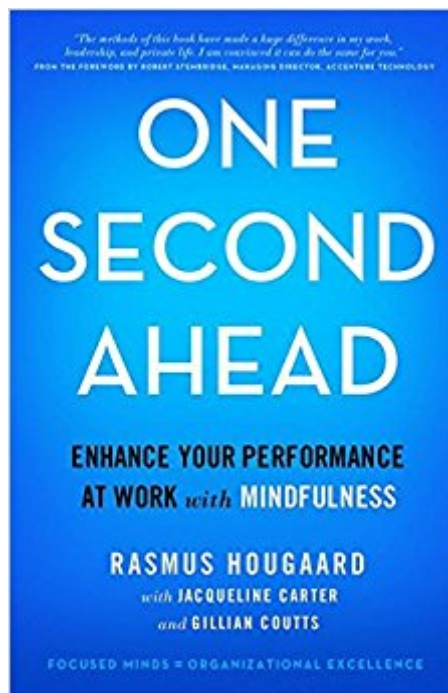




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One Second Ahead: Enhance Your Performance At Work With Mindfulness



Synopsis

Researchers have found that the accelerated pace of modern office life is taking its toll on productivity, employee engagement, creativity and well-being. Faced with a relentless flood of information and distractions, our brains try to process everything at once increasing our stress, decreasing our effectiveness and negatively impacting our performance. Ironically, we have become too overworked, unfocused, and busy to stop and ask ourselves the most important question: What can we do to break the cycle of being constantly under pressure, always-on, overloaded with information and in environments filled with distractions? Do we need to accept this as the new workplace reality and continue to survive rather than thrive in modern day work environments? Thankfully, the answer is no. In their new book, *ONE SECOND AHEAD: Enhance Your Performance at Work with Mindfulness* (Palgrave Macmillan; November 2015), Rasmus Hougaard, Jacqueline Carter, and Gillian Coutts demonstrate that it is possible to train the brain to respond differently to today's constant pressures and distraction. All it takes is one second. They propose that we need to learn to work differently so we are more focused, calm and have less clutter in our mind so we can better manage our time and attention. What if we could hit the 'pause' button on our day, step back, and meet challenges with a sense of clarity and purpose? And what if there was a way not just of 'getting things done,' but ensuring that what does get done are the right things to do? Based on a program in corporate mindfulness designed by Hougaard and the partners of The Potential Project, *One Second Ahead* provides practical tools and techniques as well as real-world examples and lessons from organizations that have implemented mindfulness on a large scale. Thoroughly tested in a diverse range of industries, this program has resulted in measurable increases in productivity, effectiveness, and job satisfaction. With the new mindset proposed in *One Second Ahead*, readers will be able to put an end to ineffective multitasking, unproductive meetings, poor communication, and other unhealthy workplace behaviors by applying mindfulness to every day work life. All too often, we think that being mindful requires engaging in a special activity like meditation or yoga. Sure, these activities are beneficial and important to train the mind, but there are many simple things we can do to be mindful all day long. *One Second Ahead* is a handbook for more mindful work that offers: Practical, easy to apply, tools and techniques to enhance performance and effectiveness in day to day work activities such as meetings, emails, communication, planning, creativity and more Real-world stories of how mindfulness changed the workdays of leaders and front line employees Tips for cultivating mental strategies and routines that can reduce clutter, increase focus, and rewire your brain to enhance presence, patience, kindness and other valuable mind states Simple yet detailed step-by-step instructions for a more systematic

approach to mindfulness training to enhance focus and awareness Guidelines for a 10-minute-per-day mindfulness program that can reshape your life both at work and at home; A reproducible planning worksheet and further resources in the Appendix. One Second Ahead can transform daily work life by helping individuals and teams realize more of their potential through greater focus and awareness. The tools and techniques in this book can transform individual and organizational performance one mind at a time.

Book Information

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Customer Reviews

“One Second Ahead provides practical tools and techniques as well as real-world examples and lessons from organizations that have implemented mindfulness on a large scale. One Second Ahead is a worthy addition to the armoury of every busy executive and essential reading for anyone striving to enhance their productivity and well-being in today’s fast-paced work life.” (Credit Control, Vol. 37 (2), 2016) “One Second Ahead is a timely addition to the repertoire of individuals striving to enhance their productivity and well-being in a fast-paced work life through the application of mindfulness training techniques.” Manish Chopra, PhD, Partner, McKinsey and Co., and author of The Equanimous Mind “In One Second Ahead, Rasmus Hougaard describes in layman’s terms how the brain works and the impacts of stress in an ‘always on’ culture. The authors provide hope through easy to understand practices, anyone can integrate mindfulness into daily routines and overcome the barriers that get in the way of reaching our full potential. The combination of science, mindfulness practices and business application make this a must read for

employees and leaders at all levels in organizations." Meghan Seybold, Senior Manager of Diversity Leadership Initiatives, Royal Bank of Canada "One Second Ahead arrives at a critical time for executives and our modern workforce. Leaders and employees are struggling to keep up with increasing amounts of information and demands on their time and ultimately their attention. Here the author's practical translation of mindfulness techniques to the workplace offers us all the opportunity to bring greater focus and presence to our work life and ultimately deliver higher impact performance. If you are interested in unlocking you and your teams full potential then start with One Second Ahead." Executive Vice President and Chief Commercial Officer, the LEGO Group "Imagine taking the power of ancient wisdom, the effectiveness of research-proven practices, and the extensive, in-depth experience of teaching these skills in a wide range of organizational settings and you have the empowering book you hold in your hands. With clarity and eloquence, One Second Ahead reveals how the training of the mind can bring any member of a corporate team to a more productive, rewarding, and innovative way of being in the workplace." Daniel J. Siegel, M.D., Clinical Professor, UCLA School of Medicine, Executive Director, Mindsight Institute, Author, Mindsight, Brainstorm, and The Mindful Brain "One Second Ahead is brilliant in its clarity and simplicity. Finally we have a highly usable guide to applying the practices of mindfulness at work." Michele Milan, Chief Executive Officer, Executive Programs, Rotman School of Management at the University of Toronto "Rasmus Hougaard and The Potential Project have cleverly combined two hot topics in today's work life: mindfulness and working more effectively. You can find thousands of useful books on both topics, but Rasmus has gone one step further. Putting together a great variety of work techniques with mindfulness creates an extremely powerful toolset for any professional who not only wants more from him/herself, but is also interested in own self's wellbeing." Jouni Torunen, HR Director, Nokia "One Second Ahead is a major contribution to bringing not only more sanity and mindfulness at the work place but also a more caring and open-minded attitude in all walks of life. Highly recommended." Matthieu Ricard, humanitarian and Buddhist monk, author of Altruism: How Compassion Can Change Your Life and the World. "In One Second Ahead Rasmus Hougaard ingeniously applies time-tested ancient methods of mental training to practical day-to-day circumstances that are regularly encountered in the business world. This book is bound to be of much practical benefit to all those who seek a more satisfying, creative, and fulfilling way of life within their professional and personal relationships." B. Alan Wallace, Ph.D. Author of bestseller The Attention Revolution and President, Santa Barbara Institute for Consciousness Studies "Like many other busy professionals we at Herbert Smith Freehills face the same demands of long working hours, increasing commercial complexity, and competing distractions for our attention and for our

effort. To be a globally elite law firm, we need to be focused, crystal clear in our thinking and highly effective. This book distils the essence of the Potential Project's mindfulness program. If you put into action what you learn here, particularly the daily practice, then I am sure you will gain a greater sense of who you are, and a sense of calm and perspective that will enable you to be the best person you can be at work and at home." Murray Paterson, Head of Capability Development, Herbert Smith Freehills, Australia "A mindful organization is an organization where our leaders and employees do the right things - not just things. Through the program behind this book, we have gradually become a mindful organization." Former CIO, Carlsberg, Kenneth Egelund Schmidt "Rasmus Hougaard, Jacqueline Carter and Gillian Coutts have skillfully woven an elegant set of mindfulness tools and strategies that any professional can implement. This is a fantastic foundation for a more mindful workplace and life." Jeremy Hunter, PhD, Associate Professor of Practice Peter F. Drucker and Masatoshi Ito Graduate School of Management "In our organization we have implemented the program of mindfulness and after completing the program the stress level have decreased significantly and our employees are more focused. But the techniques outlined in One Second Ahead are not just for work situations, they are also highly valuable in all kind of scenario - both professional and private. The book will give you better and more mindful interactions with everyone you meet." Hans Brobäck, Human Resources Director, Roche Since undertaking mindfulness training, I have been pleasantly surprised by the positive impact the training has had on my creativity. By choosing to focus on only one task at a time, I engage in more useful conversations with my colleagues and have also found that my enhanced concentration has significantly improved my overall creative output." Nick Foley, President SE Asia Pacific & Japan, Landor "The pace and complexity in today's organizations affects all co-workers and leaders in all aspects. Especially when the boundaries between work and 'life' becomes more and more interlinked. The decision to use CBMT as a tool in order to decrease stress levels in our organization turned out to be a real game changer for our co-workers. I can highly recommend this book because it captures all the benefits with working with CBMT in all kinds of organizations. The tone of voice is fact-driven and combines real examples from organizations backed up with theories and scientific studies." Henrik Scheutz, Function Manager HR Service Centre, IKEA AB

Rasmus Hougaard is an internationally recognized authority on training the mind to be more focused, effective, and clear in an organizational context. Rasmus' background combines research in organizational development with a corporate career and more than 20 years of practicing and teaching mindfulness. He is the Founder and Managing Director of The Potential Project - the

global leading provider of corporate mindfulness programs. The Potential Project has helped organizations like Microsoft, Accenture, Roche, Nike, American Express, General Electric, Citrix, Google, Sony, Societe Generale, KLM, IKEA, Royal Bank of Canada, Ogilvy, Carlsberg and many more develop organizational excellence and helped thousands of individuals lead happier, kinder and more effective work lives. ã ã Jacqueline Carter has over 20 years of consulting and management experience helping organizations manage change and achieve results. She is passionate about helping individuals and organizations realize their potential through training the mind. She is a Partner of The Potential Project International and Director of The Potential Project North America. Her clients include Google, Sony, American Express, Royal Bank of Canada, and Suncor to name a few. Jacqueline is a contributor to The Huffington Post and has appeared on Channel News Asia Breakfast Television, as well as radio talk shows. ã ã Gillian Coutts has over 20 years of experience as a leader and change agent in the sales and operations functions of large corporations. She has worked across a range of industries including retail, government, transport, oil and gas, and human services. Gillian is a Partner with The Potential Project Australia. Her clients include Yahoo!7, Telstra, BUPA, and large not-for-profit organizations. She also sits on a number of boards and regularly speaks on integrating mindfulness into leadership, work life, and ã ã - following her own wake-up call of cancer diagnosis and treatment ã ã - programs for post-traumatic growth.

WHO High achievers seeking balance, action addicts keen to de-clutter their minds, busy professionals wanting to develop clarity and calmness to solve complex problems with ease. Last but not least, proud multi-taskers willing to prioritize effectively. These are some of the people who will benefit heaps from this precious book.

WHY The chapters on workplace techniques and mental strategies provide straight forward tips to be applied immediately that have a huge impact not only on productivity and time management but also on relationship with your team, peers and upper management. Enhanced ability to plan and prioritize on the spot are other outcomes you can expect from reading and applying the techniques and mental strategies. The book also includes some gems on how to apply mindfulness to have better meetings, manage your emails and manage conflict. It also covers the two classic components of authentic mindfulness training: sharp focus and open awareness in a simple and clear manner. Congratulations to the authors for translating such an ancient and complex practice into basic steps that any non-initiated busy professional can get it and benefit from.

WHAT Some of the topics covered in the book:

- Attention Economy
- Multi-tasking myth
- Scientific research, loads of

references to books, articles etc. – Real stories from organizations in several industries. Just gold!

I found this book very helpful for understanding all the many ways I can use mindfulness in my life. It has a strong focus on application, and the link between meditation (or mindfulness training) and the results it produces. The stories about organizations that have used mindfulness...have put their staffs through Potential Project training also close the gap between my understanding of what mindfulness is and how it can make a difference in a work environment. The science offered to support the methods is very solid as well. The book is written so clearly and offers simple steps you can take...as many or as few. The author talks about how you don't have to make mindfulness into a big project, like so many other things in life. You can just start small and see what happens. And he gives you a lot of ways to do that and a lot of motivation for doing that.

One Second Ahead is brilliant, and should be on the desk of every executive. It is essential reading for, and an antidote to, the fast paced modern world we live in. The tools and practical advice enable both work performance and well being to be maintained simultaneously. There are many books out there, which focus on performance or mindfulness, but Rasmus Hougaard, Jacqueline Carter and Gillian Coutts have elegantly combined practical mindfulness techniques for a more successful work life, which are backed by scientific evidence, and the real life examples bring the techniques to life. It is a beautifully written and easy to read well presented book, divided into three sections, which make it easy to dip in and out of. The first section focuses on practical techniques for the workplace, the second section details strategies to develop better thought patterns, and the final section, details two mindfulness training practices for sharp focus and open awareness, which are great for both in and out of the office. The practical and cleverly developed tools and techniques can not only lead to greater work life success through increased clarity, focus, enhanced performance and efficiency, but also make you a happier, more relaxed, more confident person, who feels more in control of your life. One Second Ahead allows you to incorporate Mindfulness seamlessly into your work life and has the potential to make you a better person and the world a better place.

Excellent, practical and thoughtful book for anyone interested in mindfulness and how it relates to daily work-related activities like commuting, emails, planning and creativity. I have read a lot of books on mindfulness and yet I felt that this one of the best I have ever read both in terms of content

covered and ease of reading! The book is clearly worded, and easy to read, with an accessible way of writing. After looking at the structure of the book, I started with Part 3 to start with the foundations of mindfulness, then moved into the Workplace Techniques, but you could probably start anywhere in the book, read a chapter or two, and gain helpful knowledge about managing your day more mindfully. I particularly liked the section on "Mental Strategies" - with titles like Kindness, Acceptance, and Letting Go - these chapters were rich with information about how thoughts and the mind affect our ability to be calm and clear. Though this book is about mindfulness for performance at work, I found that I could use most of the information in all aspects of my life. As an executive coach, I plan to give this book to my clients, as it is a resource for how to manage yourself, your thoughts, and your mental energy. Highly recommend this book for anyone interested in mindfulness and especially those with an interest in a more mindful work life and being more productive and effective.

This is what people with "busy" lives needed. A very practical, very clearly laid out guide to learning the powerful practices of mindfulness and applying mindfulness to everyday working situations such as emailing, meetings, planning, etc. What I particularly like is the level of detail, just enough to provide clear, concise information without extraneous fluff that could have filled many more pages without any extra value. I highly recommend this title to anyone is interested in increasing their ability to stay calm, focused and productive at work as well as increasing their capacity to appreciate their lives and the lives of their colleagues and families.

This book is a wonderful companion to Cal Newport's "Deep Work: Rules for Focused Success in a Distracted World". This is science backed instruction manual on how to train your brain written specifically for modern professionals.

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