

## Inner Job Description Card (Mindfulness Practice Tool)

### *Bodhichitta Attitude*

Date: \_\_\_\_\_

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 (Mindfulness Practice Tool)

The Inner Job Description Card (Mindfulness Practice Tool) was created to help you track your progress throughout the day as you attempt to develop your inner professional and subdue your outer expressions of ignorance, anger, attachment, selfish motivation, etc. As Lama Zopa Rinpoche explains, "You have all these external professions, how to do this, how to do that from school, college, university, but without inner professionalism, how to live life, how to do everything mentally, how to do everything, business, professional activity, whatever you do, with pure attitude, positive mind, non-ignorance, non-anger, non-attachment, especially with the non-selfish mind."

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 and this tool will help you focus some attention there by reminding you to regret, to purify, and to move on.

On the IJD Card you will find three different lists of attitudes to be mindful of in the day. The first, the *Bodhichitta Attitude*, lists six attitudes that were discussed by Lama Zopa Rinpoche in his talk about developing our inner professional:

[fpmt.org/images/stories/teachers/zopa/advice/pdf/HowtoBeaRealProfessional.pdf](http://fpmt.org/images/stories/teachers/zopa/advice/pdf/HowtoBeaRealProfessional.pdf)

In the second set, *The Six Perfections* are outlined. These perfections are needed in order to train in accordance with a Bodhisattva's actions.

In the final set, *Developing Skillful Communication*, we acknowledge the importance of spoken and unspoken communication. Recognizing that our speech has great power we are very careful how we use it, when we use it, and the manner in which we use it. We also pay attention to how we listen, 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. We remember to check if what we have heard is what another has intended to communicate.

By tracking our behavior over time using these three sets of attitudes we learn how to make every day of offering service a profound inner practice. This will help to lessen any duality we might feel about the value of offering service. We will come to understand what Lama Zopa Rinpoche calls, "Service as a Path to Enlightenment."

How you choose the various mindfulness attitudes is up to you. What is important is cultivating a way to check up on our minds and make corrections to our attitudes as necessary.

The attitudes listed here have been chosen because they reflect the values of FPMT and the FPMT Service Seminars and we have found this format useful for creating a habit of checking up on our attitudes. Throughout the day take a moment to review the attitudes, mark "regret" or "rejoice" according to your experience. At the end of the day looking back on those attitudes we regret can target what to purify using the four opponent powers. Perhaps there is an awareness that arises that can be added into the notes, or an action plan for uprooting a specific unhelpful attitude or to at least reduce it.

To help analyze the benefits and disadvantages of the mental attitudes motivating our actions of body and speech we can ask ourselves:

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

Of course, this is just an outline for engaging with these attitudes. Please feel free to use this tool in any way you may find helpful.