



Supervisory Notes

Regain Consciousness in the Workplace

Are you conscious at work? While most certainly aren't asleep in their cube, neither are they fully awake and putting forth the full potential of their skills and talents.

Consciousness can be positively related to morale, productivity, effectiveness, ethics, communication and efficiency. When you or your co-workers are not fully conscious at work, the greater the likelihood of decreased potential and increased misinterpretations or misunderstandings exists.

Measure your level of consciousness by using the following five steps to build awareness and take action.

- 1. Reflect.** Reflect on and reconnect with the reasons why you joined the organization, and what you had planned to contribute. Identify areas where you may have become complacent, and list several ways you can put them to work in the present.
- 2. Reality Check.** Ask for an outside perspective of your role and how you contribute to the team from your co-workers or supervisor. How does this differ from your opinion? Their honest comments will help you to define your strengths as well as the areas that need improvement.
- 3. Get Grounded.** Each day, eliminate, reduce or ignore the distractions that enter your work day. Without a grounded perspective, you'll most likely waste energy with unproductive thinking or activities rather than focusing on the priorities.
- 4. Envision Success.** Consciousness is about being aware, and if there's one thing most of us know, it's our personal goals. Determine how the organization, and your position in it, can help you refine or expand your skills and reach those goals. Additionally, consider how your clear thinking can be of real value to your organization and its customers.
- 5. Debrief.** Either on your own or with your team, identify how your performance affects the workplace environment. Use this to help you understand what you are conscious of, where and when you tend to "do first and regret later", and recognize what it takes to elevate your awareness and skills.

Source: *Five Tips to Being More Conscious at Work*, www.ivysea.com

*To raise consciousness in your organization contact your Best Care EAP. Best Care offers a variety of worksite training programs to increase motivation, skills and awareness. For more information please call, **402-354-8000 or 800-666-8606.***

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