

Mindful Leadership Action Plan

To know and not to do is really not to know. —Stephen Covey

1. **Benefits:** How will being a more mindful leader benefit me? My colleagues? My family?

2. **Intention and Actions:** In terms of being a more mindful leader, what intention and what actions do I want to set for myself over the next week?

Examples:

Intention: *Be present at meetings.*

Actions: *At meetings I will put my PDA away, turn off my computer, and make eye contact with the person speaking. I will make sure my body language reflects that I am listening.*

Intention: *Remain calm during difficult moments.*

Actions: *When I feel things are getting heated during a difficult conversation, I will ask to take a quick coffee break in order to get myself more grounded. I will also prepare ahead of time for potentially challenging conversations. I will try the four-step meditation structure “How to Quiet Your Mind in the Midst of Chaos,” for ten minutes before work each morning.*

Intention: *Listen more and be more open to possibilities.*

Action: *When I am with my team, I will act more as a facilitator and ask for opinions first to encourage others to speak and share ideas. I will wait until others have spoken before I offer my opinion. I will share with my team members that I am working on being a better listener and invite their feedback.*

Learning: At the end of each day, ask yourself, *What did I notice in terms of “showing up” with intention? What am I prepared to continue to work on? What else might I try?*