




Mindful Communication in the Workplace

with Annamarie Fernyak
Founder + CEO of
Mind Body Align

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1

TURN ON YOUR LISTENING EAR

Mindful listening is a rhythm of rotating attention. Move your awareness to your thoughts, emotions, and felt sensations. Then to the other person's words or body language. Finally to everything that may be happening in the environment.



2

SPEAK WITH INTENTION.

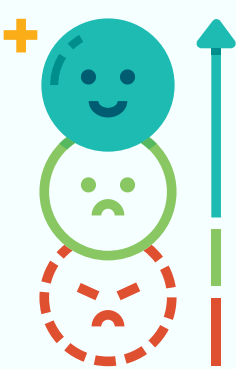
Know what you want the other person to hear and then use words, align body language, and monitor your motive so that you impart it in a way that is clear to the individual or group. Use tools like Enneagram, Strengths Finder, and the Kolbe Assessment to learn a variety of ways of thinking, and open your awareness to many perspectives. Adopt words and phrases that encourage open dialogue; saying “yes, and” or simply “and,” in place of “but” can have a powerful impact on a conversation.



3

YOU DON'T KNOW WHAT YOU DON'T KNOW

Resist the assumption that you “know” or “understand.” Encourage an open and curious mindset by asking “What” or “How” questions to clarify circumstances and inspire honest conversation.



4

BE VIGILANT

Notice the vibes you may be inadvertently projecting by pausing before you speak. This allows you to be conscious of the thoughts, emotions, and felt sensations that are motivating your words, provides space for you to notice how the interaction is being received and allows time for you to continually return to a state of curiosity.



5

ALLOW SILENCE

Resist the urge to fill every pause with words. Allow for periods of silence during which words can consciously be absorbed and within which individuals feel invited to offer additional perspectives.



6

BE IMPECCABLE WITH YOUR WORD

Always speak truthfully and from your heart. Be aware that once said, a word can never be unsaid; your words have the power to slap or caress. Use them wisely.