

# Mindfulness for Busy Professionals

## MY OFF SWITCH

Changing the way you work

### My Off Switch Mindful Leaders Programme

Mindfulness trains your mind to focus, so you can be more engaged, productive and effective.

Learning how to manage your attention is like a bicep curl for your brain. Mindfulness counterbalances stress, builds self-awareness, regulates mind wandering and interrupts strong emotional responses, so you can remain calm under pressure.

#### Mindfulness is known to:

Improve cognitive abilities and reduce negativity bias (greet experiences with wisdom and freshness)

Reduce emotional reactivity (expand self-awareness and self-regulation)

Build EQ (emotional intelligence)

Improve focus, productivity, and efficiency (lift performance)

Boost creativity (solution-focused, innovative thinking)

Strengthen relationships (improve connectivity, lessen conflict, build cohesive teams)

Reduce stress and increase resilience (respond to whatever happens in the healthiest way possible)

Improve health and happiness (on-game and engaged)



Incorporating simple mindfulness practices into every day routines to optimise the way you work.

My Off Switch (8-week Mindful Leaders programme) starts with a one-day workshop exploring the benefits of mindfulness to you as a leader. To lead people well, requires setting aside time to recharge and to cultivate practices to counterbalance stress.

Leaders need new tools to manage from the inside out - based on emotional intelligence, professional integrity, and deep personal humility. Self-awareness, innovation, compassion, courage, and resilience are essential leader qualities for the survival of successful, sustainable, ethical organizations.

Mindfulness is a well-developed, evidence-based process for accessing and developing your greatest asset - you!

### Workshop (6.5 hours)

- » Explore the qualities and behaviours of 'service' leadership
- » The impact of chronic stress on physical, mental, and emotional health (internal commentary is more likely to be critical, defensive, controlling, inflexible and reactive)
- » Differentiate between formal and informal mindfulness practices
- » How mindfulness counterbalances negativity bias
- » Neuroscience - how mindfulness regulates attention and emotions
- » Debunk common myths and misconceptions about mindfulness
- » Practice mindfulness by experiencing mindfulness
- » Decide on ONE leadership quality for self-development
- » Design a mindfulness strategy that works for you

Followed by 7 weeks (x1.5 hours a week face to face or virtually) to embed and merge mindfulness with leadership behaviours and create a new workplace culture.

### Masterclasses:

1. **Managing Autopilot** (showing up at work)
2. **Metacognition** (power of finding a space)
3. **Getting Perspective** (different relationship with thoughts and emotions)
4. **Building Great relationships** (seeing we're all in this together)
5. **Being Like Teflon** (responding versus reacting)
6. **Solution Focused** (boosting creativity and innovation)
7. **Staying Mindful** (future proofing your practice)

**PLUS, one-on-one individual coaching sessions (3 per person) to successfully nail your individual leader plan.**

Includes participant workbook, audios and 'My Off Switch' App (iOS only)

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