

TEAM INSIGHTS

hpc.

TAKING TIME TO REFLECT

A habit that can increase
your productivity and
effectiveness

THOUGHTS OF OUR TEAM

We asked some of our team
to share their ideas for this
important time of reflection

A USEFUL TOOL

The School of Life's sand
timer reminds us to carve
out 15 minutes a day for
what truly counts





MAKE 15 MINUTES AN IMPORTANT PART OF YOUR DAY

We asked our team about some of their positive learnings from 2020 and a resounding theme came through – time to reflect. Whether in the midst of a pandemic or not, reflection should be a constant habit.

Reflection can help you make sense of your day, help you make decisions, set a course of action, break out of habitual ways of thinking and restore focus on new ideas and opportunities. According to university research, the best learning happens in moments of quiet reflection.

Aside from our professional work, this time for reflection carries through into every aspect of our lives. Time out helps us assess our thoughts, feelings, emotions and actions or enables us to achieve something we keep meaning to do.

In this article, we want to share a great tool to remind us to set aside time for reflection. Some members of our team have shared their thoughts on making the most of this precious time.

“A study conducted at Harvard Business School found that a daily 15-minute habit can increase your productivity and effectiveness. The daily habit is as simple as they come - making time every day for reflection will help boost your leadership.

THOUGHTS FROM OUR TEAM

We asked our team what advice they would give to professionals - both at work and personally. They also gave an insight into what they would do with 15 minutes of personal reflection and calm.



Justin Kinnear
HPC Head of Research

PROFESSIONALLY...

Reconnect with someone you have not had contact with for a while, but who is important to you. Bring a coffee and just find out how they are doing. No agenda beyond that.

PERSONALLY...

Find a quiet place where you can be uninterrupted, and listen to a guided meditation for calm (UCLA MARC meditations are great).

FOR JUSTIN...

To escape from everyday pressures, I go outside and enjoy a mug of tea or take a short walk. A change of scenery can do wonders for your inner state.



Deirdre Foley
Facilitator, Executive & Team Coach

PROFESSIONALLY...

Make regular time to reflect on and learn from events rather than simply reacting to them.

PERSONALLY...

I would suggest walking outside and taking good deep breathes – it gives you a chance to reset and recharge. If you can, walk to an area that is green and beautiful and just soak it all up.

FOR DEIRDRE...

I mainly get 'my calm' on bike rides, runs and swims and I try to make time for exercise every day. If I only have 15 minutes then I'll go for the coffee and Lindt chocolate where I relish the simple pleasure and the silence.

THOUGHTS FROM OUR TEAM

PROFESSIONALLY...

Consider, "As a leader, what do I want to be known for by those I serve within this organisation and beyond?" When you have clarity on this, next consider what you need to do differently and ask a coach or trusted confidante to hold you accountable.

PERSONALLY...

Imagine yourself in 20 years time, calm and wise. What advice would your future self give you in this moment?

FOR JENNY...

"Nature is imagination itself" wrote William Blake. I like to schedule some time in nature and let my footsteps guide me to fresh thinking.



Jenny McConnell
Facilitator & Executive Coach



David Storrs
HPC Managing Director

PROFESSIONALLY...

The first 15 minutes of your day at work sets the tone for that day. But plan how you will be with people, not just what critical tasks you must progress. The first 15 minutes of your week should focus on your strategic goals and how you are progressing them.

PERSONALLY...

Lockdown has re-introduced me to yoga. I find 15 minute sessions on YouTube before I go to work. The physical aspect helps my flexibility but it is the mental side which I find most beneficial. It sets me up really well for the challenges of the day ahead.

FOR DAVID...

15 minutes meditation in the middle of the day undoubtedly makes me mentally fresher for the rest of the day.



Fergal O'Connor
Facilitator

PROFESSIONALLY...

Find someone on your team you haven't connected with recently and take a genuine interest in them by asking a few open questions - then really listening attentively to them.

PERSONALLY...

Go for a mindful walk and focus your attention on your surroundings to appreciate the amazing country we live in.

FOR FERGAL...

I like to sit back and take in all the banter around the dinner table as the girls talk about their day.

Time is precious and sometimes we can forget to take time for ourselves – personally or at work.

WHY WE LOVE 'THE SCHOOL OF LIFE' 15 MINUTE TIMER

THE TINY '15' ON THE GLASS IS A SUBTLE REMINDER AS TO ITS PURPOSE: TO ALLOCATE A BIT OF TIME TO THE THINGS THAT GIVE OUR LIVES THEIR MEANING.

An elegant hourglass sand timer which measures 15 minutes precisely from the start of each turn.

In our time-pressed and information-rich world, it can be a challenge to find a moment for ourselves. Our lives are so busy and frenetic; we are always forgetting to make time for what really matters. The result is that anxiety builds and nagging concerns emerge in unhelpful ways.

This hourglass sand timer reminds us to carve out 15 minutes a day for what truly counts. It demarcates a very modest and manageable period to dedicate to the important things we so often let slide - finally writing that letter to an old friend, rationally analysing our career ambitions, or playing in a concentrated way with a child. Used in a professional capacity, it prompts us to set time aside for reflection in relation to personal and organisational goals.

How to Use This Hourglass Sand Timer

You might...

- Keep the sand timer on your desk for work related reflection
- Set aside 15 minutes to weigh the pros and cons of a decision
- Make time to talk to someone you love or to carry out an activity you care about - but so rarely remember to give time to

