



being present

Being Present: 17 Tips for Mindful Communication

1. Listening is more than hearing. Make eye contact. Don't finish sentences for someone or interrupt. Just listen and absorb.
2. Take a few minutes each day to chat. Get to know people personally. Ask how their weekend was, night was, day is, etc.
3. Don't multi-task when you're engaged in a conversation (no answering cell phone, texting, checking email). People can tell when you are distracted, even by phone.
4. If you have trouble focusing on people when interrupted during a task, get into the habit of asking for 10 minutes to an hour before you reconnect. This will improve your presence and focus.
5. If you have to leave a meeting early, inform others at the beginning of the meeting.
6. Close programs while speaking with someone, so you don't hear the email ding.
7. Practice a relaxed pose during conversation, so the other person doesn't sense your desire to leave or move onto something else.
8. When it appears that the person has finished speaking and they have covered the primary issues, ask them, "Did we cover everything you wanted to talk about?"
9. Make sure that any promises you make to peers and staff are fulfilled in order to build trust and authenticity.
10. Practice acknowledgments of small and big achievements for others.
11. Before you speak, remember that this is a whole, complex person like yourself with varied desires, fears and goals.



being present (cont.)

12. Don't be afraid of silence. Relax. Become curious about them.
13. Listen to what they're saying and not to the nagging voice in your head that's judging them or thinking about all the things you have to do.
14. Ask questions. Learn about them. Then ask how it went. For example: "What are you doing this weekend?" "Oh, we have Bella's soccer game." Then on Monday, make an effort and ask about Bella's soccer game.
15. Go out for coffee with peers and staff.
16. Walk around the office in the morning.
17. Take your boss out to lunch and ask how things are going.

Here is a great article about mindfulness and exercises for living in the moment:

<http://zenhabits.net/2008/02/a-simple-guide-to-being-present-for-the-overworked-and-overwhelmed/>

Other sentiments to help inspire you to "Be Present:"

"You never know when you are making a memory."

"There are two types of people in this world. The person who walks into a room, puffs their chest out, stands tall, looks down their nose and announces, 'Here I am!' The other type of person walks into a room, stops, looks into your eyes, smiles and says, 'There you are!' Who would you rather have walk into your room?"