

Inner Job Description Card (Mindfulness Practice Tool)

Date: _____

Bodhichitta Attitude

ATTITUDE	REJOICE	REGRET	PURIFIED? NOTES
I will think of others more than myself.			
I myself will make a difference.			
I will provide whatever beings need.			
I will respect center rules and the five precepts.			
I will never give up.			
I will remember that samsara has problems. Even when things seem good!			

The Six Perfections

ACTION	REJOICE	REGRET	PURIFIED? NOTES
<u>Generosity</u> : Giving what we have to others including food, possessions, comfort, time, care, protection, Dharma, and merit.			
<u>Morality</u> : Giving up actions of body, speech and mind that are harmful to others.			
<u>Patience</u> : Abandoning anger when problems arise and keeping a peaceful state of mind toward those who harm or displease us.			
<u>Joyful Effort</u> : Delighting in the good work we do for others and persevering despite obstacles or laziness.			
<u>Concentration</u> : Focusing pointedly both in meditation and in daily life.			
<u>Wisdom</u> : Probing into the ultimate and conventional nature of phenomena.			

Developing Skillful Communication

ATTITUDE	REJOICE	REGRET	PURIFIED? NOTES
Speaking truthfully with the intention to be helpful.			
Speaking with kind words.			
Praising others.			
Promoting harmony, peace, unity through speech.			
Keeping confidences.			
Unbiased listening.			
Patient listening.			
Listening with interest.			

Using The Inner Job Description Card, A Mindfulness Practice Tool

The Inner Job Description Card was created to help you track your progress throughout the day as you attempt to develop as an “inner professional” and subdue outer expressions of ignorance, anger, attachment, and selfish motivation. As Lama Zopa Rinpoche notes, “You have all these external professions—how to do this, how to do that from school, college, and university—but without inner professionalism: how to live life, how to do everything mentally, how to do everything—business or professional activity, whatever you do—with pure attitude, positive mind, non-ignorance, non-anger, non-attachment, especially with the non-selfish mind.” By tracking your behavior over time, you will learn how to make every day a profound inner practice.

On the card are three different sets of attitudes and actions to be mindful of during the day. The first, the “Bodhichitta Attitude,” lists six attitudes that were discussed by Lama Zopa Rinpoche in *How to Be a Real Professional: Why We Need Dharma*, a talk about developing as an inner professional available on FPMT.org.

The second set, “The Six Perfections,” lists the traditional six perfections outlined in Buddhist scripture. Perfecting these is the training needed to reach the bodhisattva ideal.

The final set, “Developing Skillful Communication,” acknowledges the importance of communication. Recognizing that speech has great power, you can become very careful how and when you use it. You can also begin to pay attention to how you listen to others, trying always to listen in an unbiased way to all sides of a story with patience, sincerity, and the wish to be helpful, remembering that no one person’s view is ultimately correct. You can remember to check if what you have heard is what another has intended to communicate.

It is our hope that you will learn to see that every day of offering service or working in any job can be transformed into profound, powerful Dharma practice. We also hope that this format is useful for creating a habit of checking up on attitudes and actions daily.

Suggested Instructions

Throughout the day, take a moment to review your attitudes and actions, marking “rejoice” or “regret” on the card according to your experience. At the end of the day, look back on those attitudes and actions in which you rejoice. Spend some time rejoicing strongly in those and in your practice as a whole. Also, look back on those attitudes and actions you regret in order to determine what to purify using the four opponent powers (regret, refuge, remedy, and resolve). Is there an awareness that arose or an action plan for uprooting (or at least reducing) a specific unhelpful attitude or action that can be added into the notes?

While following your own progress, perhaps you will see you are so adept that you are more often than not creating the cause for rejoicing. Perhaps you will see that there is one area where you habitually err.

To help analyze the benefits and disadvantages of your mental attitudes and the actions of body and speech they motivate, you can ask yourself:

1. Which attitudes or actions were the most difficult to observe throughout the day?
2. Which attitudes or actions were the easiest to observe throughout the day?
3. What are my best excuses for indulging in a negative attitude or action?
4. What are my best aides for not indulging in a negative attitude or action?
5. When I do indulge in a negative attitude or action, does it ever help me? Does it benefit others?

Of course, this is just one way to engage with the card. Please feel free to use this tool in any way you find helpful.