

ENGLISH EDITION 1.8

# **potential project**

**PRACTICE MANUAL**





This manual is an A-Z of basic aspects of mindfulness training. It serves as a reference tool for attendees of a Potential Project training program.

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# Introduction

Mindfulness training is an active intervention in the neural networking of our brain. If practiced consistently over time, it literally rewires deeply engrained patterns of thought and action. This makes us more effective at responding rather than reacting to our experiences. It is a simple way of becoming more present in every moment, and directly facing our circumstances with greater ease, openness and creativity.

The proven benefits of engaging in this type of mind training are vast: a general improvement in overall health; less stress, anger and mood changes; more freedom from our habitual thought patterns; deepened empathy and kindness; and significantly increased general happiness. All of this results from your own practice. There are no special accessories or tools required. You already have everything you need to start. Much like reaping the benefits of physical exercise, the only requirement is that you actually do it, and do it consistently.

When we have the aspiration to get into better physical shape, we don't just read a book about fitness and expect results. Reading and thinking about it does not generate what we hope to achieve. We have to do the work. The same goes for training the mind. Actually becoming more present, mindful and clear will only come about by dedicating ourselves to regular exercise of the mind.



Much patience and perseverance are needed along the way. When we enter the gym, we do not expect to be able to run a marathon after a few sessions, days or weeks of training. We know it is a process and it will take longer than this. We encourage you have the same approach to mindfulness practice: retraining the mind takes time.

Discipline is crucial. In the same way that a random physical workout now and again is unlikely to produce sustainable changes, we need to train our minds consistently to experience a real difference. Committing to some amount of training every day is the key to progress and success.

The instructions are simple and clear. Understanding them is easy. Doing it is another matter. It is up to you to put it into play, to make something of it or not.

When we engage wholeheartedly in mindfulness training, we will start to see changes. Just as consistent physical training bears real results, we will find ourselves clearer, more present and balanced; even happier and more able to care for ourselves and others.

If you have general questions about mindfulness training or about your own practice of it, please feel free to write to your instructor or to [questions@potentialproject.com](mailto:questions@potentialproject.com) and we will get back to you shortly.

We wish you joy and adventure on your journey!

The People at the Potential Project.



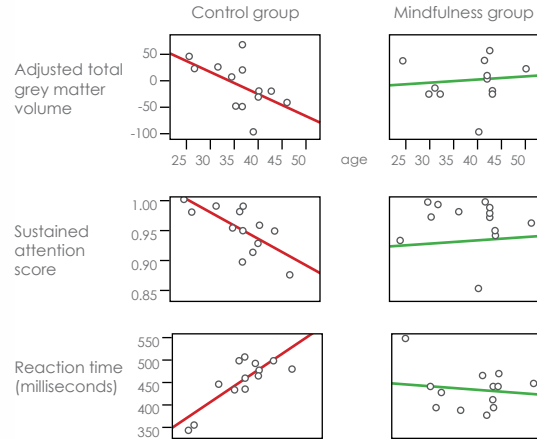
## The science of mindfulness training

Neurological research has shown that the brain is plastic: it is constantly adjusting its neural networks in accordance with the ways we think and act. Every thought we think or action we perform creates or reinforces the hardwired connections in the brain, resulting in a tendency to think the same thought or perform the same action. If we are often angry, we reinforce a tendency to become angry again later. If we are happy, we create the tendency to be happy. If we are often stressed, we actually learn to be and stay stressed.

Mindfulness training is an active intervention in the neural networking of our brain. If practiced consistently over time, it literally rewires deeply engrained patterns of thought and action. To put it in another way, it is cleaning up the hard disc of our minds and installing more efficient and positive habits.

Even though mindfulness training originated from ancient traditions, nowadays it is well grounded in modern science. For the last 15 years, more than 2500 research projects on mindfulness have been conducted worldwide. You can see some of the results on the following pages. If you are interested in the articles behind the graphs, please email the Potential Project.

## Mindfulness keeps your brain alert and responsive

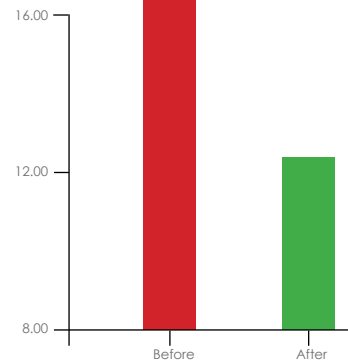


Neurobiology of Aging 28, 2007: Age effects on gray matter volume and attentional performance, Giuseppe Pagnoni & Milos Cekic.

## Mindfulness training reduces stress significantly

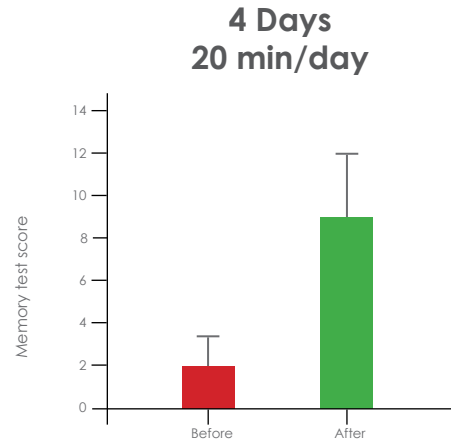


Cohen's Perceived Stress Scale



Study on the CBMT program: Neurobiological Research Unit – Rigshospitalet, Ph.D Christian Gaden Jensen (not yet published) See more: <http://www.youtube.com/user/potentialproject#p/a/u/1/51vrw3CZmZk>

## Even short mindfulness training sessions improve your memory



Consciousness and Cognition, 2010 Jun;19(2):597-605. "Mindfulness... improves cognition: evidence of brief mental training". Zeidan, et al.

## Mindfulness training improves your sleep quality



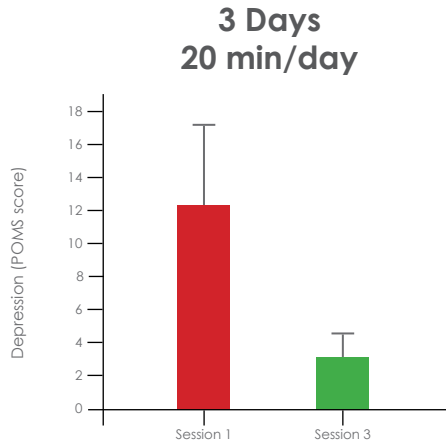
Significant improvement in:

- Subjective Sleep Quality
- Sleep Efficiency
- Sleep Latency
- Use of Sleep Medication
- Daytime Dysfunction
- Sleep Disturbances

International Journal on Behavioral Medicine 2005: Dr. Linda Carlson  
"Impact of Mindfulness Based Stress Reduction on Sleep, Mood, Stress and Fatigue Symptoms"



## Mindfulness can impact your mood significantly



J Altern Complement Med. 2010 Aug;16(8):867-73:"Effects of brief and sham mindfulness ... on mood and cardiovascular variables". Zeidan, et al.

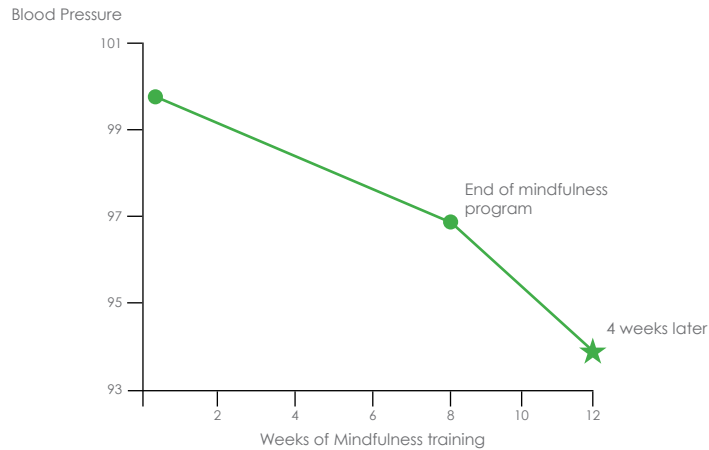
## Mindfulness training improves the immune system



**More antibody-titers in blood**

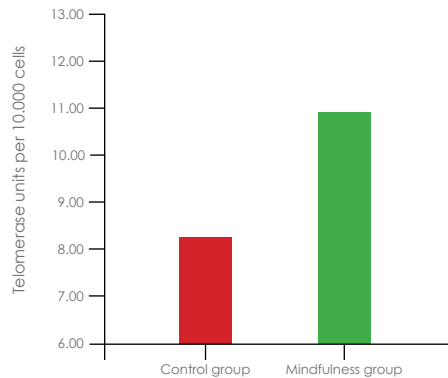
Psychosomatic Medicine 2003: "Alterations in Brain and Immune Function Produced by Mindfulness Meditation". Richard J. Davidson, PhD, et.al.

## Mindfulness can decrease blood pressure



Altern Ther Health Med. 2007 Sep-Oct;13(5):36-8: "Mindfulness... is associated with improved glycemic control in type 2 diabetes mellitus: "Rosenweig, et al.

## Mindfulness can reduce cellular aging



Psychoneuroendocrinology PNEC-1870, 2010: Intensive meditation training, immune cell telomerase activity, and psychological mediators, Tonya L. Jacobs et. al.

- 
- Less stress
  - Greater happiness
  - Improved emotional stability
  - More empathy and kindness

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  - Increased concentration
  - Enhanced immune system
  - Balanced blood pressure
  - Better sleep quality



## Why mindfulness?

Before explaining how to practice mindfulness, let's do a short test to determine whether mindfulness training is worth your time.

**Try to sit with closed eyes for two minutes while placing your full attention on your breathing. Do not engage in any thoughts that might arise.**

## Did you succeed?

If you are like 99% of all humans, during those two minutes you were probably engaged to some degree in thoughts of the past or the future or other thoughts. Don't worry – this is normal!

This little exercise gives us an idea of the myriad thoughts and emotions that are passing through our minds every second of our lives.

The message here is that every single thought we have is like a drop falling into a pool of water. Its impact spreads like ripples across the surface. In the same way, our thoughts impact our mind and ultimately our entire life.





An old proverb says:


*Mind your thoughts, as they become words;  
Mind your words, as they become actions;  
Mind your actions, as they become habits;  
Mind your habits, as they shape your life.*

Early on, we learn to read and write and later perhaps how to drive a car. We are told of the importance of paying attention, but never actually taught how to do so. Although some education programs in schools are now catching up, most of us were never taught how work with our minds and thus create the life we wish to live.

The following pages describe a very basic nuts-and-bolts of mindfulness training, an approach to working with our minds to better manage our lives.

To put it briefly, managing our thoughts is the way to better managing our lives!

# Mindfulness at work



JOB PERFORMANCE (Reb, 2013, Cambridge University)

PROBLEM SOLVING (Kinder, 1997)

JOB SATISFACTION (Reb, 2012, Cambridge University)

WORK-LIFE BALANCE (Reb, 2013, Cambridge University)

FOCUS & CONCENTRATION (Reb, 2012 & 2013, Cambridge University)

ETHICAL DECISION MAKING (Shapiro, Jazzeri, Goldin, 2012, UCLA)

CREATIVITY & INNOVATION (Murphy & Donovan, 1996)

EMPLOYER-EMPLOYEE RELATIONS (Giluk, 2012, British Psychological Society)



EMOTIONAL EXHAUSTION (Reb, 2012, Cambridge University)

COGNITIVE RIGIDITY (Greenberg, 2012, University of Negev)

INTENTION TO LEAVE (Reb, 2012, Cambridge University)

MULTI-TASKING (Levy & Wobbrock, 2012, Washington University)

SICK DAYS (Barret, 2012, University of Wisconsin - Madison)

STRESS (Jensen, 2010, University of Copenhagen)





## The downsides of multi-tasking

REDUCES EFFICIENCY

Due to switch time

KILLS PRIORITIZATION

Due to loss of overview

DECREASES QUALITY

Due to more mistakes

SHRINKS YOUR BRAIN

Less grey matter



HAMPERS CREATIVITY

Due to a full mind

DRAINS ENERGY

Due to switching

REDUCES WELL-BEING

Due to increased stress

REWIRES YOUR BRAIN

Becomes default working mode



## The 5-point body posture

The first step of the training is to find a conducive body posture. That is an important foundation for a fruitful training. There are five points to be aware of.

### Grounded balance

Make sure you have a firm connection with the ground beneath you. If you sit on a chair, place both feet on the ground. If you sit on the ground, sit cross-legged or in any other balanced and comfortable posture. It's much easier to relax if you don't need to fight gravity to balance.

### A straight back

Sit with a straight and relaxed back. If you sit on a chair, make sure not to lean back. A straight back is a big support in not getting sleepy.

### Relaxed shoulders, arms and neck

Completely relax your shoulders and arms. It can be helpful to start by rolling your shoulders up and backwards to let them find their natural resting point.

### Resting hands

Place your hands somewhere comfortable. Two good places are on the knees or in the lap.

### Closed eyes

You can choose to keep your eyes closed or slightly open. If you have many thoughts, it's often helpful to keep them closed. If you become sleepy, it can be helpful to open them slightly to let some light in. If you open them, stare on the ground in front of you, keeping a soft gaze, not focusing on anything.







# A B C D – mindfulness training in a nutshell

The ABCD are the very basic four steps of mindfulness training.

## A: Anatomy

Find a conducive body posture as described.

## B: Breath

Our attention needs to be fixed on an object in order not to wander. The breath is a very helpful anchor for the attention, because we always have it with us, as long as we live and wherever we go. The breath can be clearly experienced in the sensation of the belly rising and falling as we breathe in and out.

Place your attention on the breath by observing the sensation of the belly rising and falling. This is our main task during the training.

Do not engage actively with the breath by trying to make it deep, slow, fast or shallow, but simply observe it neutrally like you would observe waves on the beach.

## C: Counting

As a support for the concentration to keep observing the breath, it is helpful to count. Starting at one, count every out-breath up to ten. When you reach ten, count backwards again to one. If you lose track of the counting, simply start over by counting from one again.

At some point you might no longer need to count to stay with the breath. In that case, leave the counting aside and merely observe the breath as described.



## D: Distractions

After a while you will find that you are not observing the breath anymore, but are engaged in distractions of some kind: thoughts, emotions, sounds, smells, etc. This is completely natural – do not condemn yourself! Whatever the distraction is, it is not the object of your training. Without suppressing or pushing away the distraction, simply return your attention to your breath and start counting again.

In the beginning, the training will be a constant shift between observing the breath and finding yourself engaged in distractions. However, if you train daily you will find yourself less and less distracted and more and more focused. The time span between being distracted and actually discovering your distraction will decrease. At some point you will be able to notice an oncoming thought even before it arises in conscious awareness. At that point, your attention span and ability to focus will have a great impact on your daily productivity, health, and well-being.



## The top three challenges and their remedies

As you gain experience with the basic A-B-C-D instructions, you will encounter challenges in your mindfulness training. Knowing the challenges beforehand will give you a great head start in dealing with them. The top three challenges you will encounter are tightness, laxity and excitement. They can be dealt with by developing the three qualities of relaxation, focus and clarity.

CLARITY

FOCUS

RELAXATION





## Overcoming tension with relaxation

Today's societies are busy. We are all living busy lives. We are under a constant pressure of doing things and doing them fast. This constant pressure and hurry leaves deep neurological patterns of tension in our brain. We experience this in the tightness in our shoulders after a day at the office, in our occasional headaches and in other bodily reactions. Tension prevents us from discovering the potential for high performance that a relaxed mind offers.

Your breath is a powerful tool to let go of tensions. Make use of it in this way: As you breathe in, swiftly scan your body and mind and detect a place where you are holding tension. As you breathe out, let completely go of that tension – let it be carried out by your breath. It may need one or more exhalations to dissipate completely. Take your time, then move on to the next tension you detect and repeat the process. Continue like this for the first few minutes of your training and you will gradually end up with a more relaxed and pliable body and mind.

With a relaxed body and mind you have created a fruitful foundation for developing mental focus.



## Overcoming overactivity with focus

A focused mind in mindfulness training allows us to enjoy the peace and serenity of single-pointed attention. A focused mind in daily life lets us be consciously in the driver's seat at all times rather than on autopilot. However, it's not always easy to remain focused.

In mindfulness training overactivity is one of the main challenges. You might sit down with the strong determination to practice for 15 minutes. Then suddenly the time has passed and you realize you have not been focused on your breath at all. Very often this is due to an excited mind. Overactivity is when your mind is busy with planning, preparing shopping lists and other exciting things in a fast pace, from one to the other.

A focused mind has the mental fitness to remain continually on any object it chooses.

In mindfulness training, focus is developed over time by repeatedly bringing your attention back to your breathing. No matter how many times it wanders off into distractions, keep bringing it back. Slowly but surely, you will rewire the neural connections in your brain and make focus a default mode.

A focused mind is the necessary foundation for developing mental clarity.



## Overcoming laxity drowsiness with clarity

When you take up mindfulness training you will soon encounter mental laxity drowsiness.

It is often experienced as darkness, dullness, a sinking mind. It is a mind where you are not aware of what is going on. It is a mind close to falling asleep. And it is the direct opposite to clarity.

With the development of focus you learn to choose to attend to one object of your own choice. With clarity you learn to see this object clearly and vividly. Clarity allows you to experience life in high definition.

With clarity and focus together your attention becomes like a laser beam. The quality of any experience in life becomes vivid and clear.



## The 8 mental strategies of mindfulness

During the mindfulness training and in everyday life, positive attitudes make things go smoother. Exploring and cultivating the following eight mental strategies will help your training and life to become more joyful and rewarding.

### Presence

As we have seen, we have a tendency to let our mind wander constantly to the past and the future. Regardless, the past is gone, and the future has not yet arrived – the only time we truly experience is the present moment. Life is entirely made up of present moments. When we are mentally wandering in the past and the future, we are not present to experience our life in all its richness.

Being present in the moment does not require us to change the way we live our life and the things we do. It is simply a shift of awareness, a conscious decision to be present in this very moment. This kind of awareness is what we cultivate in mindfulness training: a constant relating to what is right here, right now.

During mindfulness training (and throughout life in general) we have the choice to make a strong determination to be present with whatever is in this very moment. Making this determination is a powerful supportive factor for a delightful and beneficial training.

### Patience

When you have been sitting for a few minutes, you might experience a thought saying, “Why am I sitting here doing nothing? I could be getting some work done.” Patience is needed here.

Stay seated for the period of time you have decided and do not give in to the restlessness telling you to get up.

Patience is also a helpful mental strategy when you experience anything unpleasant: physical pain, stress, anger, sadness, etc. Being patient here means to have the courage to stay with whatever arises, even if it is unpleasant. Don't just follow your first impulse of rejecting it or running away. If you run away, you can be sure that the same obstacle will come up again later. Any unpleasant feeling can only be resolved right where it arises, so stay with it, face it directly and deal with it by observing it neutrally. This way you will overcome it for good.





## Kindness

If you always keep a positive state of mind there will never be space for a negative. However, that is easier said than done. We do not always have the mental fitness to decide our focus and mind states. Mindfulness training cultivates the mental fitness to always keep a positive state of mind. It gives us the mental force to align our words and actions with our aspirations and values.

The most wholesome of all mind states is kindness. Kindness is the neurological antidote to negative mind states like envy, hatred, anger, miserliness and so on. Kindness not only pacifies negative tendencies – it uproots them. There is no space for anger when you are kind.

Kindness has proven positive effects on your psychological as well as physical well-being. Anger, on the other hand, has proven negative effects.

The first step in cultivating kindness is to be kind to yourself. When you are kind to yourself you

will be able to be kind to others. When you are kind to yourself you come to peace with yourself. When you are at peace with yourself you bring peace to others. Can you think of a situation where you have been content and happy, and still were in conflicts with others?

When you do mindfulness training with kindness you embrace yourself and any experience with kindness. Whatever tension you experience – release it. Whatever hardship – embrace it with kindness.



## Beginner's Mind

*No moment is quite the same as any other. Every-thing is changing and everything is new. Seeing things as if for the first time opens us up to see unlimited potential: in ourselves, in others, and in all situations. This is very different from our ordinary way of seeing, which is conditioned by our old habits of perception. When we meet someone we know well, we can ask ourselves whether we see the person as he or she really is, or whether we merely see a reflection of what we already know about that person. Do we see the vivid, present reality, or an old collection of memories?*

*It is easy to cultivate the beginner's mind during mindfulness training. Try to discipline yourself to stay with something uncomfortable that comes up during the session, for instance an itchy sensation somewhere on the body.*

*If you allow yourself to sit with it without reacting to it, you will find first of all that it fades away by itself after a while (like everything is fading away – because everything is changing).*

*Secondly, afterwards, you will realize that you were probably exaggerating the experience of the itchy sensation. While it was occupying*

*your attention, it seemed the biggest and most important thing in your life. When it faded away, from a more realistic perspective you saw it was just an itchy sensation. Basically, it was tiny electric signals communicating between the itchy spot and your brain.*

*It contained no inherent qualities like good or bad, pain or bliss, right or wrong in itself. If any of those qualities were present in the experience, they were added to the situation by your habitual way of experiencing it.*

*Along the way of mindfulness training, you will find yourself able to have the same experience as you had with itching, with even strong physical pain, difficult emotions or persistent thoughts. Being with these experiences helps us to see things in a more realistic and relative perspective, both during mindfulness training and in everyday life. We gain access to a perspective in which the harsh sides of life becomes less harsh, not because they change, but because we change our way of relating to them.*



## Joy

Our entire nervous system responds strongly to our states of mind. The way we feel mentally has a great impact on our body as well as our performance. Developing positive states of mind is a very effective way of getting better at what we already do well.

When we take joy in something, we expand our resources, physical as well as mental. We become better at problem solving and faster at learning. Our social abilities expand and let us develop new bonds and reinforce

existing bonds. Our physical resources are strengthened and support better health. From a psychological point of view, we develop resilience and optimism.

Cultivate joy in your mindfulness training. Do it by allowing yourself to enjoy the training. While you sit for the ten minutes, relax. You do not need to perform. You do not need to be the best. Mindfulness training is your time, the minutes a day you give to yourself. Make sure to enjoy it.





## Balance

Our mind has the tendency to judge most everything it encounters; it divides things into three categories: 'Like,' 'Dislike,' or 'Neutral.' When the mind is judging in this way it is difficult to be balanced or present in the moment. If the mind dislikes something, it puts all its energy into rejecting or suppressing it. When it likes something, it spends a lot of energy holding on to it, trying to maintain it or get more of it. In this way, we often find ourselves out of balance - in a constant struggle of rejecting or holding on to things we have or don't have, or things we want or don't want.

In mindfulness training, we can develop our capacity for greater balance and the ability to be more aware of our judging mind in order to reduce its grasping and rejecting tendencies. Instead of judging things, we remain present with them just the way they are. If something is pleasant, we observe it neutrally without adding more value to it or holding on to it. If something is painful, we observe it neutrally without wishing to get rid of it. With balance.

As your mindfulness training progresses, you will develop the ability to observe difficult sensations and thoughts in the same way you observed the discomfort. Having the ability to stay with these experiences helps us to be more balanced. The difficult aspects of life become less difficult, not because they are less difficult but because we have changed the way we relate to them.



## Acceptance

Acceptance is not about becoming a doormat. It is not about passively accepting everything that comes against you. Rather it is a skill of being at peace with the things that you cannot possibly change. If you can change it, why worry? If you cannot change it, why worry?

We have the freedom to change many things in life for the better, and we should do so. Other things we cannot change. Acceptance is the skill of not making these difficult situations worse. We are not in control of what life brings us, but we can choose our reactions. Whenever you find yourself in an unsatisfactory situation, either do something to change it – or accept it as it is. Just don't allow your dissatisfaction to make it even worse. Don't start an inner fight about it. An attitude of acceptance towards difficult situations is often the best and least stressful strategy.

When you practice mindfulness training, do it with acceptance. Whatever arises in your training, embrace it with an accepting attitude. Expand this acceptance towards yourself.

## Letting go

Letting go is the simple mental strategy of not holding on to all the thoughts and emotions we experience. We are used to engaging ourselves in every thought that arises in our mind. Instead of letting it come and go naturally, we are constantly engaging with, solidifying and holding on to whatever comes up. In this sense, we are constantly collecting a heavy burden of old, useless thoughts. The mental strategy of letting go helps us to release this burden.

Without any doubts, swiftly and simply let go of any thought that arises while training. Have faith that if it is important it will come back after the session.



## The 5 levels of measuring the progress

Keeping up our training discipline is helped by experiencing the progress we make. While the speed of progress differs among individuals and is difficult to put into percentages the following five-point scale gives us an orientation about our progress. Using it increases our awareness about the state of mindfulness we have achieved.



1. Poor concentration and awareness.  
Only few moments of clear focus on breath.
2. Primarily distracted. Periods of clear focus more frequent.
3. Equal balance between clear focus and distractions.
4. Stable concentration and awareness.
5. Strong concentration and clear awareness.



This incremental development of focus and awareness is beneficial not only during formal mindfulness training. It carries over into daily life, making you more present with the ones you are with and more effective in your activities, because you are strengthening the neural networks of your brain.

With an enthusiastic and disciplined daily training, it is possible to reach the fourth or fifth level within six months.





## The 6 sources of distractions

There are six possible sources of distractions during mindfulness training. These are the five sense organs (eyes, ears, nose, tongue, body) and the mind. Any distraction you experience comes from one of these sources.

Whenever you find yourself distracted (listening to sounds, smelling smells, engaging in thoughts, etc.) simply label the experience “distraction”. No more words are needed. To you, during the training, the content and source of the distraction are unimportant.

Eyes

Ears

Nose

Tongue

Body

Mind







## Concentration and awareness

Mindfulness training consists of two aspects. One aspect is the force of concentration that enables us to keep the focus on the breath. The other aspect is awareness, the introspective activity that tells us when the concentrative focus has lost track and wandered off into distractions.

The two qualities are trained simultaneously when we do the practice. Both aspects also have their beneficial results when they are well developed.

An increasing power of concentration allows us to be more clearly focused on anything we choose for longer periods of time. When introspective awareness develops, it naturally lets us see things from a cooler, more relative perspective. Situations themselves do not change, but our way of relating to them becomes more flexible. Situations that would normally cause us distress become lighter because we don't engage so readily with difficult and unnecessary thoughts about them.

# A daily training

Daily mindfulness training is the foundation of any progress. Reading a book or listening to a presentation about it does not bring results, just as it is impossible to learn to ride a bicycle by reading about bicycles. To get the benefits, you need to practice.

Some discipline is needed. If you combine that with the following advice, you will soon find yourself more balanced, more focused, and happier.

Challenge yourself by making a clear determination to practice mindfulness for a specific number of days according to these points:



How often?

– Like a boiling pot of water.

A pot of water that is randomly exposed even to great heat will never start to boil. However, if you expose it to a continuous moderate heat it will slowly but surely come to boil. The same goes for the development of mindfulness. A short session every day will bring progress, but a long session once a week will not make much difference.

When?

– Like brushing your teeth.

Do it in the morning when your mind is clear. Set your alarm clock 15 minutes earlier than usual so you don't have to fit it into the rest of your morning activities. Starting the day with a few moments of mindfulness training has a strong influence on the rest of the day.

Do it for one minute in the evening just before you lie down in bed. Just one minute of mindfulness allows your mind to let go of the flow of unresolved issues from the day. Your sleep will slowly start to improve if you make a habit out of it.

## How long?

- What do you wish to get out of it?

In the beginning it is recommended to do 10 to 15 minutes a day. As you gradually develop your practice, you can increase the duration as much as you like. The more you do it, the more you will get out of it. But most importantly, regardless how long you practice for, do your best to enjoy it.

## Where?

- Find your spot.

Choose a spot that is your spot for the training – the spot you always return to. A perfect and undistracted spot does not exist, but choose one that gives you the least distractions.

# Access the mindfulness training audios



The Potential Project app contains simple, but powerful mindfulness trainings to increase presence and ability to focus. There are also instructions on how to create more patience, presence, kindness and openness in daily life.

With the app you can:

- Listen to mindfulness practices on your phone.
- Create reminders to help you remember your mindfulness training during the day.
- Keep a log of all the practices you do.
- Create practices of custom length with silence and mindfulness bell.

1. For iPhone and Android users:

The app is called 'TPP.' It can be downloaded from the [App Store](#) (for iPhone) or [Google Play](#) (for Android); alternatively scan a QR code:



iPhone



Android

2. For Online streaming: (for Windows)

Access at: [learning.potentialproject.com](http://learning.potentialproject.com)

Username: mp3files

Password: mp3files

Once logged in, choose 'Audio Tracks'



## Implementing mindfulness in a busy work life

Formal mindfulness training as described on the previous pages is crucial for a mindful lifestyle. However, there is also much you can do during your daily activities and in the midst of the challenges of a busy work life. You can train yourself in mindfulness while you are at work. The full Corporate-Based Mindfulness Training Program of the Potential Project offers mindfulness training during the activities of emailing, having meetings, working at the computer, communicating with others, travelling, having breaks, eating, walking and making presentations. It also teaches you how to sustain your mental and physical energy throughout the entire day.





## There is no way to mindfulness - mindfulness is the way

There is no path leading to mindfulness. There are no books or teachers that can take you there. The only way to get there is to be there. It is simply a shift of awareness, a conscious decision of being present in this very moment. We all have the full potential to do that in each and every moment of our life.

Mindfulness training is nothing spiritual that should be practiced only in clean and silent places. It is a state of mind that we can train and apply in any situation: while standing in line in the supermarket; while stuck in a traffic jam; while washing the dishes; or mowing the lawn.

Whatever we do, we always have the potential to do it with mindfulness.





## This is not just another project

We all have many projects in our lives: building a great career, having the perfect family, being in good physical shape, and so forth. Mindfulness training is not just another project in the procession of life projects.

The minutes that you sit might be the only few minutes of the day that are really yours. Allow yourself to rest in these precious present moments.

It is *your* time, *your* space, *your* mind and *your* life.

See mindfulness training as the time that you give to yourself without any conditions. See it as the time you give yourself to develop a happier life. See it as the time you give to yourself to be able to care more for the ones you love.

## Suggested reading

### **On how to practice mindfulness training:**

Mindfulness in Plain English, Bhante Henepola Gunaratana  
Hurry Up and Meditate, David Mitchie  
Breath by Breath, Larry Rosenberg  
Wherever You Go, There You Are, Jon Kabat-Zinn

### **On the scientific research:**

Train Your Mind Change Your Brain, Sharon Begley  
The Mindful Brain, Daniel Siegel  
Full Catastrophe Living, Jon Kabat-Zinn  
Happiness, Matthieu Ricard

### **Online bibliographies on mindfulness training:**

<http://www.noetic.org/research/medbiblio/biblio.htm>  
<http://www.ncbi.nlm.nih.gov/sites/entrez?db=pubmed&cmd=search&term=meditation>  
<http://www.ions.org/research/medbiblio/index.htm>  
Google scholar; "mindfulness"



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