

The Mindfulness Cheat Sheet

A useful personal collection of mindfulness tips, tricks,
techniques and practices

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Mornings

Before you spring out of bed, take a few moments to focus on the breath so that the stream of thoughts doesn't start straight away

Mornings

Use positive affirmations to start your day
on the right foot

Beware of affirmations that you use to try to reinvent yourself such as repeating: "I am the greatest salesman that has ever lived!" ten times in the mirror each morning. They are unhelpful for your happiness 😊

My Morning Affirmations

"Each Morning, when I arise, I think what a precious privilege it is to live, to breathe, to enjoy, to love." ~Marcus Aurelius

"God, grant me the serenity to accept the things I cannot change, the courage to change the things I can and the wisdom to know the difference." ~ The Serenity Prayer

Mornings

If you have the time to meditate in the morning it is perfect because you will benefit from the sense of calm and connection throughout the day but if not, don't worry, you can still fit it in

Read on to find out how

Mornings

If you struggle to find the time to meditate then make it a special experience

If you can't meditate daily, then do it whenever you can

You can always stay in bed for a few minutes to meditate and try **Beditation!**

Following the breath

The most simple mindfulness meditation is also the most useful

Do it whenever you can

- Focus your attention on the breath, when thoughts or distractions arise, gently return your attention to the breath
- Repeat

Throughout your day

Carry a present moment reminder

Get a special item that you can carry in your pocket. Something natural seems to work best (I have used pebbles and mala beads). When you need to anchor yourself in the present, reach in to hold it in your hand as you return to presence

Throughout your day

Walk to return to the present moment

Whenever you walk, even for a few steps, use that time to reconnect with your body

If you're standing and stressed sit, down and notice the sensation of your bum in the seat and your feet on the floor

If you're sitting and stressed go for a walk

Throughout your day

Eat mindfully

Don't read or go through your messages on your mobile while you eat

Savor every mouthful, when your mind wanders, bring your attention back to your food

Using practices like this, you can translate your formal meditation practices into daily mindfulness experiences

Throughout your day

Use mala beads to follow the breath

You can put them in your pocket and count your breaths as you walk or while you're sitting

On your commute

While on the train or bus, be mindful and aware or meditate - possibly a guided meditation on an iPod or smartphone

Don't read a newspaper, use the time to meditate

Take a break from all that bad news

Don't worry, you won't miss anything there will be more bad news tomorrow!

Stay off your smartphone news feeds and emails. Use the time, and possibly the smartphone, to meditate

On your commute

Stuck in a queue? Relax, meditate. You're not going anywhere

Use the opportunity to follow or count the breaths

This practice, given time will help you to be less impatient overall. In time you will simply lose your impatience

On your commute

Learning that 'dead time' like travelling isn't dead but **alive** and alive in a rich and vibrant way, will help you to, in time, totally alleviate boredom

In time and with practice, being bored will eventually become a thing of the past

On your commute

The walking part of your commute

Do a walking meditation - focus on the nature around you: parks, gardens, trees, birds, the sky, clouds, the people you pass, (they, and you, are part of nature too)

Breathe, notice your breath, notice the feeling of the ground beneath your feet and the feeling of your body moving

At Work

At your desk

Connect to your colleagues with presence.

Be friendly to everyone, engage in conversations, smile, it pays dividends

Change your security password to something that reminds you of the present moment such as **'1t is NOW!'**

At Work

Put a potted plant or something natural on your desk. Having a natural thing will help you to stay focused on the present moment.

“Nature is a portal to the present moment.” ~ Eckhart Tolle

At Work

Place a special item or a PostIt note somewhere around your desk or on your computer as a present moment reminder. When you see your reminder, pause for a moment to return to presence. When it wears off move it to somewhere else.

Meetings

Meetings

Before your meeting, return to the present moment and your breath before you enter

If it's going to be tricky, find a few minutes for some management or a short meditation

Greet everyone warmly **especially** if it's going to be confrontational

Meetings

In the meeting, return to the breath, and the present moment as many times as necessary in the meeting

Stay focused on the present moment

Find something natural, a plant or a view of trees out of the window to act as an anchor into the present moment

When someone is speaking try to give them your full attention

Meetings

Pause when speaking to to get the focused attention of the people in the meeting. Your pause will help to bring them into the present moment

If the meeting was toxic or just plain dreary, go out for a walk or at least to the coffee machine to return to the present moment

Fatigue

Apparently we sleep 3 hours less on average than we did in the 50s. Most people in work are sleep deprived

Fatigue

Breathe

Pause what you're doing every few minutes to reconnect with the breath, your body and the present moment

You can use your present moment reminders to help you do this

Fatigue

Power naps and Micromeditation

A micromeditation can be more refreshing than a power nap

[12 Simple and Quick micromeditation techniques](#)

At Work

Take your breaks

I can't stress this enough - Take your breaks

Ideally, find a place to take your breaks with some contact with nature, even if it's just a view of a tree or the sky

Take your breaks and change the environment you are in. Go out if possible but no matter what, **take your breaks!**

At Home

Place present moment reminders around the house

Place items or PostIt notes around your house as present moment reminders. When you see them, pause for a moment to return to presence. When they wear off, move them somewhere else

At Home

If you meditate at home, make the place you meditate into a special place. A little 'shrine to meditation'

This helps to make meditation more special experience and will help to motivate you

At Home

“The most precious gift we can offer others is our presence. When mindfulness embraces those we love, they will bloom like flowers.”

~ Thich Nhat Hanh

The Family

Dealing with the family

Know that they, and you, are acting out your learned and conditioned behaviours so try to bring yourself back the present moment as much as you possibly can

Communicate with your family with presence

Remember that they are humans like you with weaknesses and strengths and all trying to do their best as they see it

Presence will break the spell of the inevitable learned and conditioned responses, both with you and with them

Rest

All of these techniques can be overwhelming, and feel impossible to do, if you are exhausted

Mini-meditations and power naps are all very well and good but without sufficient sleep it will be very difficult to focus on your practices and benefit from them

Sleep

Never underestimate sleep deprivation – it is a very real thing and affects everything about our lives

We should sleep for eight hours or more

If you sleep any less than that or your sleep is regularly broken then you simply aren't sleeping enough

Sleep deprivation

What insufficient rest means for us

- Reduced willpower
- Reduced emotional control which can make us angry, impatient and poor communicators
- Cognitive impairment – we are simply dumber when we don't sleep enough
- Lower stress threshold – we get stressed more easily
- Higher levels of stress lead to Anxiety and illness

Rest

- When you get to bed do a [De-Stress meditation](#)
- When you are close to dropping off to sleep, if your mind is busy, do the [counting the breaths meditation](#)
 - [Guided version of counting the breaths here](#)
- Don'ts:
 - Don't drink any caffeine after 4PM (it is best to remove it from your diet altogether because it creates stress by secreting the stress hormone Adrenaline)
 - Don't eat carbs before bed: Chocolates, sweets, alcohol, bread, potatoes, pasta etc.
 - Surf the net, read your new streams before you go to bed
- Do's:
 - Drink camomile tea or valerian tea (or both) before bed
 - Get to bed in enough time for you to have a full 8 hours

Bromley Mindfulness

We hope you find this resource useful.
Please do let us know how it has worked for you?

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