

Mindful Decision-Making Checklist

FOR DIRECTORS

Integrating Mindfulness into Leadership for Clarity and Purpose

Why Mindfulness Matters in Governance

Leadership in today's complex world requires more than technical expertise. It demands clarity, resilience, and a commitment to ethical decision-making. The **Wheel of Mindfulness** provides a framework to help directors integrate mindfulness into governance, fostering better decisions and stronger collaboration.

The six elements of mindfulness - **Attention, Awareness, Acceptance, Incongruity, Impermanence, and Identification** - form the foundation of this checklist. Each element offers practical tools to navigate challenges and align decisions with organisational values.

STEP 1: Prepare with Intention

- **Take a Mindful Pause:** Spend 1-2 minutes focusing on your breath to centre yourself before a meeting or decision.
- **Reflect on Your Goals:** Ask yourself: What is the most important outcome I want to contribute to this discussion?

Pro Tip: Use a journal to note your intention before each meeting.

STEP 2: Apply the Six Elements of Mindfulness



1 Attention

- Focus on the top 2-3 priorities for the decision at hand.
- Avoid multitasking and remain fully engaged in the discussion.

Reflection Prompt:

Am I directing my energy to what truly matters right now?



2 Awareness

- Observe group dynamics and non-verbal cues.
- Notice internal thoughts and biases without judgment.

Reflection Prompt:

What am I noticing in myself and others at this moment?



3 Acceptance

- Acknowledge challenges and discomfort without resistance.
- Embrace differing perspectives as opportunities for growth.

Reflection Prompt:

How can I accept this situation as it is and respond constructively?



4 Incongruity

- Reframe tensions or contradictions as opportunities for innovation.
- Balance short-term and long-term priorities thoughtfully.

Reflection Prompt:

What value or insight can I find in this tension?



5 Impermanence

- Recognise that challenges and successes are temporary.
- Build flexibility into your decisions to adapt to change.

Reflection Prompt:

How does acknowledging impermanence help me focus on what endures?



6 Identification

- Set aside personal ego and focus on collective goals.
- Encourage inclusive dialogue that prioritises the organisation's mission.

Reflection Prompt:

Am I acting in alignment with the organisation's values or personal agendas?

STEP 3: Evaluate with the Wheel of Mindfulness

- **Review the Framework:** Ensure your decisions address both **Individual** and **Collective** mindfulness, as well as **Instrumental** (practical) and **Substantive** (ethical) dimensions.

Checklist Questions:

- Have I considered the perspectives of all stakeholders?
- Does this decision align with our organisation's long-term values and mission?
- Is the process inclusive, transparent, and free from bias?

STEP 4: Close with Reflection

- Reflect on the outcome of the meeting or decision:
 - *What went well?*
 - *What could be improved?*
- Identify one mindful practice to focus on for the next session.

Reflection Prompt:

How did mindfulness influence today's decision-making process?

Key Takeaways for Directors

1. Mindfulness enhances clarity, focus, and collaboration in governance.
2. The six elements of the Wheel of Mindfulness offer a practical framework for navigating complex boardroom dynamics.
3. Regular reflection and alignment with the Wheel ensure decisions are ethical, adaptive, and purpose-driven.

Take the Next Step

Download this checklist as your go-to tool for integrating mindfulness into your leadership journey. Practice regularly to foster a governance culture rooted in clarity, resilience, and purpose.

For more resources or to schedule a session with Dr. Liz King, visit drlizking.com

— Dr —

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Leadership in Uncertainty



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