

Mindful Morning Planning

USING STOP

When you arrive at the office, or wherever you begin your day, try Mindful Morning Planning Using STOP to see if you can develop the habit of morning planning.



1 STOP

Just stop. Sit in your chair and do nothing.



2 TAKE A BREATH

Place your attention on your in-breath. Feel it fill your belly. Place your attention on your out-breath. Feel your belly deflate.



3 OBSERVE

Scan for everything that is on your mind – sensations, memories, feelings, tasks, worries, joys... Observe and notice but do nothing about what you're noticing.



4 PLAN

Write down everything that you would like to pay attention to today. Sketch your tasks. Estimate how long each task will take. Make a timeline for your day.

Have a mindful day!



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