

Creating Quiet Time

Mindfulness Worksheet

Date / Time:

So far today, have you brought kind awareness to your:

Thoughts? Heart? Body? None

To begin this Meditation on Creating Quiet Time, please bring kind awareness to

- why you chose this topic
- how your belly, chest, and head each feel when you reflect on this topic
- the emotions that you can associate with these visceral feelings
- the positive or negative impact of any stories you believe in regarding this topic
- the fact that many others are feeling similarly about this topic as you
- how you might feel with increased awareness around this topic
- when you can apply increased mindfulness to this topic in your day-to-day life



1. On Monday, block out your quiet time on your calendar. It then becomes a vital appointment, changeable if and only if you can reschedule the quiet time during the same week.
2. At the beginning of the day, announce to all your office-mates if you have quiet time that day and when it's scheduled.
3. Do not answer the phone during quiet time. Put a note on your door (or cubicle) asking not to be disturbed.
4. Leave a list with the phone answerer of not more than 3 names of people whose call can disturb your quiet time. Keep calls brief. Add the time of the call on to the end of quiet time or onto your next scheduled quiet time.
5. If calls turn out to be too frequent or lengthy, eliminate them. You can only serve your clients if you have concentrated work time.
6. How will you take what you learned from this forward into your life?