

FULFILLMENT AND WELLBEING IN THE WORKPLACE

I help professionals and organizations advance careers, health, joy, impact, and resiliency by strengthening communication, influence, strategic planning, relationships, productivity, work-life balance, and leadership.

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FOCUS, SELF-AWARENESS, INTENTIONALITY

Mindfulness, meditation, and progressive relaxation

3-Breath Technique: Inhale deeply, exhale very slowly. Repeat 2 to 5 times. [Here's a link](#) to a meditation I enjoy. [Here's a link](#) to a progressive relaxation video. [Here's a video](#) with more information on mindfulness and meditation. These techniques are like vacations for our minds.

Resting your brain. What recharges you? How can you build that into your day?

Making repeated decisions makes people tired. They start looking for simple answers. The average person spends 47% of the time on autopilot: doing automatic behaviors while their mind wanders from the task at hand. Some additional ways to rest our minds include taking walks, socializing with friends, being in nature, listening to music. News, social media, studying are not rest.

Match your activity to your energy level

Create an energy map. When are writing, creative thinking, strategic planning, analyzing, boring or dreaded projects easiest for you? Plan easy or routine tasks for when you need a break..

TIME MANAGEMENT

Determine your priorities overall, by week, and by day.

Use the Eisenhower Matrix to determine what to focus on, delegate, and eliminate. [Here's a link](#) with some key questions to help you categorize projects and tasks into the matrix more effectively. Once you know your overall priorities, consider blocking 10 to 15 minutes at the end or start of each day to develop your to do list for the day.

If setting boundaries and saying no is hard, consider that every time you say yes, you are saying no to something. Make a sticky note that says "What am I saying no to?"

Perfectionism eats time, at times with little benefit.

Who is determining the expectations for the project? What do the customers need? Who benefits from extra effort and what is sacrificed? [See more here.](#)

TESTIMONIALS

"Lisa is creative, engaging, encouraging and practical. She's a great listener and a resourceful problem solver. I genuinely look forward to each session. She instills confidence." Senior Director, Communications and Media

"When I first started working with Lisa, I struggled with lack of confidence and motivation. Every session with her was an eye opener because she helped me look at my situation from different perspectives. It felt like she knew how to turn on my "taking action switch." Parenting and Child Development Educator.

SELF-TALK & RELATIONSHIPS

Self-Compassion and Empathy

When we struggle to accept and forgive, we enter or put others in a stress response, which makes it harder to change and improve. When there's a mistake, and you are considering how to respond, see whomever made the mistake as a child or loved one. See the link in the title for more information. Try switching your auto response to "It's ok, don't worry about it." or "It's ok, don't worry about it. What would you do differently next time?"

Recognize and Quiet the Judge

The Judge judges ourselves, others, and circumstances. Whenever we are in negative emotion, the Judge is present. It's not that what the Judge is noticing is irrelevant (although it may be), it's that we're in a stress response and less capable of dealing with what is happening.

To quiet the Judge.

1. Recognize the Judge is present.
2. Assign the thought to the Judge by saying "The Judge thinks _____."
3. Do some mindfulness activities.
4. Move into empathy, curiosity or gratitude.

Strengthen Relationships through Empathy, Curiosity, Gratitude, and Outreach

Empathy and giving people the benefit of the doubt can help relationships. See [this post](#).

Tap into curiosity: What else could be true? What assumptions are here?

Take the time to consider what you're grateful for. It can be something simple, like a sunny day.

In the book *The Art of Happiness*, the Dalai Lama says the world is full of lonely people because we expect the other person to reach out to us first. How can you be brave and reach out first?



CAREER FULFILLMENT

Recall a peak work, volunteer, or school experience

What are you doing? What is your energy like? What stands out? Who are you interacting with and how? Who are your being? Are you a leader, creative, analytical, strategic, curious?

Compare that to who you are being at work now. What are the key differences? What do you want to do more of? What's holding you back? How can you address that? What can be added to your development plan? How can you interact differently with colleagues? Who should you speak with?

If you've experimented and are still unsatisfied, what about an internal move? Is it time to look at different organizations or careers? How could you fill your needs outside of work?

Getting into action: What do you want to try? What will help you do this? What obstacles do you need to plan for? How will you remember and hold yourself accountable?