MODULE OVERVIEW

Mindfulness at work: Get your focus back in the age of AI

Adaptive module | ~20 min

AI has made work faster and focus harder: sustained attention on a screen has dropped to about 47 seconds, and each interruption costs 15 to 25 minutes of refocusing. No long meditation sessions to squeeze into a full calendar: this module fits into the gaps in a working day, with practices of one to five minutes, three breaths before a one-on-one, and two minutes of silence to open a meeting.

LEARNING OBJECTIVES

01 Understand mindfulness as intentional attention to the present, the opposite of autopilot.

02 Link stress to not being present: recognize dwelling on the past and anticipating the future.

03 Assess what the practice changes for you and the organization: stress, attention, and quality of relationships.

04 Practice micro-mindfulness: full attention to what you are doing, three breaths before a one-on-one, and one thing at a time.

WHO IT'S FOR

Managers and team members who handle a constant flow of meetings, messages, and AI requests, and want to be present again.

- **Prerequisite:** none

HOW THE MODULE WORKS

Self-paced, with practice tailored to each learner.

1. **Self-assessment**: on 9 dimensions, to gauge current habits and guide the practice.
2. **Expert video**: 10 minutes, with 3 pauses for reflection.
3. **Practice scenarios**: the first 2 chosen from the self-assessment, then 16 optional ones. Every answer gets feedback: what it leads to, and one way to improve.
4. **Dated commitment**: one action to try, written by the learner or picked from the suggestions.
5. **Memo to download**: key takeaways, questions, commitment, personal notes and checklists.

A SAMPLE PRACTICE SCENARIO

Ilinca, an in-house lawyer, has the AI assistant review her contracts, clause by clause. During the fifteen seconds while the assistant writes, Ilinca opens her email. In the evening, she is drained and has handled fewer contracts than in June, when she reviewed them on her own. Why is Ilinca getting less done?

ASSESSMENT AND COMPLETION

Pass mark: 80%

The score takes into account your answers to the practice scenarios, your commitment and, where relevant, any additional learning activities. Passing requires a commitment and a score of at least 80%.

METHODS & MODELS

- MBSR (Mindfulness-Based Stress Reduction) – Jon Kabat-Zinn, late 1970s
- Three breaths before a meeting – Chade-Meng Tan (Google)
- Micro-mindfulness – from Afthonios coaching practice

SOURCES & REFERENCES

- Gloria Mark (UC Irvine), "Attention Span": ~47 seconds of sustained attention on a screen, and 15 to 25 minutes to regain focus after an interruption
- Jon Kabat-Zinn – creator of MBSR (Mindfulness-Based Stress Reduction), late 1970s
- Goyal et al., JAMA Internal Medicine (2014): meditation programs associated with reduced stress and anxiety
- Dane & Brummel, Human Relations (2014) – mindfulness at work, job performance, and work engagement

Module created by Afthonios.com.

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