

Suggested
Daily
Practices

Anytime	<ul style="list-style-type: none"> • Focus attention on the breath. • Pause to notice sensations, emotions, or thoughts. • For a few moments shift from “doing” to simply “being”.
Morning	<ul style="list-style-type: none"> • Get up 1-10 minutes earlier and sit in meditation. • Notice the physical sensations of taking a deep stretch. • Notice the first breath you take outside in fresh air.
Nighttime	<ul style="list-style-type: none"> • Sit in meditation 1-10 minutes before going to bed, or go to bed earlier and lie in meditation. • Notice the first breath you take after the lights go out. • As you lie in bed, slowly do a “body scan” by focusing your attention on each of your body parts from head to toe.
Eating	<ul style="list-style-type: none"> • Notice the color and texture of your food. • Notice the smell and flavor of your food. • Take a moment to appreciate how the food got to you (e.g., from the earth, sunlight, farmers or workers, delivery people, etc.). • Take a deep breath before you take the first bite of your food.
Bathroom	<ul style="list-style-type: none"> • Notice the sensation of water on your hands as you wash them. • Notice the sensation of water on your body in the shower. • Time in the bathroom can become an opportunity for meditation.
Standing or Walking	<ul style="list-style-type: none"> • Notice the feeling of your feet on the earth and how the earth supports you as you stand. • When standing in line, instead of checking your phone, use the time for mindful meditation. • When walking, notice the physical sensations of taking steps. • Incorporate a period of mindful walking into your day. • Take the stairs and walk up mindfully. • Walk mindfully from your desk to the bathroom.

Communication	<ul style="list-style-type: none"> • When listening, resist distractions and practice offering the speaker the gift of your full attention. • Practice looping back what the other person has said. • Before delivering an important message, take 1-3 deep breaths. • Experiment with closing your eyes when you are on the phone to be able to concentrate more on what is being said.
In a Difficult Situation	<ul style="list-style-type: none"> • STOP, Breathe, Notice, Reflect, Respond • Focus attention on your breath. Focus on the physical sensations of breathing, in and out. Your breath is always available to you.
In Meetings	<ul style="list-style-type: none"> • Agree to begin meetings with a minute of silence to help everyone fully arrive and focus their attention. • Experiment with conducting part or all of a meeting without laptops or other electronic devices.
Email	<ul style="list-style-type: none"> • Reread an email before sending it, especially if it is a charged topic. Think about how the other person will feel when they receive your message. • Disable email notifications on your computer. Set regular times when you will check email. • Experiment with having “email-free” times, such as after a certain time in the evening or before arriving at work in the morning, or during weekends and vacations.
Daily Activity	<ul style="list-style-type: none"> • Bring mindful awareness to a specific activity that you do regularly. Some ideas are: <ul style="list-style-type: none"> ○ Drinking your first cup of tea or coffee in the morning ○ Making the bed ○ Taking a shower ○ Washing the dishes ○ Petting your dog or cat ○ Brushing your teeth ○ Entering a room
Finding Time for Meditation	<ul style="list-style-type: none"> • Find a regular time and place in your home for meditation. • Create a room in your office building that is available for meditation. • Sit in your car and follow your breath for a few minutes before going into the office or into your house after work. • Find a quiet place in nature that you can walk to and sit for a few minutes during your day. • If you ride a bus or train to work, use that time for daily meditation.