

*"The methods of this book have made a huge difference in my work, leadership, and private life. I am convinced it can do the same for you."*

FROM THE FOREWORD BY ROBERT STEMBRIDGE, MANAGING DIRECTOR, ACCENTURE TECHNOLOGY

# ONE SECOND AHEAD

**ENHANCE YOUR PERFORMANCE  
AT WORK *with* MINDFULNESS**

**RASMUS HOUGAARD**

*with* **JACQUELINE CARTER**

*and* **GILLIAN COUTTS**

FOCUSED MINDS = ORGANIZATIONAL EXCELLENCE

# One Second Ahead Enhance Your Performance At Work With Mindfulness

**Rasmus Hougaard, Jacqueline Carter**



## **One Second Ahead Enhance Your Performance At Work With Mindfulness:**

**One Second Ahead** Rasmus Hougaard, Jacqueline Carter, Gillian Coutts, 2016-02-16 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

*One Second Ahead*, 2018      The Mind of the Leader Rasmus Hougaard, Jacqueline Carter, 2018-03-13 Join the global movement that's making corporations more people-centric to achieve great results The world is facing a global leadership crisis Seventy-seven percent of leaders think they do a good job of engaging their people yet 88 percent of employees say their leaders don't engage enough There is also a high level of suffering in the workplace 35 percent of employees would forgo a pay raise to see their leaders fired This is an enormous waste of human talent despite the fact that 46 billion is spent each year on leadership development Based on extensive research including assessments of more than 35 000 leaders and interviews with 250 C-level executives The Mind of the Leader concludes that organizations and leaders aren't meeting employees' basic human needs of finding meaning purpose connection and genuine happiness in their work But more than a description of the problem The Mind of the Leader offers a radical yet practical solution To solve the leadership crisis organizations need to put people at the center of their strategy They need to develop managers and executives who lead with three core mental qualities mindfulness selflessness and compassion Using real-world inspirational examples from Marriott Accenture McKinsey Company LinkedIn and many more The Mind of the Leader shows how this new kind of leadership turns conventional leadership thinking upside down It represents a radical redefinition of what it takes to be an effective leader and a practical hard-nosed solution to every organization's engagement and execution problems      The Routledge Companion to Mindfulness at Work Satinder K. Dhiman, 2020-09-08 Given the ever-growing interest in the benefits of mindfulness to organizations and the individuals who work in them this Companion is a comprehensive primary reference work for mindfulness including creativity and flow in the workplace including business healthcare and educational settings Research shows that mindfulness boosts creativity through greater insight receptivity and balance and increases energy and a sense of wellbeing This Companion traces the genesis and growth of this burgeoning field tracks its application to the workplace and suggests trends and future directions With contributions from leading scholars and practitioners in business leadership psychology healthcare education and other related fields The Routledge Companion to Mindfulness at Work is an extensive reference work which will be a vital resource to the fields of management and organizational studies human resource management psychology spirituality cultural anthropology and sociology Each chapter will present a listing of key topics a case or situation that illustrates the application of the themes workplace lessons and reflection questions

*Working with Mindfulness* Michael Sinclair, Josie Seydel, 2016-05-23 *Working with Mindfulness* will show you how to apply the transformative power of mindfulness to your busy working life With simple time-effective tools and practices you'll discover how to Improve your resilience whilst reducing stress Increase your productivity performance and efficiency Enhance your decision-making problem-solving delegating and prioritising skills Develop healthy working relationships with colleagues and clients Based on the groundbreaking science of mindfulness and explained by two eminent Psychologists you

ll discover how mindfulness can help you create a healthy working life and boost your confidence to excel in business Be calm be focused be mindful The full text downloaded to your computer With eBooks you can search for key concepts words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf available as a free download available online and also via the iPad and Android apps Upon purchase you ll gain instant access to this eBook Time limit The eBooks products do not have an expiry date You will continue to access your digital ebook products whilst you have your Bookshelf installed

**Mindfulness (HBR Emotional Intelligence Series)** Harvard Business Review, Daniel Goleman, Ellen Langer, Susan David, Christina Congleton, 2017-04-18 Bring mindfulness into your work The benefits of mindfulness include better performance heightened creativity deeper self awareness and increased charisma not to mention greater peace of mind This book gives you practical steps for building a sense of presence into your daily work routine It also explains the science behind mindfulness and why it works and gives clear eyed warnings about the pitfalls of the fad This volume includes the work of Daniel Goleman Ellen Langer Susan David Christina Congleton This collection of articles includes Mindfulness in the Age of Complexity an interview with Ellen Langer by Alison Beard Mindfulness Can Literally Change Your Brain by Christina Congleton Britta K H lzel and Sara W Lazar How to Practice Mindfulness Throughout Your Work Day by Rasmus Hougaard and Jacqueline Carter Resilience for the Rest of Us by Daniel Goleman Emotional Agility How Effective Leaders Manage Their Thoughts and Feelings by Susan David and Christina Congleton Don t Let Power Corrupt You by Dacher Keltner Mindfulness for People Who Are Too Busy to Meditate by Maria Gonzalez Is Something Lost When We Use Mindfulness as a Productivity Tool by Charlotte Lieberman and There Are Risks to Mindfulness at Work by David Brendel How to be human at work The HBR Emotional Intelligence Series features smart essential reading on the human side of professional life from the pages of Harvard Business Review Each book in the series offers proven research showing how our emotions impact our work lives practical advice for managing difficult people and situations and inspiring essays on what it means to tend to our emotional well being at work Uplifting and practical these books describe the social skills that are critical for ambitious professionals to master

**Mindful Listening (HBR Emotional Intelligence Series)** Harvard Business Review, Jack Zenger, Rasmus Hougaard, Jacqueline Carter, Peter Bregman, 2019-03-05 Become a mindful listener at work Listening is a critical skill that leaders and managers often take for granted By learning to listen mindfully you can keep your employees more engaged foster the discovery of new ideas and hear what you need to hear in a discussion rather than what you expect to hear The book will teach you what great listeners do how to stay fully present in challenging conversations and how empathic listening can help others learn and grow This volume includes the work of Peter Bregman Jack Zenger and Joseph Folkman Rasmus Hougaard and Jacqueline Carter Amy Jen Su and Muriel Maignan Wilkins How to be human at work The HBR Emotional Intelligence Series features smart essential reading on the human side of professional life from the pages of Harvard

Business Review Each book in the series offers proven research showing how our emotions impact our work lives practical advice for managing difficult people and situations and inspiring essays on what it means to tend to our emotional well being at work Uplifting and practical these books describe the social skills that are critical for ambitious professionals to master

*Worlding the Brain*, 2023-09-29 Moving beyond the neurohype of recent decades this book introduces the concept of worlding as a new way to understand the inherent entanglement of brains minds with their worldly environments cultural practices and social contexts Case studies ranging from film literature music and dance to pedagogy historical trauma and present day discourses of mindfulness investigate how brains are worlded in an active interplay of biological cognitive and socio discursive factors Combining scholarly work with personal accounts of neurodiversity and essays by artists reflecting on their practical engagement with cognition *Worlding the Brain* makes a case for the distinctive role of the humanities and arts in the study of brains and cognition and explores novel forms interdisciplinarity *The Mindful College Applicant* Belinda H.Y. Chiu, 2019-11-14 In a time when crossing guards are posted to prevent high schoolers from jumping in front of trains and parents shelling out 100K for packaged college applications education has become a mad race to grab the Ivy ring Based on experience in admissions with the Ivy League and other highly competitive universities emerging scientific evidence on the impact of emotional intelligence and mindfulness and discussions with admissions officers students families and high school counselors this book is a guide on how to go through the existing however brutish college applications process with less stress and anxiety and more joy and mindfulness Equipped with the powerful tools of emotional intelligence and mindfulness this work acknowledges the reality of what the process is and challenges young people to reach for a more meaningful ideal for themselves This book shares a look at the holistic admissions process and offers an alternative one to the current climate of untenable stress This updated model aims to shift mindsets from treating the admissions process as a ruthless competition with one externally prescribed definition of success to a step in a lifelong journey of curiosity and wonder By building self awareness compassion resilience it s possible to navigate the process with greater authenticity balance and joy *The Emotional Self at Work in Higher Education* Ruffin, Ingrid, Powell, Charissa, 2020-10-23 The many and varied challenges facing higher education include a culture of publish or perish increased course loads without more pay or benefits increased pressure on institutions to compete for students budget cuts a political atmosphere targeting higher education and continued systemic inequities Those who work in higher ed are under more stress today than ever before It has never been more important to understand and address the emotional self at work in higher education *The Emotional Self at Work in Higher Education* is an essential research publication that generates conversations around the practical implementation of healthy emotional workspace practices in the sphere of higher education and investigates tools frameworks and case studies that can create a sustainable and healthy work environment It moves beyond addressing emotional intelligence to addressing the awakening of a greater sense of the emotional self Featuring a wide range of topics

such as distance education mindfulness and artificial intelligence this book is ideal for educators researchers academicians administrators and students

**Compassionate Leadership** Rasmus Hougaard, Jacqueline Carter, 2022-01-18 Leadership is hard How can you balance compassion for your people with effectiveness in getting the job done A global pandemic economic volatility natural disasters civil and political unrest From New York to Barcelona to Hong Kong it can feel as if the world as we know it is coming apart Through it all our human spirit is being tested Now more than ever it's imperative for leaders to demonstrate compassion But in hard times like these leaders need to make hard decisions deliver negative feedback make difficult choices that disappoint people and in some cases lay people off How do you do the hard things that come with the responsibility of leadership while remaining a good human being and bringing out the best in others Most people think we have to make a binary choice between being a good human being and being a tough effective leader But this is a false dichotomy Being human and doing what needs to be done are not mutually exclusive In truth doing hard things and making difficult decisions is often the most compassionate thing to do As founder and CEO of Potential Project Rasmus Hougaard and his longtime coauthor Jacqueline Carter show in this powerful practical book you must always balance caring for your people with leadership wisdom and effectiveness Using data from thousands of leaders employees and companies in nearly a hundred countries the authors find that when leaders bring the right balance of compassion and wisdom to the job they foster much higher levels of employee engagement performance loyalty and well being in their people With rich examples from Netflix IKEA Unilever and many other global companies as well as practical tools and advice for leaders and managers at any level Compassionate Leadership is your indispensable guide to doing the hard work of leadership in a human way

**The Nowhere Office** Julia Hobsbawm, 2022-04-12 Named one of the Financial Times BEST BUSINESS BOOKS OF 2022 What has changed in the workplace Everything The traditional office was probably doomed anyway Then a global shutdown changed everything we thought we knew about work including where and when it needed to take place Automation and the Fourth Industrial Revolution have accelerated and perhaps as much as one third of the world's permanent workforce will soon become remote In The Nowhere Office Julia Hobsbawm offers a strategic and practical guide to navigating this pivotal moment in the history of work and provides lessons for how both employees and employers can adapt Hobsbawm draws on her extensive networks in business academia and entrepreneurship across generations to offer new ideas about how to handle hybrid working as well as provides deep insight into how the way we work is being transformed by larger issues such as community hierarchy bias identity and security The Nowhere Office describes a unique moment in the history of work which if understood and handled correctly can provide a springboard for the biggest transformational change in the workplace for a century something better more meaningful and more workable for everyone

People Skills for a Virtual World Collection (6 Books) (HBR Emotional Intelligence Series) Harvard Business Review, 2022-11-16 How to be human at work HBR's Emotional Intelligence Series features smart essential reading on the human side of professional life from the

pages of Harvard Business Review Each book in the series offers proven research showing how our emotions impact our work lives practical advice for managing difficult people and situations and inspiring essays on what it means to tend to our emotional well being at work Uplifting and practical these books describe the social skills that are critical for ambitious professionals to master and demonstrate in a virtual or hybrid workplace This specially priced six volume set includes the EI series books Virtual EI Leadership Presence Mindful Listening Focus Empathy Dealing with Difficult People **HBR Emotional Intelligence Ultimate Boxed Set (14 Books) (HBR Emotional Intelligence Series)** Harvard Business Review, Daniel Goleman, Annie McKee, Bill George, Herminia Ibarra, 2019-12-17 How to be human at work HBR's Emotional Intelligence Series features smart essential reading on the human side of professional life from the pages of Harvard Business Review Each book in the series offers proven research showing how our emotions impact our work lives practical advice for managing difficult people and situations and inspiring essays on what it means to tend to our emotional well being at work Uplifting and practical these books describe the social skills that are critical for ambitious professionals to master This specially priced 14 volume set includes every book in the series Mindfulness Resilience Influence and Persuasion Authentic Leadership Dealing with Difficult People Focus Self Awareness Happiness Empathy Leadership Presence Purpose Meaning and Passion Confidence Mindful Listening Power and Impact *More Energy, More You!* Sally J Rundle Ph.D., 2018-12-21 Dr Sally Rundle is known for her sensitivity and second sight and her extraordinary book gives you access to over seventy strategies for living a spirited life and finding the true expression of you She has always found herself attracted to individuals who seemingly glide through life giving freely with the capacity to rejuvenate themselves with boundless energy Their approach to life is an intimate dance found nestled between a passionate verve expressed and a gentler sway caressed Rundle has gathered from her vast wealth of experience research and tacit wisdom to discover the secret of those who exude a dynamic presence and charismatic grace Her postgraduate diploma in energy medicine counterbalanced by her international PhD in business gifts her with the experience necessary to offer you successful ways of adapting and coping with life and its myriad changes Rundle's journey has taken her out into the world where she delights in cultural differences and less conventional ways of living a healthier lifestyle Now learn practical successful ways to take care of your precious energy so you can live your life to its fullest potential **Business as an Instrument for Societal Change** Sander Tideman, 2017-09-08 Business as an Instrument for Societal Change In Conversation with the Dalai Lama is the result of two decades of research and dialogue with His Holiness the Dalai Lama and other leaders in business government science and education Author Sander Tideman a lawyer and banker who has maintained a friendship with the Dalai Lama over all these years presents a practical framework and methodology to develop a new kind of leadership one fit to repurpose the business world and tackle escalating social economic and environmental needs The Dalai Lama rarely speaks directly on the topics of business leadership and economics Yet in the dialogues recounted here his wisdom combined



with key insights from business and public leaders creates a unified shift towards a consciousness of interconnectedness offering profound insights for practitioners and general readers alike Tideman unites the scientific worldviews of physics neuroscience and economics with the positive psychology of human relationships and ancient spiritual wisdom to formulate practical business leadership solutions While recognizing the need for change in external structures and governance Tideman highlights the importance of opening our minds and connecting inner and outer spirituality At the same time he focuses on concrete practices for winning the hearts and minds of employees customers communities and society at large while addressing deep rooted problems such as extreme social inequality and continued financial collapses At the heart of this book lies the journey to discover our shared purpose This ignites new sources of value creation for the organisation customers and society which Tideman terms triple value We can achieve triple value by aligning societal and business needs based on the fundamental reality of interconnection Business as an Instrument for Societal Change In Conversation with the Dalai Lama is a readable and intelligent exploration of how leaders can actually help to shape a sustainable global economy by embracing innate human and humane behaviour It is also Tideman s fascinating personal journey which brought him to question the underlying motivations and goals of business leadership and to seek a new paradigm for a more sustainable approach Reflecting Tideman s sharp perceptions and infused with the Dalai Lama s unmistakable joy this book has the power to change your way of thinking

**Working with the Elephant** Lotte Svalgaard, 2025-06-04 We ve all been there We are in a working group or at a meeting discussing a topic or a challenge and all the while as a separate track running underneath our conversation there is a subtext that no one explicitly addresses This is an example of the elephant in the room Most of us notice the elephant it gets in the way and it s difficult to deal with until someone points at it and says There it is let s take a look at it and reduce its impact With an engaging use of examples and questions Lotte Svalgaard addresses how we can best deal with the elephant and thus promote job satisfaction creativity and productivity In the context of action what we notice often recedes into the background and gradually slips out of focus until we eventually reconnect with our need to reflect and recreate a space for it This book addresses the challenge of focusing on holding onto and acting on what we notice in the middle of it all Maintaining a simultaneous focus on task and process what we do and what we notice is what the author defines as double awareness Double awareness is not only a core capacity but also a core challenge While the aim of The Elephant in the Room was to promote understanding and awareness of this core challenge and to inspire both reflection and action for anyone wishing to improve engagement in their workplaces Working with the Elephant is taking this challenge a step further by providing ten core challenges in dealing with elephants in groups and organizations It is a workbook about the difficult transition from avoidance to action With help support and tips it guides readers to take action where it will make a difference for them their group and the organization as a whole It can be used as a workbook for The Elephant in the Room or it can be used independently

Brand vs. Wild Jonathan David Lewis, 2017-04-21 Today s business

leaders operate in an increasingly harsh environment Uncertainty in the economy causes paralysis Quarterly goals drive short term and shortsighted decisions Workforce mobility kills loyalty Iconic products decline as fast as start ups create new categories And the pressure to do more with less combined with the multiplicity of available marketing tools and technology can be overwhelming Now more than ever brands and the people who lead them need clarity and guidance The good news is that people have found ways to thrive in harsh environments for millennia Author Jonathan David Lewis combining the lessons of group survival dynamics with more than a decade of proprietary research into the factors that cause companies to lose their way shows leaders how to thrive in unforgiving business environments by learning to Focus on navigating risk instead of trying to measure or reduce it Cultivate your brand s will to live by staying positive and asking the most important question Are you worth it Read the brand signs by observing the market keeping an eye on performance measures engaging your team and listening to your gut Develop a concept of mission to ensure internal alignment and reduce friction Act with urgency rather than waiting for the right circumstance Brand vs Wild helps readers understand the wilderness in which they find their companies and identify the specific steps they must take to thrive in the Brand Wilderness There is hope in a harsh business world And Brand vs Wild is it

**The Ten Toughest Leadership Problems** Dr. Katie Best,2025-08-26 A renowned leadership consultant offers an a powerful and timely resource for leaders at every level Marshal Goldsmith author of What Got You Here Won t Get You There drawing on decades of her in the field research and consulting As an executive coach Dr Katie Best has helped countless leaders achieve powerful results But getting the right coaching isn t always possible whether because the problem is too urgent or because the resources aren t there That s when leaders can turn to this book The Ten Toughest Leadership Problems and How to Solve Them is an essential self coaching handbook for leaders at any level Best helps leaders struggling to avoid burnout make good decisions increase influence within their organization align with or shift a company s culture improve employee performance engage staff manage teams implement strategy lead change and navigate the hybrid workplace Her SOLVE framework breaks problem solving into five manageable steps state the problem to untangle complex interrelated issues open the box to gather information lay out the solution to make a plan to fix the problem venture forth to put that plan into action and elevate your learning to further develop relevant skills The product of two decades of coaching and executive education work this practical book equips leaders with the tools they need to solve these ten common problems and any other tough challenges they may face

Be All In Christie Pearce Rampone,Dr. Kristine Keane,2020-08-18 Soccer star and Olympic gold medalist Christie Pearce Rampone and sports neuropsychologist Dr Kristine Keane share the best practices that athletes parents and coaches can use to turn the lessons learned through sports into lifelong skills Sports offer a vital path for children to get healthy self confident and social In Be All In three time Olympic gold medalist World Cup Champion and US team captain Christie Pearce Rampone and sports neuropsychologist and brain health expert Dr Kristine Keane offer practical real world advice on how to handle the pressures felt by youth athletes

parents and coaches today and provide kids with their best shot at reaching their dreams In contrast to outdated adages like no pain no gain the ethos of be all in is about being authentically present in everything you do on and off the field Through a unique blend of neuroscience parenting strategies and wisdom gleaned from the extraordinary experiences of a world class athlete this transformative book explains how to create realistic expectations for kids help them succeed in all aspects of their life improve game day performance and reduce the stress of dealing with their coaches ambitions and losses With invaluable insight into parenting behaviors that may derail children s performance despite best intentions and concrete strategies for teaching accountability confidence self efficacy and resiliency this fundamental guide has tips to support athletes of any age sport or level of competition

## Unveiling the Magic of Words: A Overview of "**One Second Ahead Enhance Your Performance At Work With Mindfulness**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**One Second Ahead Enhance Your Performance At Work With Mindfulness**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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### **One Second Ahead Enhance Your Performance At Work With Mindfulness Introduction**

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