



MISSION

Through learning and networking opportunities, empower professionals to develop talent in the workplace, including work-related competence, higher performance, and professional growth.

VISION

Be the preferred provider of resources and opportunities to create a world that works better.

This document contains some helpful links about our organization as well as handouts from our four presenters.

- ATD Hawkeye membership information: <https://www.hawkeyeatd.org/membership>
- Membership locator for our participants outside of Iowa: <https://www.td.org/chapter-locator>

If you have questions about our program, our organization, or membership, visit: <https://www.hawkeyeatd.org/leadership>

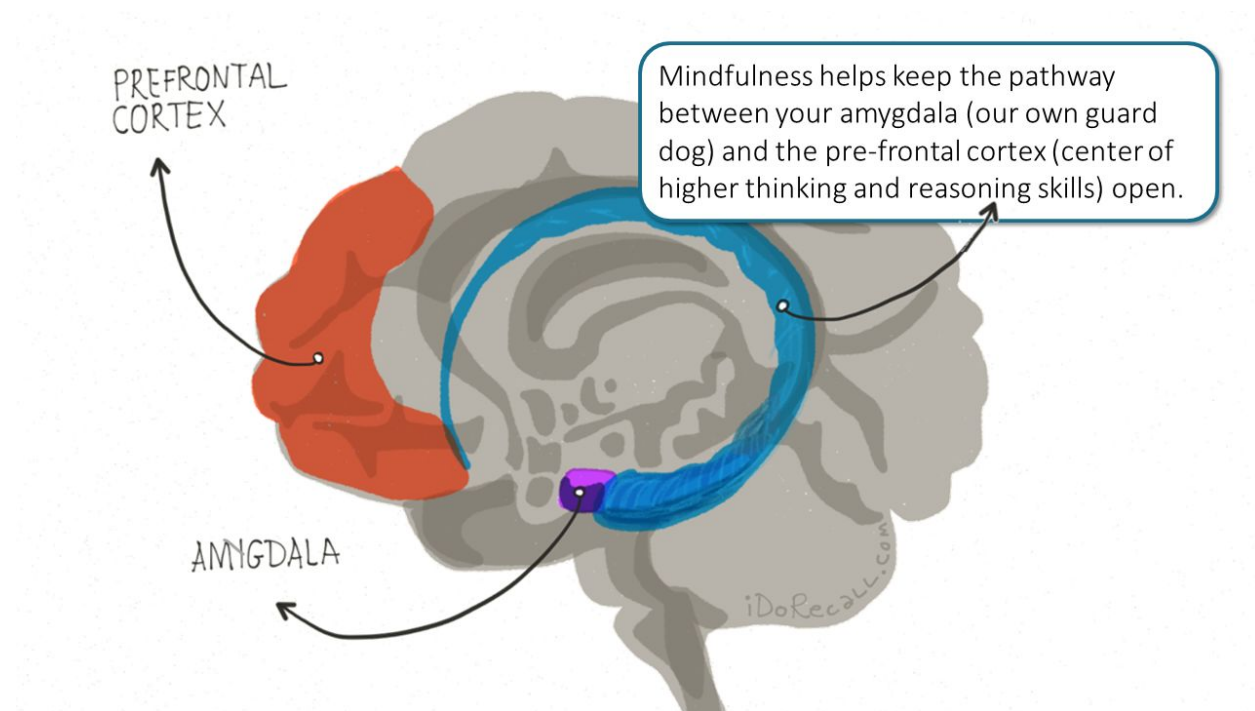
We would love to stay connected after the meeting. Follow us on [Facebook](#) and [LinkedIn](#)

Mindfulness is the awareness that arises through paying attention in a particular way (answer on the last page):

- _____
- _____
- _____

(Jon Kabat-Zinn, University of Massachusetts Amherst)

Why Does it Work



NOTES

A Simple Mindfulness Meditation Practice

<p>Mindfulness helps train your brain to create space between stimulus and response. In our current state of being, it's the pause to the crisis where our response is making the decision to postpone your family reunion in Texas vs. hoarding toilet paper.</p> <p>Mindfulness is something that we all experience from time to time and in different situations. It is something that can be strengthened with practice. Once it becomes sufficiently strong, it leads to attentional calmness and clarity. By training your attention you can regulate the amygdala.</p>	<p>Mindful Meditation Instruction</p> <ol style="list-style-type: none">1. Sit in a comfortable, upright position with your back straight.2. Focus your attention on your breath without trying to influence it or change it.3. Follow the contours of the breath cycle through the inhalation and exhalation.4. Try this for 5 minutes at first, work up to 10 minutes. <p>Tips: Simply observe your breath. If thoughts pop into your head (which they will because that's what our minds do), silently say "thinking" and return to focus on your breath.</p>
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Building Mindfulness Moments into your Day

- Connect with your breath in the morning
- Build-in purposeful pauses
- Add awareness to your daily activities:
- Reduce multi-tasking
- Begin a meditation practice

NOTES & ACTION ITEMS

IMPORTANT NOTE

Mindfulness is a great tool to have in your arsenal. If you are in mental distress, please check out your Employee Assistance Program (EAP). Most have benefits for mental wellness. If you don't have access to an EAP, there are many providers within the community as well as community health programs. Take care of yourselves!

"Mindfulness is" answers: on purpose, in the present moment, non-judgmentally



Getting things done when working from home

Impacts-doing great work, smart working and forest bathing”

Resources

~~Work~~ LEARN from Home



Upgrade your career now. “In addition to making existing synapses more robust, learning causes the brain to grow larger, says [Scientific American](#). Just like other muscles, your brain strengthens itself over time as you learn new things.

Learning new things also makes you happier. [Research](#) has found dopamine is closely linked to the learning process.

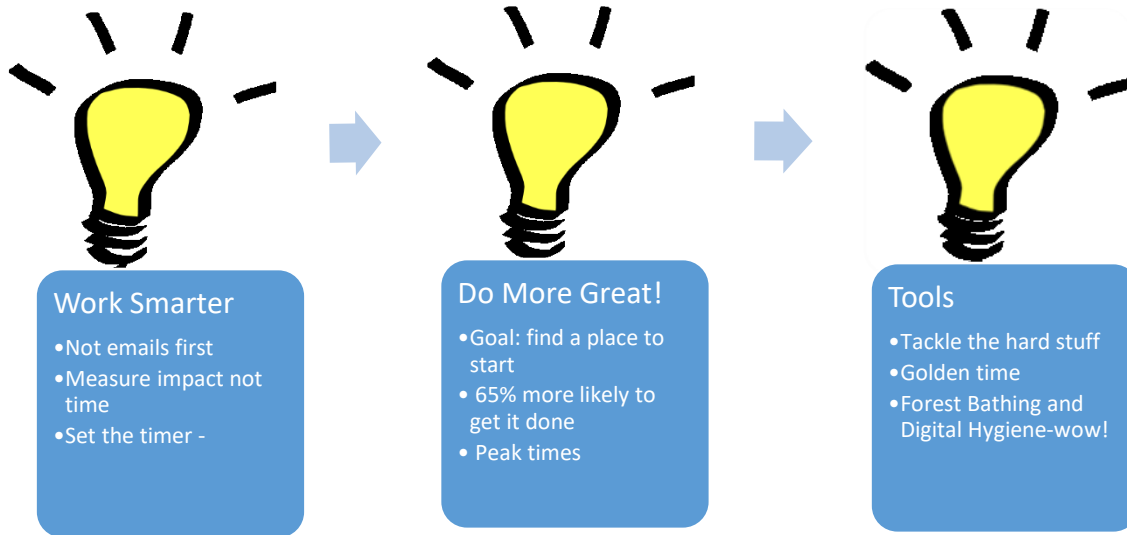


Master the mental to do list: 41% never get completed. Not you!

Major (3) Medium (3) Small Wins (5)



Your space - change your environment, items of comfort (smell, touch, taste, see).



Ask me about Hawkeye ATD Membership!

Want to connect? laraehey1@hawkeyeatsd.org



Work-From-Home Boundaries Setting Checklist

- ☐ Set working hours
- ☐ Discuss working hours with family
- ☐ Designate workspace
- ☐ Orient family to your workspace
- ☐ Define emergencies worthy of interruption
- ☐ Work out a sign or signal that communicates when you are available and when you are not
- ☐ Get feedback and adjust boundaries as needed
- ☐ Recruit someone to hold you accountable to your working hours
- ☐ Take a lunch break
- ☐ Take time off to recharge
- ☐ Limit anything work related to your office
- ☐ Develop a ritual to transition from work life to home life.
- ☐ Practice saying, "no."

TECHNOLOGY OPTIONS

Phones, tablets, and laptops all come with basic audio and visual technology today, including built-in microphones, speakers, and webcams. If your basic equipment isn't cutting the mustard, or you're just looking for improved quality, here are some options that may help.

Remember, you should research any item you're buying to make sure it's compatible with your existing tech and will perform the task(s) you want.



MICROPHONES

If people have commented on the fact it's hard to hear you at times, you should consider purchasing an external microphone to use with your device.

- Inexpensive: [Basic Lavalier Mic](#) - \$16.99
- Mid-Range: [Desk USB Mic](#) - \$39.99
- Premium: [Blue Yeti Blackout](#) - \$129.99

Directional microphones are going to be better at eliminating background noise, but they have to be positioned perfectly. An omnidirectional microphone is going to be more forgiving but may also pick up background noise. Premium microphones like the Blue Yeti allow you to adjust your settings, including direction and gain.

HEADPHONES

Working from home may mean working while family and friends around. Consider getting headphones to eliminate excess noise and to make it easier to immerse yourself in your work. Before you buy anything, check to see if your phone or tablet came with headphones. They're free and usually a decent first option.

- Inexpensive: [Logitech Headphones with Mic](#) - \$14.99
- Mid-Range: [Skullcandy Hesh 2.0](#) - \$49.99
- Premium: [Apple AirPods](#) - \$139.99

There are tons of options when it comes to headsets. Many now include built-in microphones. The quality is usually average with these microphones. Many headphones also range from basic to premium, so do your research on what will work best for you.





SPEAKERS

Is it just you at home? Or do you have enough private space where a speaker might make more sense than headphones? Here are a couple great options.

- Inexpensive: [Logitech Desk Speakers](#) - \$8.49
- Mid-Range: [Jabra 410 Speakerphone](#) - \$79.99
- Premium: [Razer – Nommo Speakers](#) - \$99.99

There are MANY options. Think about whether you need portability as a feature and future usability.

WEBCAMS

In most cases, the built-in webcam is going to work for you. However, if you have a dedicated workstation or use a monitor(s) with your laptop, you should consider getting a external webcam.

- Mid-Range: [Logitech CS922](#) - \$99.99
- Premium: [Logitech 4K Pro Webcam](#) - \$199.99

One of the best ways to improve your video quality, regardless of your camera, is to choose a well-lit area. Adjust the height of your camera to get a better angle. Depending on your device and webcam, you may be able to adjust the settings including color, zoom in or out, brightness, etc.



FINAL THOUGHTS

Technology should make your life easier and help you be more effective. Don't rush out to buy new technology! Assess your current setup and look for deficiencies. What would improve your experience and the experience of others? Some companies will cover the costs of your equipment, and others may have options and alternatives they may provide for free.

Take your time and do your research. Find a product you like? Do you know someone who uses it already? Read reviews. Search for videos on YouTube. Buy from reputable retailers with solid return policies to ensure you can exchange the item or get your money back.

Want some tech advice? I'm in your corner—give me a call or shoot me an email anytime!

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