



Tools for Future-Ready Leadership

Tool	How to Do	When to Use
<p style="text-align: center;">Practice: A Minute to Arrive</p>	<ul style="list-style-type: none"> • Take a quiet moment to fully arrive with both mind and body before starting a task or meeting • Bring attention to your breathing and rest it there • Cultivate mindfulness thru present moment attention 	<ul style="list-style-type: none"> • When distracted • When feeling reactive or judgmental • When you may be acting based on habit patterns and assumptions
<p style="text-align: center;">Practice: Aligning with your Purpose</p>	<ul style="list-style-type: none"> • Values are the things that are most important to you • What are your top 3-5 values? • How do your actions and behaviors in the world align with your values? • Ask yourself: What are your greatest aspirations? If your life met or exceed your expectations, what would it look like in 1, 3 & 5 years from now? Longer term? 	<ul style="list-style-type: none"> • To clarify goals • To ensure you connect with meaning and purpose in your work and life activities • To uncover what is most alive for you
<p style="text-align: center;">3 Breaths Micro-Practice for Mental Clarity</p>	<ul style="list-style-type: none"> • First breath: Bring attention on the breath • Second Breath: Relax the body • Third breath: Ask yourself, “what’s important now?” 	<ul style="list-style-type: none"> • When feeling stressed or overwhelmed • When seeking mental clarity • Before you begin your work day
<p style="text-align: center;">Response Flexibility Practice</p>	<ul style="list-style-type: none"> • Stop: Pause what you are doing/thinking • Breathe: Focus attention on the breath • Notice: What are you aware of in this moment? • Reflect: Label thoughts and emotions • Respond: Problem solve, respond skillfully to the person or situation 	<ul style="list-style-type: none"> • When triggered/experiencing strong negative emotional reactions • To change default ways of behaving/reacting • To recover from perceived setbacks • To manage significant stressors