



1. Establish Environment

- create space for meditating
 - physical place including props for comfort
 - ambiance (lighting, subtle background music)
 - dedicate time
 - make a personal commitment
- ◆ Determine when in your schedule to block out time for your practice, and follow your own natural rhythms to select your time -- try meditating in the morning, in the middle of the day, and in the evening to notice the differences through the course of the day. Also try at different points through the week. Eventually you'll find a rhythm through your schedule which is most beneficial for you.
- ◆ Reserve time in your day. Like any other type of practice, we make space for it in our schedules. Be realistic, and give yourself as long as you can. To start, set aside 10 minutes, 3 days a week. Increase gradually, as possible.
- ◆ Designate a **space** for your meditation practice. Keep a cushion, block, chair, blanket, and any other meditation supplies (inspirational reading, candles, symbols of tranquility etc). You may also want music, a journal, or chimes. This becomes your 'sacred space' for meditation.

2. Physical Vessel

- establish a seat that supports sustainable comfort for the duration of your meditation
 - body scan slowly to distribute mindful presence into physical presence to become more present in the present moment of experience
 - cycle focus through body scan stations any time thoughts need to refocus while meditating
 - Move from stillness with gentle shifts and mindful stretches.
- ◆ position legs: in comfortable alignment If sitting in a chair, align feet hip-width and parallel, flat on floor. If sitting on a cushion or prop, bend the knees, cross the shins, and be sure knees drop below hip joint, with slight flex in ankle.
- ◆ align upper body: Lengthen sides, engage core to support a long low back, lift and open chest, draw shoulder blades toward each other slightly, spine rest with neutral curves, shoulders stacked over hips, neck long.
- ◆ restfully place arms and hands: Bend at elbows, relax arms, rest hands on thighs, fingers loose, index and thumb may touch.
- ◆ position eyes or gaze Close eyes; or keep eyes open with gaze down and forward with no fixed focal point.
- ◆ balance head, relax face and mouth Guide head to balance at top of spine, ears over mid shoulders, chin at neutral, mouth relaxed (lips may part open slightly), soften brow, release any expression.
- ◆ While sitting in your Meditation Station, connect to the sensations and movement of breath, Cycle thoughts through awareness of sensation. Circulate consciousness through the Station check points as a way of remaining inwardly attentive, and to cultivate wakeful mindful presence.
- ◆ To leave your Meditation Station, be compassionate and gentle in your movement and thoughts. Gratefully honor and acknowledge your choice to meditate. Transfer a mindful centered presence out of the Station.

