



LEADERS PLAYBOOK:

**Strategies for
Team Building
with MindWell**

MINDWELL FOR
LEADERS

www.mindwellu.com

1. Introduce Your Team to MindWell

- Watch [introductory videos](#) with your team about the MindWell platform and mindfulness-in-action
- Discuss the benefits of MindWell using the [PPT slides](#)
- Ask the team to reflect on a personal well-being goal and a team well-being goal. How will MindWell help you get there?

2. Engage in Take 5 Daily Training as a Team

Getting Started with Take 5 Daily (T5D):

- Choose a start date for the Take 5 Daily
- Look at the [MindWell Calendar](#) for next Live Cohort of Take 5 Daily
- Choose a time to start the training on-demand
- Share the Take 5 Daily promotional poster and [trailer video](#).

Download the MindWell Promotional Calendar



 [Learn to Take 5 >>](#)

During the Take 5 Daily

- Have teammates Buddy Up and Schedule regular 5 minute Check-ins
- Choose a video to watch from the Take 5 Daily training and have the team discuss the corresponding question(s) in the “Reflect” section
- [Listen to a Take 5 practice](#) as a team and create a customized regular practice of Take 5 for your team meetings
- Encourage team members to share their experience with the training and one new thing they're learning or noticing each week, and its application to work

Celebrate

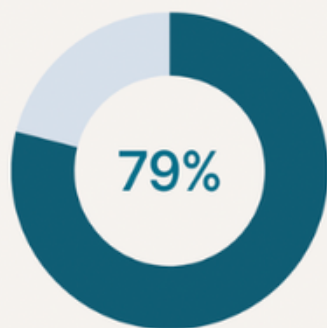
- Invite the team to self-identify positive changes they've noticed in themselves and the team dynamic
- Do something special to mark the half-way point and completion of Take 5 Daily. This could be a special coffee break or bringing in special treats to do a [mindful eating exercise](#).
- Provide incentive for those who complete the training and download their certificate of completion. This could include being entered into a draw to win a prize, a pizza lunch for everyone who completed their training, or even half-days off. Options are limited only by your imagination.

3. Be a Mindful Manager

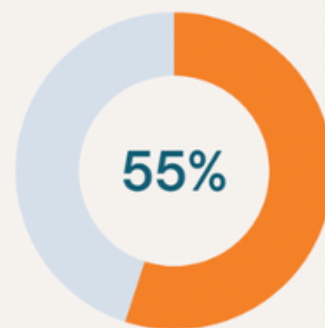
Lead by example by practicing Take 5 in your daily life. The more real life experience you have being mindful, the greater value you will get, and your team will get. You don't need to be perfect – the practice is simple, but not easy – share both your successes and challenges with your team.

Commit to having mindful interactions. Get into the habit of practicing Take 5 before drafting important emails, delivering feedback, or entering stressful meetings. It could be as simple as taking a few deep breaths, acknowledging emotions that may be present and entering the situation with a mindful mindset.

Resilient Leaders Inspire



79% of employees with resilient leaders wanted to advance within the organization



Only 55% of those with a leader who is less capable of managing stress felt the same

Source: Life Meets Work, 2017

Learn to Take 5

4. Create Team Cues to Take 5

- Create cues with your team to help remind everyone to Take 5 and be mindful
 - Choose regular activities your team participates in. For example, getting your morning coffee, walking to lunch, doing expenses or meeting with a difficult client can all be great opportunities to be reminded to Take 5.
 - Build cues into regular routines of your team's workday so Take 5 becomes a habit. For example, always start a meeting with Take 5.

THE MODERN WORKPLACE IS CHANGING RAPIDLY

MindWell provides your people with
the skills to adapt and succeed.

5. Mindful Meetings

Create and Begin your team meetings with a Take 5 practice

- Listen to a [guided practice of Take 5](#)
- Ask different team members to lead
- Provide space for everyone to customize their own Take 5 – which can simply be a few moments of quiet
- Invite the team to share the benefits they experience from Take 5



Download Take 5 Resources



Take 5

Use these tools in sequence or separately.
Use them quickly (5 seconds) or more deeply (5 minutes)

Notice the Cue



Choose a cue in your daily life that reminds you to Take 5. Your cue could be anything: having a drink of coffee or water, seeing a specific person, sitting down at your desk. When you notice your cue, you flip the switch from mindless to mindful.

Notice the New



Focus on something you weren't paying attention to a moment ago. Bring your attention out of autopilot and into your senses. Become aware of sound, taste, touch, smell or sight.

Notice Your Body



Sitting or standing, bring awareness to your posture. Press into your feet, seat and hands while you lift and lengthen up the spine, roll back your shoulders and align your ears over your shoulders.

Notice Your Breath



Begin with one complete breath, noticing the breath at the belly, chest or nose. Lengthen and deepen the breath so each inhale and exhale is about 5 seconds. Now take 5 breaths this way.

Notice the Now



Respond to what is present in your current situation and internal experiences (thoughts, emotions, body sensations) with a sense of openness, patience and non-judgement. Now you are ready to take a wise step forward.

fun
simple
healthy
adaptable
personalized

mindwellu.com

6. Utilize the Mindwell Platform

Invite your team to attend a [Live Class together](#).

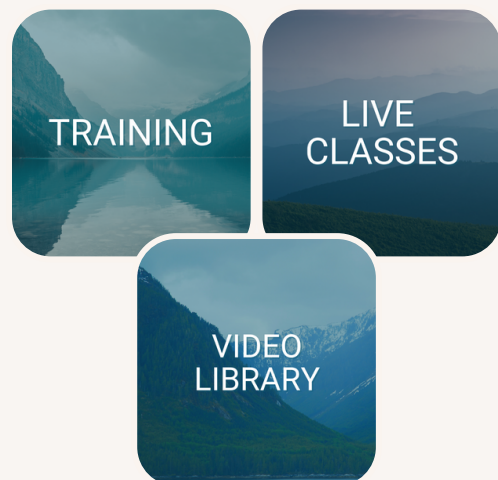
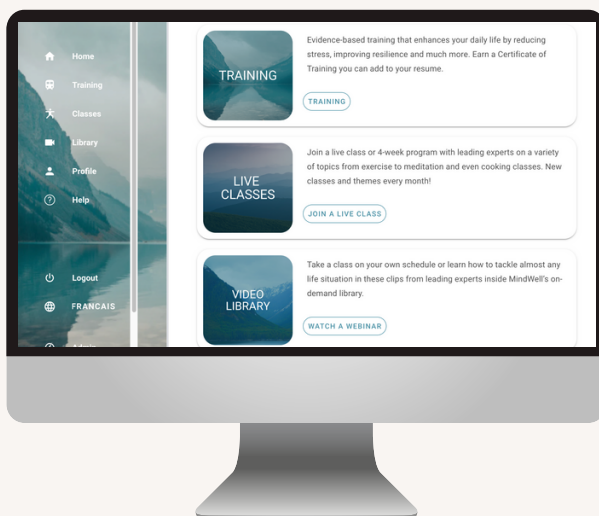
Create a goal with your team about attending a regular live class weekly, bi-weekly, monthly or just once!

Select a [video from the MindWell Video Library](#) to watch as a team and allow time for discussion. Potential questions to get the conversation started:

- What's something new you learned?
- How could you apply this to your life or work?

THE MINDWELL PLATFORM

Participants can choose their own MindWell adventure through trainings, live classes or the video library.



7. Mindful Breaks

Take a mindful break with a teammate – get a coffee or afternoon snack and take the time to really listen and be present with them.



[Download your mindful listening guide](#)

Develop a weekly mindful note that you send to your team –

this could be a funny comic, inspirational quote or news article that you find interesting and helps to communicate an important learning. This could simply be something you learned from the T5D training. Opening the discussion on what you are learning will help others feel more comfortable sharing what they are learning.

