



Marianne Farag, Inner-Peace Specialist  
Sublimity: Pathways to Peace  
Website: <http://sublimitypathways.com>  
Facebook: <https://bit.ly/2hhqpza>

## GROWING YOUR PEACE AT WORK ©

### A Tool For Daily Practice To Help You Manage Your Peace At Work

#### DESCRIPTION

**Growing Your Peace At Work©** is an easy to use tool which offers you empowering ways to cope and thrive regardless of the environment in which you find yourself at work. With a set of guidelines and a checklist to help you manage the quality of your workday, **Growing Your Peace at Work©** consist of four principles and twelve questions to review daily.

#### WHAT IS PEACE AT WORK?

It's about maintaining harmony in the workplace, remaining undisturbed when confronted with disruptive behaviours and mastering how to respond in a manner conducive to a positive work environment. When you continue to be negatively impacted by the way in which others may interact with you at work, you put your morale, stress level, performance quality, and physical and mental health at risk. Once you understand that you shape your experiences, you are in a better position to govern your peace in the workplace, and instead of focusing on how others have disrespected or been dismissive of you, your attention is shifted to managing how you choose to interpret and respond; at the end of the day, your greatest sphere of control is over yourself.

#### WHAT'S IN IT FOR YOU?

The individual and collective benefits of the **Growing Your Peace at Work©** tool are:

○ Improved quality of your interactions with others.	○ Greater ability to perform at your best.
○ Less time spent at work talking about your workplace distress.	○ Reduced frustration levels with workplace challenges/obstacles.
○ Less emotional charge around difficult work relationships.	○ Greater ability to cope with negative behaviours of others at work.

#### HOW TO USE GROWING YOUR PEACE AT WORK©

The best time to review the guidelines and checklist is at the end of each workday. For added benefit, you can also start your workday by reviewing the guidelines and checklist as a way to reinforce them to yourself and set the tone for the approach you want to take in order to cultivate your peace of mind in the workplace. Continue to refer to the guidelines and checklist until you feel that you have internalized them and that they are becoming second nature.

#### WHERE TO LOOK FOR ADDITIONAL INFORMATION ON GROWING YOUR PEACE AT WORK©

The website, **Sublimity: Pathways To Peace** (<http://sublimitypathways.com>) contains a variety of resource materials including books, article, and blog posts on the subject of peace in the workplace.



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## **DAILY GUIDELINES AND CHECKLIST**

### **PRINCIPLE 1: PRESENCE**

Focussing on one activity/task at a time, fully concentrating on it, giving it your undivided attention without distraction or multitasking, and being aware of your physical, mental and emotional states as you undertake an activity/task. This is known as practicing Mindfulness.

1. I did at least one activity today in a Mindful way. E.G. Maintaining complete focus on a conversation/discussion or maintaining single point attention to eating a snack/your lunch, walking to a meeting.
2. If today you experienced tension, stress, anxiety, conflict, being offended or upset, etc., how did you handle it? Select as many as you attempted:

a) Practiced Mindful breathing?	e) Decided to hold off on a response until I'd cooled down?
b) Did a short Meditation?	f) Kept my focus and remarks on the goals/outcomes of work?
c) Repeated an Affirmation to myself?	g) Other? (Specify)
d) Reminded myself that everything is not always about me?	

### **PRINCIPLE 2: COMMUNICATION**

Listening attentively with the intention of understanding before responding, seeking clarification before assuming or jumping to conclusions. Choosing your words in written and oral communication to convey facts, ideas, instructions without editorializing, inflammatory or disrespectful language. Ensuring that your self-talk and line of thinking is based on fact rather than conjecture, fear, reactions to stress - in other words, having a correct view of self in a given context.

3. I practised seeking clarification in at least one of my interactions today by focussing on making sure I properly understood another's position even if I did not share their point of view. (i.e., Listening attentively to another without interrupting, without jumping in with anxiety or irritation because they don't see things my way.)
4. I practiced self-awareness by noticing when I had a negative or judgmental thought about someone or a situation and replaced it with a thought that focuses on how I can contribute to the achievement of workplace results.
5. If a situation arose today in which someone was being blamed for having said or done or not done something, I focussed on finding out the facts rather than making assumptions and jumping to conclusions.

### **PRINCIPLE 3: COLLABORATION**

Recognizing that the sum is greater than the parts and that to be effective at work depends on others in the organization as much as yourself. Whether it's the executives, the different functional area within the organization, support staff, maintenance staff, etc., it is through interdependence and co-operation that you and your organization achieve success.

6. I practiced respect for all who crossed my path. E.G., refraining from demeaning conversations or aggressiveness of tone, jokes or sarcasm at another's expense, or careless remarks.
7. Today I witnessed someone being disrespected, humiliated, or disregarded and I reached out to help them.
8. In regard to anything that went wrong or where quality expectations or deadlines were not met, I focussed on solutions, correcting the situation without blame or judgement of myself or others.
9. Today I acknowledged the contribution of at least one person who is employed by my organization. E.G., a colleague, someone I report to, someone who reports to me, a member of the maintenance staff.



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#### PRINCIPLE 4: SELF-ACCOUNTABILITY

Your peace of mind depends on you. The quality of your workday depends on how you choose to interpret and respond to what comes your way each day. Daily self-monitoring without judgment, but rather, in the spirit of continuous improvement and life-long learning and growth, helps you shift to a **Growing Your Peace At Work©** mindset and behaviour as your new norm or default.

10. One behaviour/action I am proud of that I took today to show my commitment to my peace of mind in the workplace relates to the following **Growing Your Peace At Work©** Principles (select as many as apply):
- |                  |                         |
|------------------|-------------------------|
| a) Presence      | c) Collaboration        |
| b) Communication | d) Self-Accountability. |
11. Reflecting back on this day, my thoughts, words or actions were not always conducive to my peace of mind or supportive of peace in the workplace. Select as many as apply from the list below:
- I engaged in a line of thinking that was disruptive to my peace of mind.
  - Words I said to another could have been communicated in a kinder, more neutral way or I could have demonstrated more patience.
  - A decision, action, or behaviour that I chose was needlessly disruptive to my peace of mind.
  - A decision, action, or behaviour that I chose created unnecessary friction in my workplace.
  - A decision which was going to cause uncertainty/distress in the workplace was made more difficult for those on the receiving end through my choice of words and/or strategy.
12. If at any time today you practiced any of the activities listed below, indicate the extent to which they helped you manage your general state of wellbeing at work.

EXTENT TO WHICH THESE ACTIVITIES HELPED ME						
1 indicates not at all, and 5 indicates very much; select "Not Applicable" for activities you did not try.						
ACTIVITY	Not Applicable	1	2	3	4	5
a) Yoga						
b) Meditation/Mindfulness						
c) Physical Exercise						
d) Talking through what's causing me worry, stress, anxiety.						
e) Emotional Intelligence techniques.						
f) Contact with a mentor or coach.						
g) Positive thinking and attitude.						
h) Practicing a more effective approach to communication.						
i) Seeking more clarification and making fewer assumptions.						
j) Taking responsibility for the quality of my workday.						