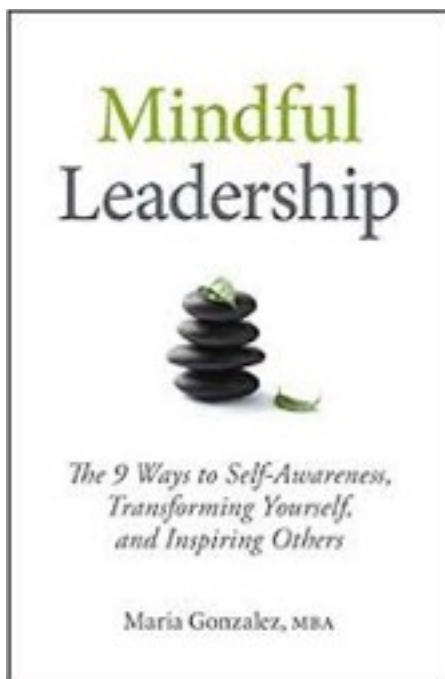


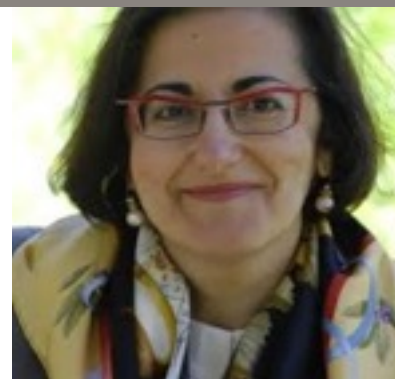
Enriched Readings

Executive Book Summaries

October 2018



“Ultimately, it will be mindful leadership that will help you navigate through these demanding times and unfamiliar waters.” -Maria Gonzalez (p.3)



Where to find:

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Mindfulness Leadership

The 9 Ways of Self-Awareness, Transforming Yourself, and Inspiring Others

The Summary in Brief

Some of us live everyday drowning in our stress and expectations of a leadership position. We may wake up every morning unsure of how we can be better to those we inspire. We become lost in our own minds and our path of enlightenment becomes blurred or absent.

Maria Gonzalez reminds all of us, who greatly inspire individuals everyday, that we can be the most effective leader by using a single tool; mindful meditation.

In order to begin our path to becoming an effective leader, we must understand that we have to train

our mind. This is what mindful meditation is all about; being able to see things in a whole new light (one that is more positive).

Gonzalez has created a guide for readers that takes them through a list of 9 different ways that we can work on in order to be fully present in our leadership role and become a more effective individual in almost every aspect of our life.

We have the powerful ability to transform ourselves into something healthier; mentally and emotionally. The mind is such a powerful tool to our success and if we can use a variety of strategies to help our mental awareness then we can discover success, while inspiring others to do the same .

“Mindfulness meditation trains us to be attentive and conscious about what’s happening in any given moment through the use of specific techniques” (p.13)

Author's Aims & Key Model

The 9 Ways of Self-Awareness, Transforming Yourself, and Inspiring Others

Maria's Aims...

"Mindful Leadership" is a book that acts as a guide to help readers understand the various strategies they can use to help be present in the moment. Gonzalez lists a variety of strategies we can implement to our everyday routines that will increase our effectiveness as a leader. Every chapter discusses multiple tools we can incorporate to help reduce our stress and increase our clarity so we can perform to our very best and achieve success in the most healthiest way.

The 9 Ways of Self-Awareness, Transforming Yourself, and Inspiring Others	Description	Example
Be Present	This means that you are fully in the moment and not thinking about past or future worry	Being 100% present and attentive in a meeting. Not sending out emails, filling in your future schedule, etc.
Be Aware	This means that you know what is happening around you. You fully understand your emotions and feelings	While presenting a presentation to your board of directors; you understand your expectations, their feedback, comments and concerns
Be Calm	This means that you can handle every situation in a calm and collective manner	One of your employees is under alot of stress and takes it out on you. You can solve issues calmly with positive solutions
Be Focused	This means that you can undestand what is important; focus on that and be able to use useful resources	During a meeting, you can have a productive conversation by staying on task and on topic
Be Clear	This means that you can see what is critical and important to make the best and most positive decision	Leaders will be able to point out positive expectations and be able to constantly address them to others
Be Equanimus	<i>"Equanimity is the ability to accept 'what is' without resistence"</i> (p.6). This means you have inner peace.	You understand that the meeting you had did not go as planned, but will not fight yourself for everything that went 'wrong.'
Be Positive	This means that you are positive in every aspect in your life; family, work, community, etc.	You are an inspiration to everyone in your life. You try to implement positivity in everything that you do.
Be Compassionate	This means that you try your best, no matter the circumstance. You show that you care, but do not get attached	If a co-worker struggles, you go above and beyond to help support them and provide proper resources.
Be Impeccable	This means that you are honest and brave. You are not perfect and take full responsibilities for your mistakes	If you provide your team with inaccruate information, you can recover and be honest with your error

Benefits of Mindful Meditation

How being mindful can allow us to become an effective leader

According to Gonzalez, there are a variety of benefits when practicing mindful meditation in our everyday routine, which includes:

1. Greater focus and concentration
2. Improved time management
3. Improved judgment and decision making
4. An enhanced ability to anticipate and serve stake-holder needs
5. Increased ability to deal with conflict
6. Enhanced team effectiveness
7. Greater innovation and inspiration
8. Greater productivity
9. Increased ability to deal effectively with stress

Mindful Leadership, (p.10)

The Price of Stress; A research on how we deal with multitasking

"In the effort to stay afloat, we increase our multitasking, which causes even greater stress and makes us less competent." (p.20)

There has been multiple different research conducted that analyzes how people react and feel when multitasking throughout their day. Gonzalez talks about one particular research that was conducted at Stanford University. Researchers looked at individuals who were constantly multitasking during their work day and concluded that these individuals were:

- ▶ unable to focus
- ▶ very easily distracted
- ▶ had a difficult time moving from one task to another
- ▶ shows weakness in being able to stay organized
- ▶ deals with more stress than those who don't multitask

Mindful Leadership, p.21



What is this research trying to tell us?



Essentially, Maria Gonzalez made reference to this research to help readers understand the negative impact of multitasking. As leaders, we always assume that if we can work on a million things at once, perhaps we can be more productive. Although, multitasking causes more stress in our life; which can leave a huge impact on our relationships, families, judgement, decisions and health. To be an effective leader, we must focus on one thing at a time; providing our full and undivided attention and focus. According to Dr. Herbert from the Harvard Medical School, we need to develop a 'relaxation response.' (p.21). This response will provide us the ability to control and maintain our calm and fortunately, *mindful meditation* will get us closer to discovering this response that's within us.



Quatable Quotes



"Mindfulness meditation helps to train your mind to become more aware and to stay in the present moment (p.9)

"...mindfulness can help leaders to remain focused on what really matters to them and to their companies and stakeholders"(p.7)

"They need to capture the imaginations and gain the support of those around them in order to be truly successful" (p.11)

"The key message is simple: You can use the power of your mind to regain control of your mind" (p.27)

"Leaders who are aware are coachable. They acknowledge that they don't know everything"(p.109)

CRITICAL EVALUATION



"Mindful Leadership" is a very insightful guide that can be applicable to many different walks of life. Gonzalez lists a variety of strategies, techniques and tools that we can incorporate that can help us be mindful in many different areas of our life, not just in the workplace. As a reader we begin to understand that importance of a leadership role and how much responsibility to put upon ourselves to inspire others and succeed to our fullest potential. I believe that this book can be appropriate for many different age groups; young teens, adolescents, young adults and elderly. This book is an easy read and is very structured, therefore easy to follow. As a young adult on the go, I have many different things to accomplish throughout the day (wether this is course work, teaching, house work, etc.) and being that "Mindful Leadership" is only 187 pages made it very appealing to me. I only give the book a 3.5 star because I do feel that the book and material is quite repetitive. I found myself skipping through a few pages because I felt like I was constantly re-reading the same information over and over again. I also thought that Gonzalez did mention many different strategies and techniques for each of the 9 ways, that it was almost hard to follow and even more difficult to remember. If you are someone who does have more time on their hands, you can easily highlight and bookmark important pages so that you can always go back and refer to a variety of tools and techniques that you would be willing to try.

Would I recommend this book? YES.

I would recommend this book to my colleagues, friends and even family members. Even though this book refers back to the role of a leader, I do think the mindful meditation and the various techniques mentioned can be applicable to many different aspects of life, work and relationships. Secondly, I would recommend this book because it is very easy to read and therefore applicable to variety of people (including teens!). I think this book could even be of great use in a high school business course!

PROS

- Easy read
- Short and sweet
- Provides a variety of techniques and tools for mindful meditation
- applicable to a variety of ages
- applicable to many walks of life



CONS

- repetitive
- too many strategies that it's difficult to remember all

Additional Resources and Recommendations



If you like
"Mindful Leadership"
then you should also
check out...

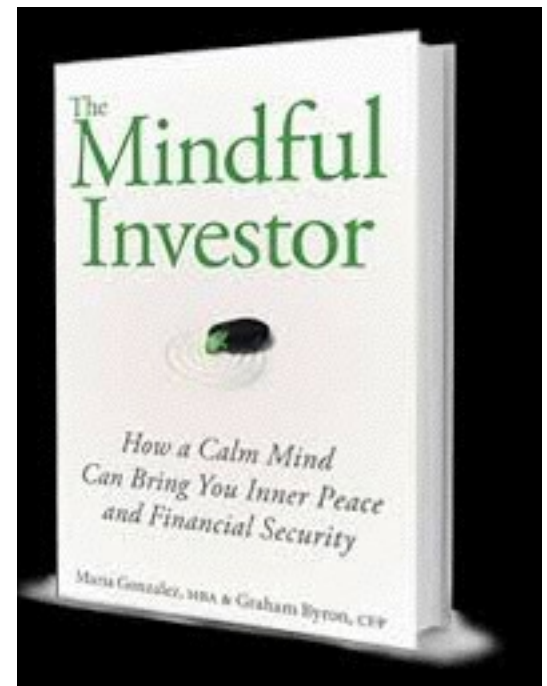
- ▶ TED talk: "Self-Transforming Through Mindfulness"- Dr. David Vago

<https://www.youtube.com/watch?v=1nP5oedmzkM>

- ▶ Video: "Mindful Leadership: Finding the Space to Lead"- Janice Marturano

<https://www.youtube.com/watch?v=v0CNZLlklqw>

- ▶ Book: "Mindful Investor"- Maria Gonzalez



Questions

Here are a few questions you can ask during a bookclub, in class, or with friends & family...

1. How would you incorporate mindful meditation in your life?
2. Do you think it would be difficult?
3. After trying meditation, how has it benefited you?
4. Do you think mindfulness meditation would work for everyone? Why?



Reference: Gonzalez, M. (2012). *Mindful Leadership: The 9 Ways to Self-Awareness, Transforming Yourself, and Inspiring Others*. San Francisco: Jossey-Bass.