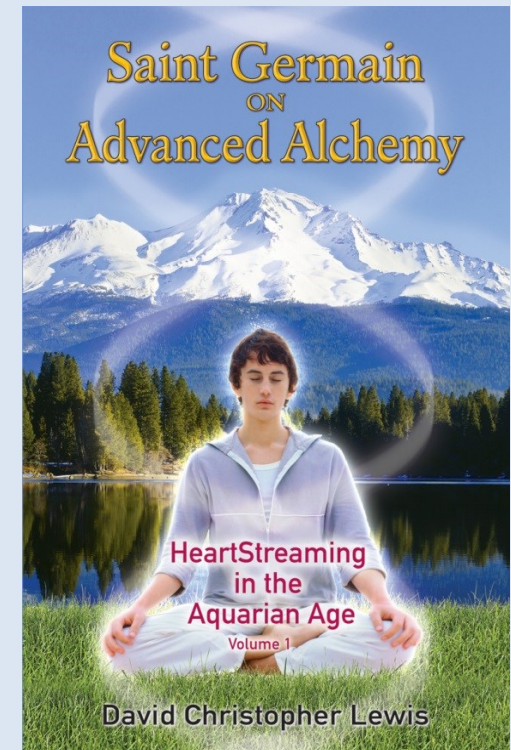
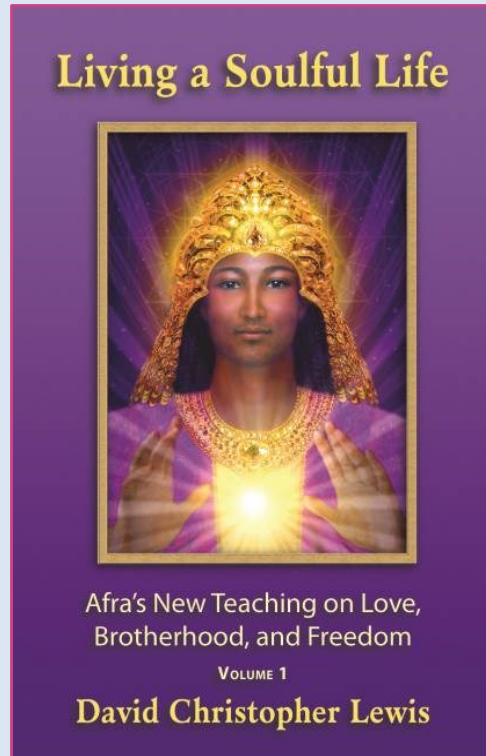


MeruUniversity.org

Daily Spiritual Etiquette in Communication and Work

Sponsoring masters:

- Beloved Saint Germain
- Beloved Afra



Daily Spiritual Etiquette in Communication and Work

What is etiquette and why is it important?

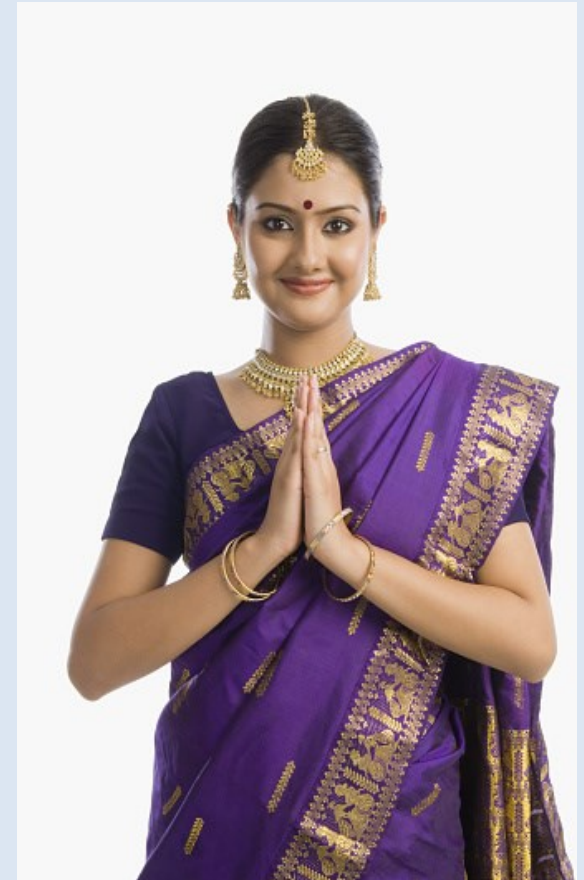
What is spiritual etiquette and why it is important?

How can we practice daily spiritual etiquette in our communication and work?

Daily Spiritual Etiquette in Communication and Work

What is etiquette and why is it important?

- Etiquette is defined as: “rules of behavior and conduct”.
- An understanding of how people’s actions affect others and accepting responsibility for those actions
- Having knowledge of what constitutes right or wrong actions in a group
- Can be learned easily by those who don’t know them
- When innate it is manifested in one’s personality and attitude towards all aspects of life



Source: www.innovateus.net

Daily Spiritual Etiquette in Communication and Work

- The norms and practices of etiquette derive from the courts of rulers, emperors, kings and queens, and also from spiritual and religious sources, traditions and practices both east and west.
- “Etiquipedia” has hundreds of entries on the practice of etiquette currently, throughout history and across cultures around the world.

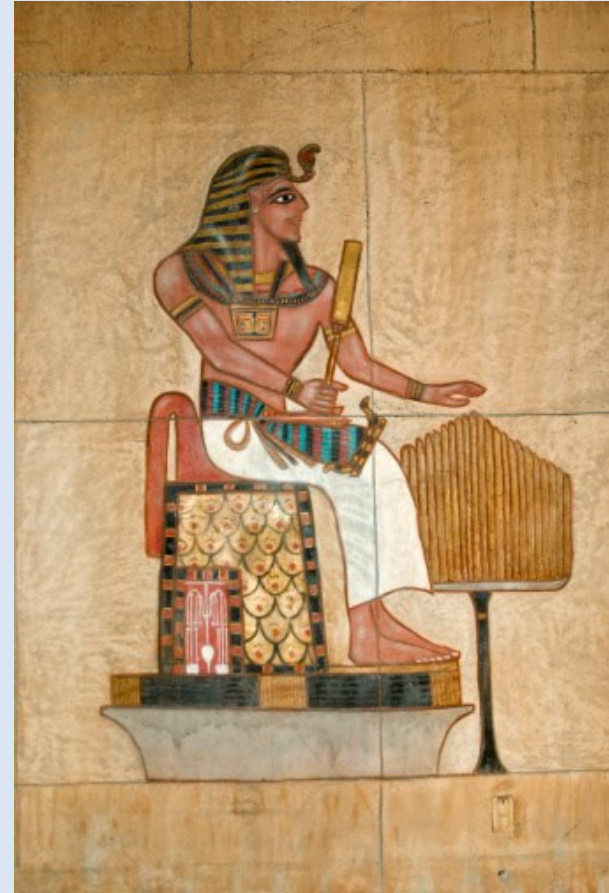
etiquipedia.blogspot.com



Daily Spiritual Etiquette in Communication and Work

There are many examples in history:

- An highly ranked official named Ptahhotep wrote *The Maxims of Ptahhotep* for the Egyptian court at around 2400 BC many of which spoke of rules of conduct.
 - If he who listens listens fully, then he who listens becomes he who understands.



Daily Spiritual Etiquette in Communication and Work

Noble Eightfold Path of Gautama Buddha (c. 563 BCE/480 BCE – c. 483 BCE/400 BCE),

1. Right view
2. Right resolve
3. Right speech
4. Right action
5. Right livelihood
6. Right effort
7. Right mindfulness
8. Right concentration



Daily Spiritual Etiquette in Communication and Work

- The philosophy of Confucius (551 BC – 479) emphasized the importance of personal and social relationships and right actions of government through morality, sincerity and justice.
- The *Book of Etiquette and Ceremonial* is a Chinese classic text about Zhou Dynasty social behavior and ceremonial ritual.
 - Confucius said, "The superior man extensively studies literature and restrains himself with the rules of propriety. Thus he will not violate the Way."



Daily Spiritual Etiquette in Communication and Work

The court of Louis XIV at Versailles

- complex and detailed rules of etiquette that governed the behavior of the courtiers
- The rules governed priority, determining who was allowed to approach the important people in the Court and also where and when.
- Gestures and language were also codified and varied subtly according to the circumstances
- This included using titles to address different people, who had the right to sit down, to use an armchair or a simple chair or a stool, etc.”



Daily Spiritual Etiquette in Communication and Work

George Washington wrote “Rules of Civility & Decent Behavior in Company and Conversation” in a book titled *Forms of Writing* (1745).

- Rule #6. Sleep not when others Speak, Sit not when others stand, Speak not when you Should hold your Peace, walk not on when others Stop.
- Rule #74. When Another Speaks be attentive your Self and disturb not the Audience. If any hesitate in his Words help him not nor Prompt him without desired. Interrupt him not, nor Answer him till his Speech be ended.



Daily Spiritual Etiquette in Communication and Work

What is daily spiritual etiquette as it applies to communication and work?

Putting into practice specific virtues in conjunction with mindfulness, attunement and self-mastery, being at one with our I AM Presence.

We invoke the light, we go within and we reflect before we speak, act, or communicate, and we call forth the virtues required each moment for the optimal experience and outcome for all in every situation by God's grace in oneness with our Divine presence and in attunement with the Holy Spirit.

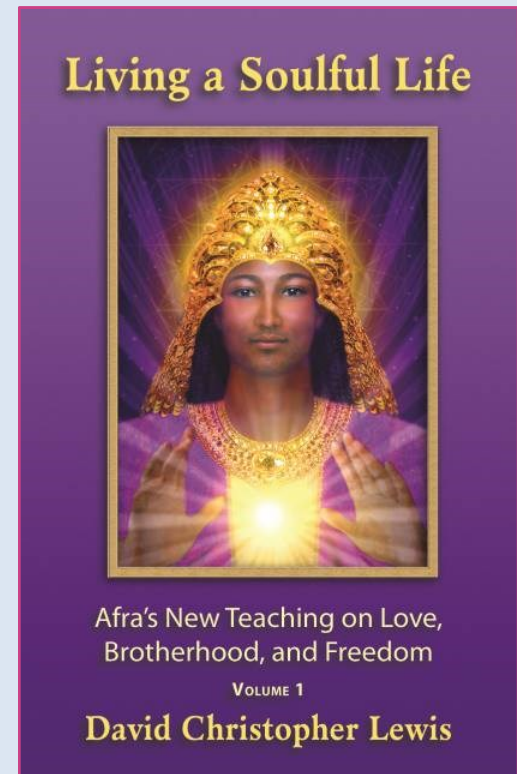


Daily Spiritual Etiquette in Communication and Work

Master Afra – from chapter 19

...“To be true brothers and sisters to each other, we accept others as a part of ourselves, and others accept us as a part of themselves. This acceptance is born of charity.” ...

...“When we know our brothers and sisters as God knows them, we help them to experience their reality in a rich and colorful way. There is a giving and a receiving of great love through a figure-eight flow, where the Christ light is at the center; and every relationship with brother or sister within the community is filtered through the crystalline awareness of that Christ.”

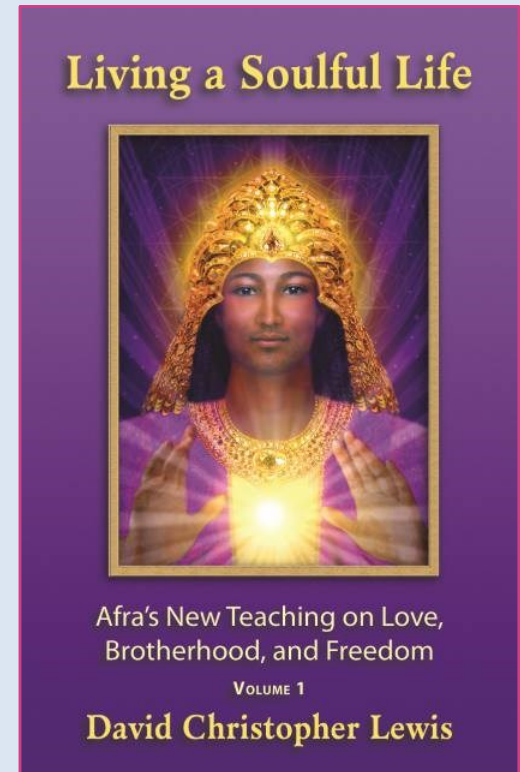


Daily Spiritual Etiquette in Communication and Work

“Our communications are harmonious and beautiful. We address and refer to each other as “beloved,” “holy brother,” “holy sister,” “divine one.” We love each other with great zeal. The love that we hold in our hearts for each one is pure and undefiled; it is born of Spirit. The Spirit presses in upon and through that love as we employ it within our work in gracious, hallowed, and imaginative ways.”..

...Buddhic awareness and beingness flow through our minds and hearts in a perfect heartmind synchronicity. We accept everyone as a part of our greater Self. This is more than an intellectual understanding; it is a feeling and knowing experienced during meditation and times of oneness as we access the virtues of God right within our body temples.

Source “Living a Soulful Life”, chapter 19.



Daily Spiritual Etiquette in Communication and Work

What is the nature of our *environment* today that prompts us to use specific aspects of spiritual etiquette in our daily work and communications?

- We are a virtual community (mostly)
- We don't share a physical work place
- This creates certain challenges (and has benefits)



Daily Spiritual Etiquette in Communication and Work

Practice the Golden rule

- We communicate and work with all as we would be treated.
- We put the Divine Self of others before self.
- We serve our community and co-workers as we serve God and our beloved masters.



Daily Spiritual Etiquette in Communication and Work

Loving Communication

El Morya Shares Teachings on Loving Communication

David Christopher Lewis Discourse Oct 4, 2014

First of all, when we speak, let us always attempt to speak from the heart. We listen to God's heart, and as we listen we feel God's love. Then through our words, we express God's love through that which we speak. When our throat chakra is in harmony with our heart chakra, there is a blending of love and power that manifests as the violet-ray energy, which brings about understanding through the tact and the diplomacy of the seventh ray. Therefore **when our words are loving**, we actually emanate the violet light because of this blending of the energies of the blue and the pink.



Daily Spiritual Etiquette in Communication and Work

Harmony, Tact, and Diplomacy

Mother Mary August 25, 2016
David Christopher Lewis Discourse and Darshan

Teachings on Harmony within Spiritual Communities, among Disciples and within Ourselves

In all spiritual communities there are people who test our [harmony](#)... They think differently, speak differently or act differently than us. This allows for a certain dynamic of initiation for all of us to master compassion, patience, understanding and to be loving and kind. It also helps us to round ourselves out and to learn the science of [tact](#) and [diplomacy](#) in communication to deal with those eccentricities, which at some level we all probably have.



Daily Spiritual Etiquette in Communication and Work

Bring out the best in others

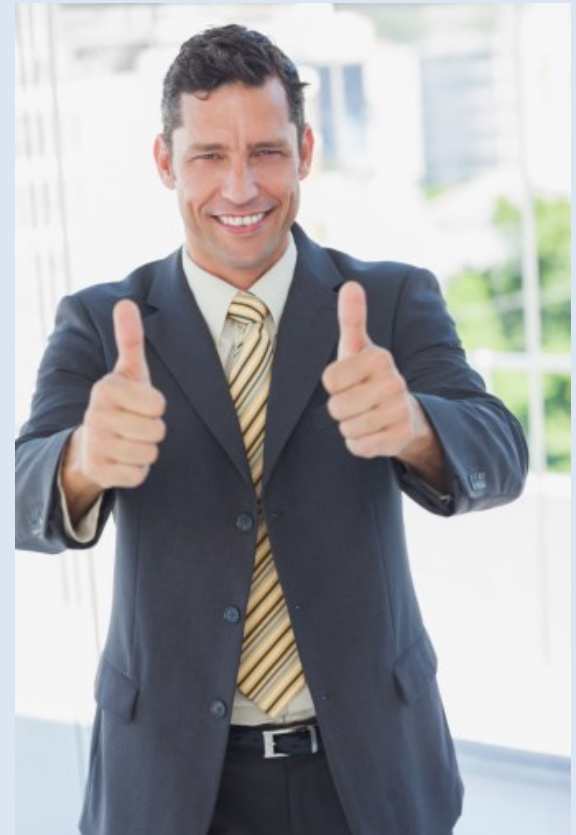
Encouragement, Gratitude, Appreciation and Praise

A Maxim from K-17

Encouragement is one extremely vital virtue that requires greater employment today.

The Goddess of Liberty July 24, 2016

It all begins with God-**gratitude**. Therefore be careful to always express words of **appreciation**, love, cherishment and holiness.



Daily Spiritual Etiquette in Communication and Work

Bring out the best in others Encouragement, Gratitude, Appreciation and Praise

Elohim Victoria August 11, 2013

This day I am here to encourage all heartfriends to step into this fire of **encouragement** on behalf of all whom you know, to listen first to what the inner needs are of each one and to find, through a meditative and very still point of presence, something—a word, a glance, a ray, a fire—that you can draw forth, either verbally or nonverbally, to assist that one in manifesting his or her destiny of light. You see, all of us require **encouragement**.



Daily Spiritual Etiquette in Communication and Work

Inclusiveness, Tolerance, Overcoming Prejudice

A Maxim from the Divine Director

- All have mental filters; few admit it. Most see through a glass darkly. Shatter the glass!



Elohim Peace

July 24, 2014

...if you cannot reconcile that which you observe through outer vision as being anomalous or different than yourself, then, blessed ones, go deeper and access the eternality, the **all-inclusiveness** and the universality of the God Light as the flame of picture-perfect peace and presence.



Daily Spiritual Etiquette in Communication and Work

Kindness, Compassion, Patience

Maxims

Cyclopea

- **Kindness** kindles **compassion** everywhere.

Kuthumi:

- Your love of **kindness** draws it to your heart so that a special kind of love may be fulfilled within and through you.

Divine Director

- Practicing **patience** always leads to an anointing. Forgoing reactivity always saves soulfulness.

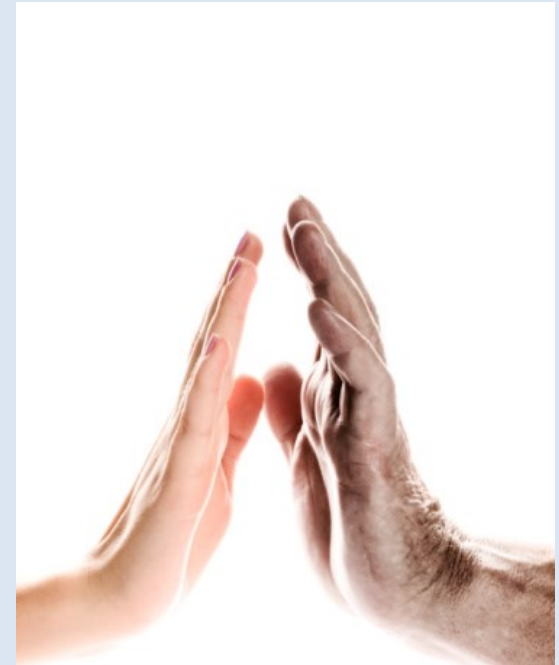


Daily Spiritual Etiquette in Communication and Work

Humility

David Christopher Lewis SGAA p. 15

At some point on the path we are all tested to make sure we maintain our **humility**. This testing is ongoing. We have to be on guard because it is easy to slip—these are subtle things. We have to be in integrity, remain **humble**, and give God the glory for everything.



Saint Germain SGAA p.69

Self-effacement and **humility** are the only means to the divine ends that you seek.

Maxim from K-17

To embody God's will in its totality requires the utmost **humility** and complete surrender.

Daily Spiritual Etiquette in Communication and Work

Grace

Maxims from Lady Kristine

- Being **graceful** is a conscious choice.
- **Grace** helps you to both discover and understand your true nature.
- The blessings of **grace** come not because they are deserved; they come to serve.
- To teach **grace**, first demonstrate it.

Lady Kristine's Chrism

Nov 5, 2007

Every problem can be solved by first meditating on the **grace** within the answer.



Daily Spiritual Etiquette in Communication and Work

Respect, Reverence

Afra LSL, page 101
Let your voice be known within your family through **respect** for all and love for all.

Afra LSL, page 27
If a person does not choose to ennoble each and every soul through holy **respect** and **reverence**, to honor the integrity of God within each one, and to work as a co-creator within this Earth, that one must experience the karmic return of that energy and learn that the only way out is through forgiveness, love, compassion, and service.



Daily Spiritual Etiquette in Communication and Work

Cooperation

David Christopher Lewis discourse,
Inspired by Kuan Yin Feb 9, 2008

...every sticky situation in which you find yourself has the perfect solution for you. And as you are able to employ the gifts of the Spirit in manifesting **conscious cooperation** with the subtle world and the masters of love-wisdom East and West, you can fulfill the inner mandate of beingness through presence, whereby there is the natural unfoldment of the best and highest outpicturing for you in every given situation.



Daily Spiritual Etiquette in Communication and Work

Collaboration

Mother Mary August 25, 2016
David Christopher Lewis Discourse and Darshan

Teachings on Harmony within Spiritual Communities, among Disciples and within Ourselves

The reason we have the Round Table matrix within our Hearts Center community is because the circle itself facilitates harmony. There are no jagged edges. ..And all at the Round Table, all within the circle, all at the sacred hoop are co-equals. This dynamic diminishes the competition that could occur between individual members and thereby increases [cooperation](#) and [collaboration](#), which is essential in movements that desire to grow and make their impact on the world.



Daily Spiritual Etiquette in Communication and Work

Resolution

David Christopher Lewis (Inspired by Beloved Saint Germain) Dec 31, 2014

Gaining mastery in conflict **resolution** will become crucial to meet life's many challenges—personally, within our families and our businesses and communities, and ultimately within the greater world at large. It will become more important for us all to understand this dynamic of transformative change through what temporarily looks like conflict, which brings the issues to the surface so that we can **resolve** them.



The Wrestle of Jacob
Gustave Dore c.1855

Daily Spiritual Etiquette in Communication and Work

Mercy

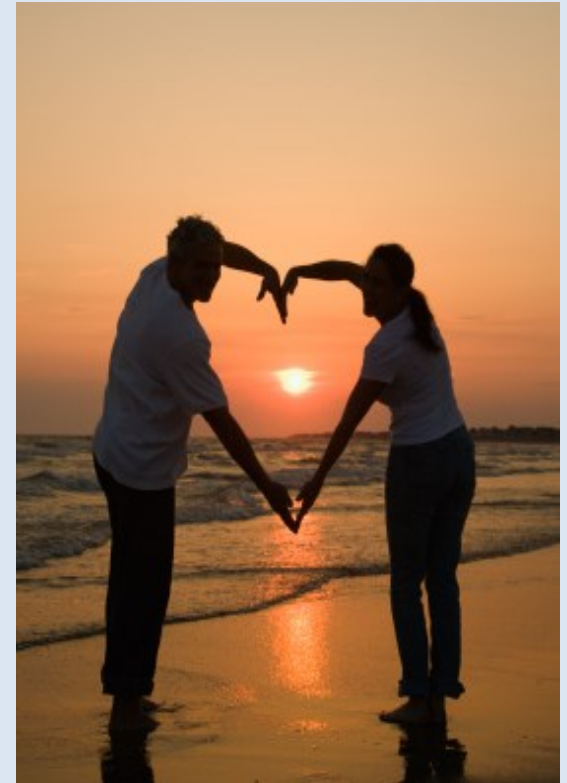
From Kuan Yin's Missives of Mercy

By choice and through harmony, you may become a fountain of mercy.

Make your God-potential reality by sharing mercy in every scenario in which a conflict requires someone to move into a higher way of resolution.

Mercy invariably leads you to the heart of every matter worth resolving and thereby to the center of your heart.

Founded on the principle of compassion, Mercy's work moves mountains of human hurt, dissolving, stone by stone, man's inhumanity to man.



Daily Spiritual Etiquette in Communication and Work

Mercy

From Kuan Yin's Missives of Mercy

Every attitude of gratitude draws the harmonious strains of Mercy's symphony closer to your ears and deeper to your heart.

Bodhisattvas learn to fully utilize the directed currents of Mercy's inviolate love through all their humble work.

Mercy's template for success: fiercely forgive, strive in service, live to love.



Daily Spiritual Etiquette in Communication and Work

Radical Forgiveness

Saint Germain

SGAA p.201

...All have at times made mistakes. If you have perceived your own or another's errors in your own awareness, highlighted them in your mind, and continued to revolve them in your memory, let them go. Put aside your rancor and bow to the light within your holy brothers and sisters. If one has offended you, then I say dissolve that offense by the love-fires of light within your heart. If you have offended another, then blaze forth that fire of **radical forgiveness** and bless that one from the point of your Presence, and seek and ask for **forgiveness**.



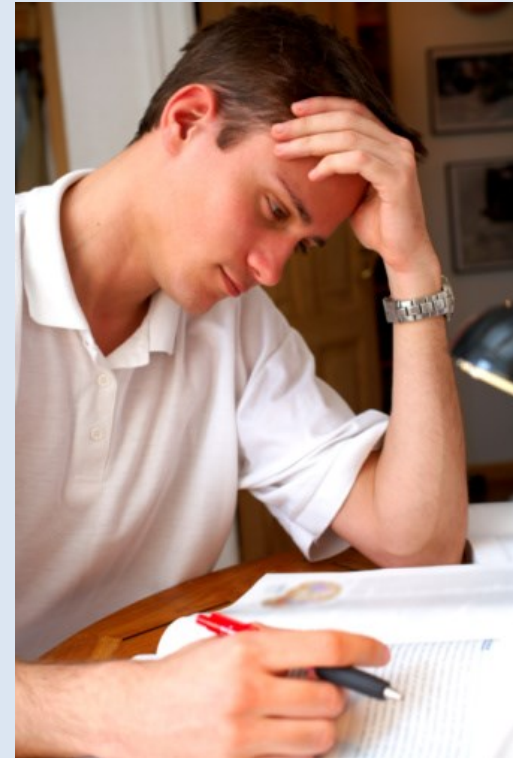
Daily Spiritual Etiquette in Communication and Work

Focus

Maxim from the Divine Director
Here is the formula for success: **focus**,
imagine, study, work—**refocus**, imagine,
study, work.

David Christopher Lewis SGAA p.6

...our attention is what allows us to **focus**.
No matter what we are doing, **being
focused and present** is the whole key.

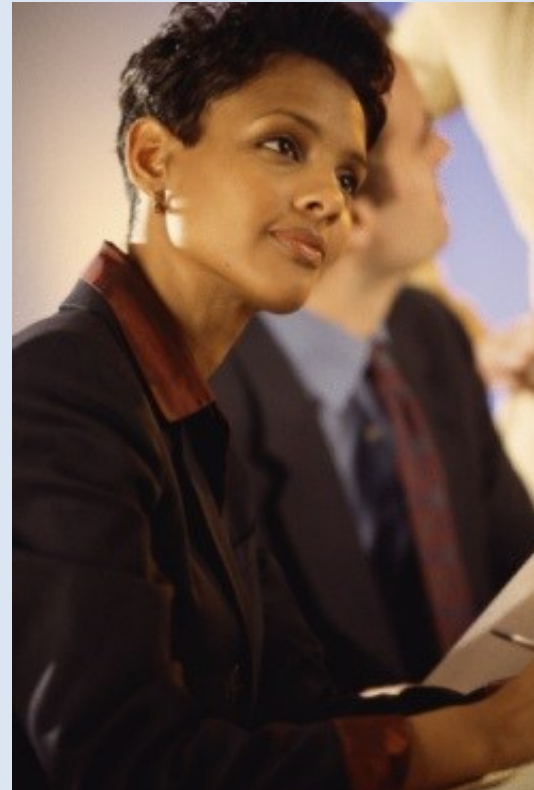


Daily Spiritual Etiquette in Communication and Work

Engage in deep listening

David Christopher Lewis (Inspired by
Beloved Saint Germain)
December 31, 2014

Using compassionate communication and developing **deep listening** skills while seeking common ground and investing in common goals will ultimately yield the greater and higher outcomes that we, in our hearts, in our minds, in our souls, desire.



Daily Spiritual Etiquette in Communication and Work

Practicing Mindfulness and Mastery with Manjushri From Manjushri's Mindful Moments released in August & September 2008)

- A gracious attitude is the foundation of **mindfulness**.
- Every person you meet deserves a hearty and **mindful** welcome with conscious eye contact.
- Problems in communication often involve a lack of focused, loving intent and **mindfulness** to understand others' needs within their own life mission's context.
- Extend divine courtesy as grace, through **mindfulness**, in simple acts of givingness.



Daily Spiritual Etiquette in Communication and Work

Practicing Mindfulness and Mastery with Manjushri From Manjushri's Mindful Moments released in August & September 2008)

- Frankness and honesty in attitude, speech and deportment are the sign of one who does not put on airs, of one who has mastered the domain of **mind**, or the air quadrant.
- Forcing the issue doesn't bring peace to a situation. **Mindfulness** in feeling, thought and speech reaps respect and a more harmonious result.
- Grieve not in past missteps, but give something new in every moment.



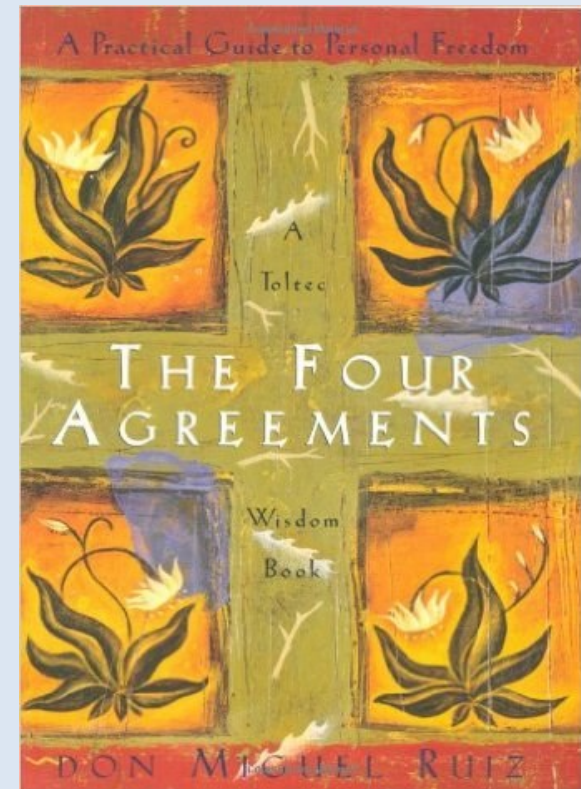
Daily Spiritual Etiquette in Communication and Work

Another pertinent resource for us in our spiritual communication and work is *The Four Agreements* by Don Miguel Ruiz.

- The first agreement

Be impeccable with your word

“Your word is the power that you have to create. .. The word is a force; it is the power you have to express and communicate, to think and thereby to create the events in your life.... It is through the word that you manifest everything.”



Daily Spiritual Etiquette in Communication and Work

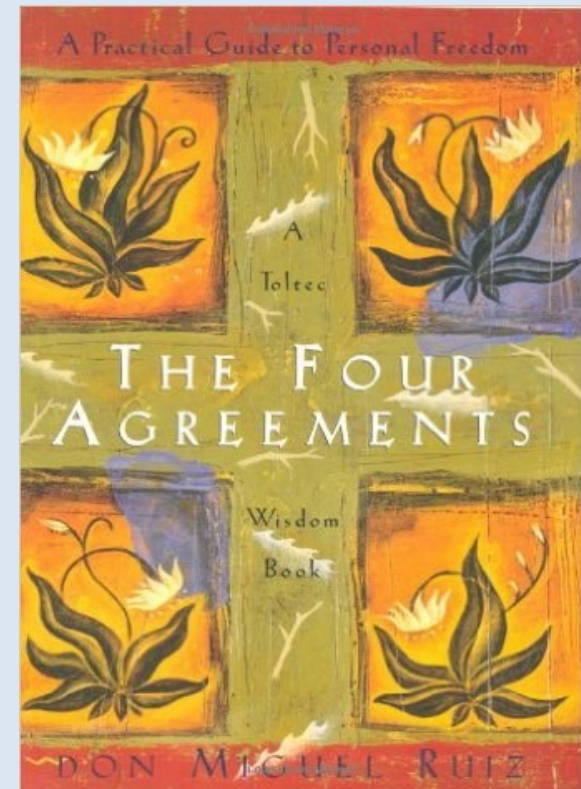
- The second agreement

Don't take anything personally

“Nothing people do is because of you. It is because of themselves. “

...When we take something personally, we assume that other people know what is in our world and we try to impose our world on their world.

...When you take things personally, then you feel offended, and your reaction is to defend your beliefs and this can cause conflicts.

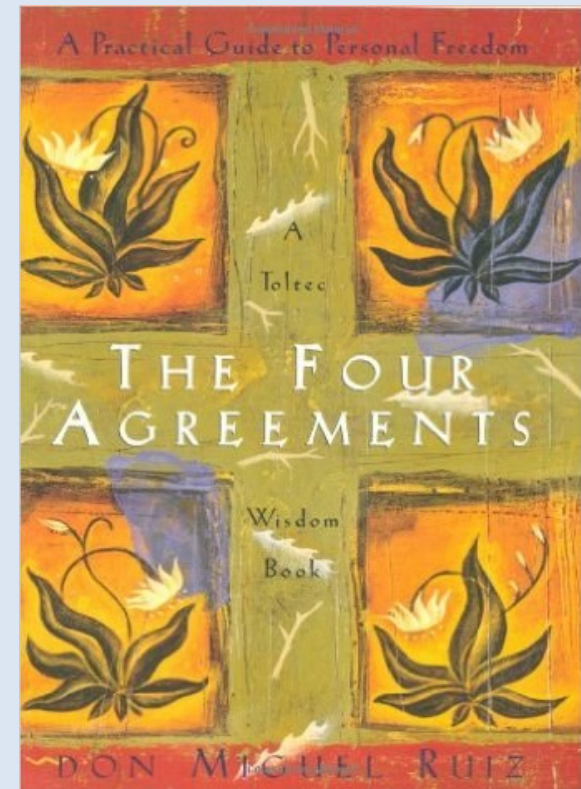


Daily Spiritual Etiquette in Communication and Work

- The third agreement

Don't make assumptions

“...We have the tendency to make assumptions. The problem with making assumptions is that we *believe* they are the truth. We make the assumption that everyone sees life the way we do. ...The way to keep yourself from making assumptions is to ask questions. The day you stop making assumptions you will communicate cleanly and clearly.”

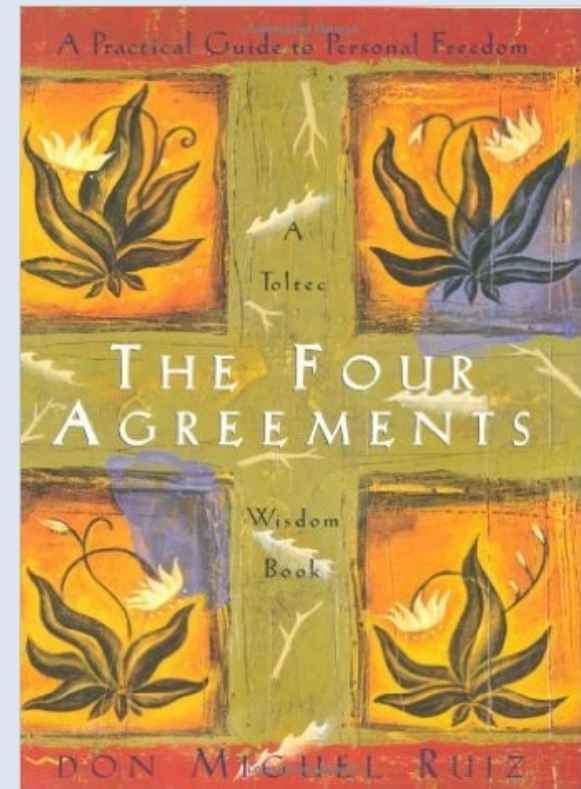


Daily Spiritual Etiquette in Communication and Work

- The fourth agreement

Always do your best

“Under any circumstance, just do your best, no more and no less. ...Keep in mind that your best is not going to be the same from one moment to the next. Everything is alive and changing all the time, so your best will sometimes be high quality and other times it might be less. Doing your best is taking the action because you love it.”



Daily Spiritual Etiquette in Communication and Work

Practices in Spiritual Etiquette

Using Etiquette When Communicating in the Workplace

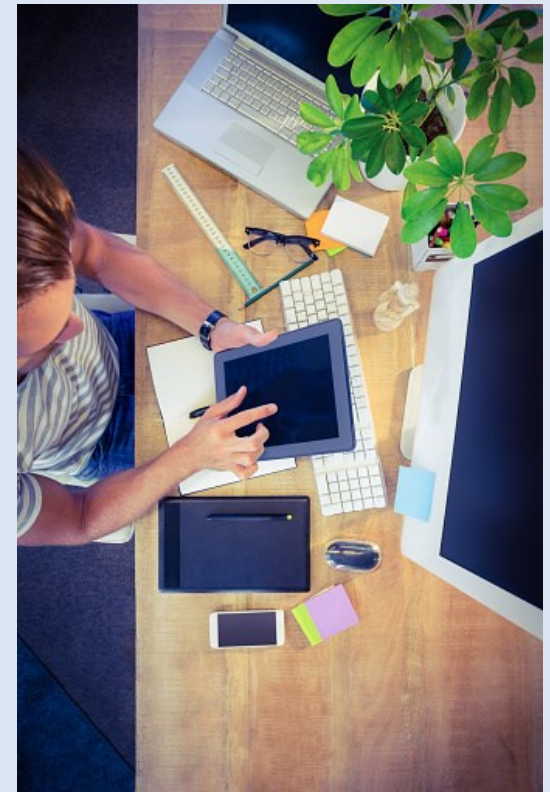
- Effective communication is a two-way process. It includes giving and receiving.
- Be respectful and gracious in all communications. The tone of our communications sets the stage for the response and the outcome.
- Acknowledge communications: When someone communicates with you, respond in a way that indicates you heard the message and will act appropriately. In some cases, the response will simply be a thank you.



Daily Spiritual Etiquette in Communication and Work

Using Etiquette When Communicating in the Workplace

- Communicate new information only to those who require the information. The key is to think of who requires the information and what parts of the information would be useful to these people.
- Communicate through the appropriate media: Information that is primarily factual can be communicated electronically. However, email does not replace meetings and is not appropriate for communications that require discussion.
- Tough sensitive issues should be communicated in person or over the phone.



www.universitysurvival.com/student-topics/using-proper-etiquette-when-communicating/

Daily Spiritual Etiquette in Communication and Work

Using Etiquette When Communicating in the Workplace

- Use positive statements and words as much as possible.
- Don't talk... when listening is more important.
- Never interrupt a speaker. Let people finish their thoughts.
- Never repeat yourself unless asked by others.
- Learn to listen and you will develop more friends.
- Effective speaking skills and good humor do wonders.



Daily Spiritual Etiquette in Communication and Work

Effective communication a two-way process.

When giving feedback, do not be personal; assess the work or the issue at hand, not the person. If you disagree, do so without being disagreeable.

- Start a conversation or meeting with the things you agree on before talking about the ones you do not.
- Pitch and tone of voice matter as much as the pace of your voice. Keep your language sweet and gentle.
- When phoning someone, always ask if this is a good time.
- Always be as brief as the situation will allow for. Everyone is busy!



Daily Spiritual Etiquette in Communication and Work

Using Etiquette When Communicating in the Workplace

Ideas for Effective Emailing

- Proofread every message. After writing an email, read it carefully before sending it. Check for typos, clarity, and tone. Be positive, especially in your opening and closing.
- Use very specific subject lines
 - “Staff meeting” versus “Staff meeting, Agenda, February 5, x8212
 - The second example is clear and can be easily retrieved in the future

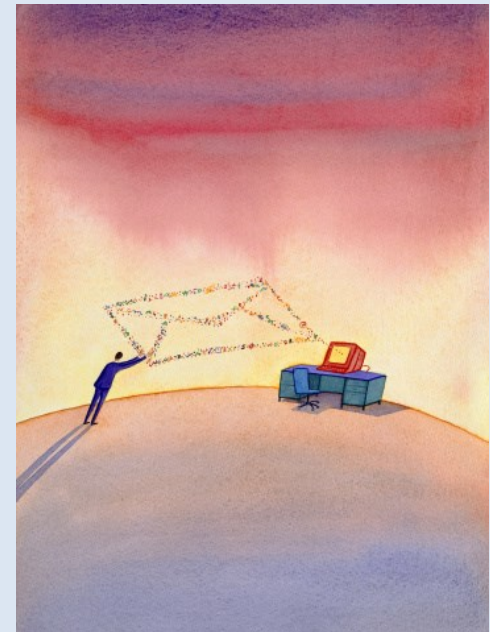


Daily Spiritual Etiquette in Communication and Work

Using Etiquette When Communicating in the Workplace

Ideas for Effective Emailing

- Avoid creating long strings of emails that include multiple subjects
 - Change the subject line to reflect the most current email in a related thread
- Your email program should not be the only place you store attachments (documents)
 - Create file folders for attachments, and download them as soon as you open the email. If you open emails in your smartphone, download the attachments as soon as you can on your computer. Being well-organized will save you time in the future and will help save other people's time. Hit the "reply all" button only when it's absolutely required.



Daily Spiritual Etiquette in Communication and Work

Etiquette - Best Practices in the Workplace

How people work together in collaboration and harmony to achieve their common goals.

Here are some best practices taken from various sources:

- If you can answer a question yourself, you will save your colleagues additional work.
 - It is very good to ask questions for greater understanding. However, before you ask, be sure you don't already know the answer or have a simple way of finding it. If there is a common source where you may find your answer, check it first. Reflect on your question. Use your attunement. If you truly require the information to move forward, ask your question.



Daily Spiritual Etiquette in Communication and Work

Etiquette - Best Practices in the Workplace

- Take notes. Keep a notebook or pad at your work station. In meetings or during phone conversations, writing down the major points of a conversation can be invaluable.
- Eliminate distractions during conversations and meetings. This will help you be completely focused, present, and fully engaged.
- Use the right technology for the right results as much as possible (headsets, speakerphones, phones, etc.) the right one at the right time. Be merciful to your colleagues by making sure that your equipment is functioning properly.



Daily Spiritual Etiquette in Communication and Work

Etiquette - Best Practices in the Workplace

- Increase your skills so you can contribute more to the group. There are always new technologies, software programs and skills to learn. Developing new skills means helping out your colleagues. Great skills mean great outcomes for all!



Daily Spiritual Etiquette in Communication and Work

Conclusion: The Most Important Practice in Spiritual Etiquette is **Humor**

Maxims from Laugh-a-Lot

Laughing a lot is a healthy practice for young and old initiates alike.

Funny bones are meant to be tickled pink with love.

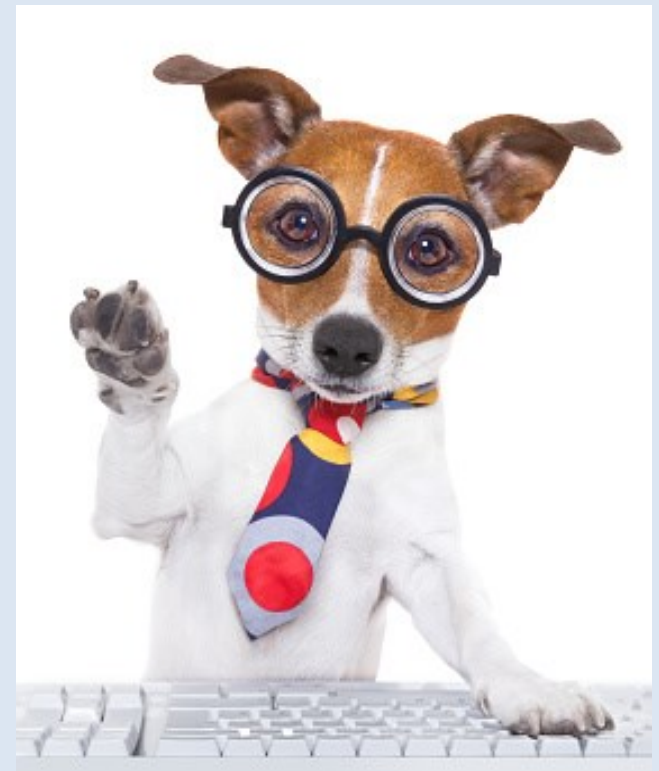
When you lighten up you always win.

Joyful hearts create a more mirthful Earth.

Laughter accelerates the spin of your solar plexus chakra.

When laughter is present, there are never uneventful days.

Freedom to be is freedom to laugh.





Complete a Survey

Thank You

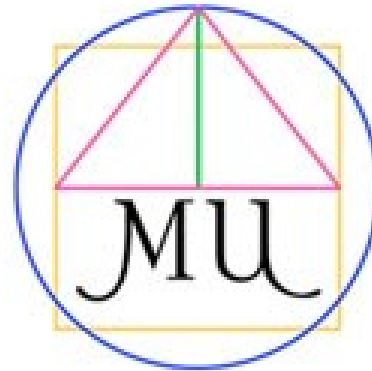
Instructor Name(s)

Meru University Staff

The Hearts Center Creative Arts Team



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