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| 1. **NAME** of the resource / tool
 | **Quieting the Mind Worksheet** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This worksheet can be used as a meditation or journal exercise to help individuals step back, gain perspective, and build reflection into their day. The reflection exercises it includes are meant to be particularly useful when circumstances are stressful or chaotic. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | The worksheet is based on exercise that is featured in *Show Up as Your Best Self: Mindful Leaders, Meditation & More* by Cathy Quartner Bailey with Zinnia Horne. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | The worksheet can be used as:An individual meditation or journaling exercise.A facilitated group exercise with individual reflection followed by sharing with the full group using the post-exercise questions as prompts.Recommended Preparation or Training:* There is no pre-requisite for individual use, although it may be beneficial if the user has some familiarity with meditation, self reflection and/or mindfulness practices.
* For group facilitators, prior training / experience in both utilizing and leading meditation and mindfulness practices is highly recommended.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | We all experience periods of stress and upheaval in life and this tool can be of benefit to anyone seeking greater peace of mind at any time. Because community change work is often demanding and unpredictably dynamic the Quieting the Mind Exercise can be particularly beneficial the mental and emotional well-being of residents, practitioners and supporters who are addressing big challenges and striving to make a positive difference – both with and for others. |

This worksheet can be used as a meditation or journal exercise to help you step back, gain perspective, and build reflection into your day.

*Feelings come and go like clouds in a windy sky. Conscious breathing is my anchor. —THICH NHAT HANH*

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| **Step One:** **FOCUS ON BREATH** Notice your state of being by focusing on your breath. What can your breath tell you about how you are feeling? | Examples: *Calm, Grounded, Energized, Agitated, Preoccupied, Tired* |  |

*Gratitude can transform common days into Thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings.* — WILLIAM ARTHUR WARD

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| **Step Two:** **HAVE GRATITUDE**What do you feel grateful for? | Examples: *Abundance, Health, Friendships, Community Resources, Support* |  |

*We either live by intention or exist by default. —*KRISTIN ARMSTRONG

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| **Step Three:** **SET AN INTENTION** How would you like to “show up”? Set your intention for the day, a meeting, etc. | Examples: *Present, Grounded, Compassionate, Calm during a challenging situation, Objective, Grateful, Joyful, Nonjudgmental, Curious, Open to possibilities* |  |

*Letting go helps us to live in a more peaceful state of mind and helps restore our balance. It allows others to be responsible for themselves and for us to take our hands off situations that do not belong to us. This frees us from unnecessary stress. —* MELODY BEATTIE

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| **Step Four:** **LET GO**What are you holding on to that is not serving you? What can you let go of? | Examples: *Need to be liked, Need to be right, To be perfect, Meet others’ expectations, Attached to a certain outcome, Worrying* |  |

**Post-Exercise Reflection Questions**

1. How did I feel before I started the meditation?
2. How do I feel now?
3. What am I learning?
4. How will this experience benefit me?