve immune response</li><li>● Increasing physical and psychological resilience</li><li>● Improving attention and concentration</li><li>● Increasing self-awareness</li></ul> | <ul style="list-style-type: none"><li>● Enhance positive emotions</li><li>● Deal more easily with negative emotions</li><li>● Improving interpersonal relationships</li><li>● Enhancing performance and creativity</li><li>● Positively changing the structure and functioning of our brains</li></ul> |
|--|--|

How can I apply this to my leadership?



EI is the ability to recognize, manage, and understand emotions. This includes the ability to recognize, interpret, and regulate your own emotions as well as those of other people.

2/3 of a leader's effectiveness comes from Emotional Intelligence or EQ. Only 1/3 of their effectiveness comes from intellectual intelligence – Dan Goleman

**Self-Awareness** is the ability to recognize and understand your own emotions and how they effect your thoughts and behaviors.

#### How to Improve Self-Awareness

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Ask for constructive feedback</li><li>• Keep a journal</li><li>• Learn new skills</li><li>• Meditate</li><li>• Pay attention to your thoughts and emotions</li><li>• Pursue your passions</li></ul> | <ul style="list-style-type: none"><li>• Practice mindfulness</li><li>• Reflect on your experiences</li><li>• Set goals</li><li>• Use Positive self-talk</li><li>• Work on building a growth mindset</li></ul> |
|---|---|

#### **Social Awareness = Empathy**

**Self-Management** The ability to read social cues in others. Expressing your emotions appropriately. Those skilled in self-management have the ability to be flexible and adapt well to change. Tend to be high in conscientiousness and are thoughtful about how they influence others. The take responsibility for their actions.

#### How to improve Self-Management

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Be mindful of your thoughts and feelings</li><li>• Build distress tolerance skills</li><li>• Find ways to manage difficult emotions</li><li>• Look at challenges as opportunities</li></ul> | <ul style="list-style-type: none"><li>• Practice communication skills</li><li>• Recognize that you have a choice in how you respond</li><li>• Use cognitive reframing to change thought patterns and emotional responses</li><li>• Work on accepting your emotions</li></ul> |
|---|--|

**Social Awareness** - The ability to understand the emotions, needs, and concerns of other people, pick up on emotional cues, feel comfortable socially, and recognize the power dynamics in a group or organization.

Loving Kindness meditation

May I be safe, May I be happy, May I be healthy, May I be at peace.

Repeat the phrases silently to yourself several times. If you notice you get distracted, just start again. Allow your breath to anchor yourself.

Next bring to mind someone you appreciate or feel kindness towards. Picture them in your mind's eye and say to that person

May you be safe, May you be happy, May you be healthy, May you be at peace.

Bring to mind someone you may have difficulty with and if appropriate and you feel ready, repeat the phrases to them.

May you be safe, May you be happy, May you be healthy, May you be at peace.

Notice emotions and sensations as you silently repeat the phrases. Finally, expand your awareness to take all the people in your family, your friends, your community, all beings, and direct the phrases to all beings.

May you be safe, May you be happy, May you be healthy, May you be at peace.

**Relationship Management**- The ability to develop and maintain good relationships, communicate, motivate and manage conflict.

Keys to relationship management

Be selfless

Be curious about others

Be grateful for others and their abilities

## REFLECTION of the Session

High Quality Introspection for personal meaning making, objective perspective of an event for future meaning making. – Helen Immordino Yang

## INDEPENDENT ACTIVITY

Please complete and submit your independent work during the week between our sessions

(Tuesday, September 6 – Tuesday, September 13).

1. Read and summarize the article: The Protective effects of mindfulness against burnout among educators,  
by Rachel M. Abenavoli, Patricia A. Jennings, Mark T. Greenberg,  
Alexis R. Harris, and Deirdre a. Katz.
2. Describe how the information applies to your workplace.
3. Identify three ways you are going to incorporate mindfulness practices into your workplace. Describe your reason for incorporating the three you choose.