10 ways to be better at business
MINDFUL LEADERSHIP

THE AUTHORITY GUIDE TO
MINDFUL LEADERSHIP

Simple techniques and exercises to manage
yourself, manage others and effect change

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1. Start meditating

It's said that all great leaders use meditation. Make it part of your day. Start with just five or ten minutes in the morning and try using apps like *Headspace* or *Insight Timer* to help you.

2. Manage your attention

This is essential for effective creativity, so to stop being easily distracted try turning off your email (and other) notifications, starting your day with thinking and strategy, and putting your phone away.

3. Manage your nervous system

Keeping calm in the face of problems and setbacks is crucial for success. Inhale deeply through your nose, then exhale as slowly as you can. The key is to make the exhale last longer than the inhale.

4. Manage your mindset

A positive mindset plays a huge part in how you and your team perform. Shift your mindset by writing down five things you like about your company, team or industry. Repeat this daily for a month.

5. Manage your energy

If you keep push, push, pushing you'll soon breakdown and burn out. So, if you're feeling stuck, stressed or overwhelmed, take a break and make time to find your inner calm.

6. Hone your communication skills

The best teams let everyone play an equal role. So, when people are talking to you give them your full attention. And if your mind wanders, refocus to bring yourself back.

7. Ask more questions

Stop putting pressure on yourself to have all the answers. Ask questions, listen and challenge your assumptions. It's a great way to encourage openness and helps keep you in the moment.

8. Stop micromanaging

Take notice if you have a tendency to want to be involved in every decision and always be in control. Give your team some space, let go a little, and watch creativity and productivity rocket.

9. Be interested in the process

The end goal is important, but you can learn a lot by taking an interest in the process. It'll help keep you focused and mindful, you'll learn a lot and it'll save you time and money in the longer term.

10. Stop the cult of busyness

We're all busier than ever. But are we productive? Learn to prioritise, delegate and focus on the things that bring meaning and value to your business and life. Allow yourself to not be busy.

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