

Mindfulness is **noticing without judgement**. Meditation is **practice paying attention**. If you are meditating mindfully, then there is no judgement, no recrimination, no “wrong” to the practice. It’s just practice. If you practiced, then you win! Yay!

Basic Sitting Meditation – useful for improving attention

1. Sit tall
2. Be open
3. Choose object of attention (could be breath, but could also be a sound, a physical sensation, a vision, a phrase)
4. Set timer (one minute, five, 15 – doesn’t matter. Just do what you can. Daily consistency is more important than long.)
5. Go 😊

That’s it. You practiced. And when you practice paying attention, you get *better* at paying attention (and by corollary, you get better at resisting distraction). Strengthening your ability to attend improves your capacity to respond with conscious deliberation. You become less reactive and more effective in the workplace (and in life). Note: meditation is a practice that, done regularly, makes you more resilient in the face of stress. But it is not something you do *in the face of stress*.

Metta Meditation (Loving Kindness & Compassion) – useful for falling asleep or reducing depression/anxiety

Metta is a type of meditation practice that is useful to direct your mind when you want it to stop thinking of something else, such as when you’re trying to fall asleep and your brain wants to rehash the day and worry about tomorrow. Metta is also a clinically proven method to reduce depression and anxiety.

Metta Meditation

1. Sit comfortably, attend to breath
2. Feel your heart, experience love for yourself
3. Bring someone to mind, wish them well (using whatever script you want) – enveloping them with love while you visualize them
4. Repeat for as many people as you want*
5. Experience the love for yourself again (you can include yourself with the script before, after, or both)
6. Return to the breath, end

Examples of Metta Meditation Scripts

#1 (this is the one I use)

_____, may s/he be well and be happy.
 _____, may s/he be well and be happy.
 May s/he be free from fear and sorrow,
 May s/he be healthy and free from illness,
 _____, may s/he live calmly and peacefully.

#2 (this is the one they do at my yoga class)

May ___ be happy.
 May ___ be well.
 May ___ *be safe*.
 May ___ be peaceful and at ease.

#3 (Jack Kornfield)

May ___ be filled with loving-kindness.
 May ___ be safe from inner and outer dangers.
 May ___ be well in body and mind.
 May ___ be at ease and happy.

*List example:

Your parents
 Your in-laws
 Your spouse
 Each of your children (individually)
 Your siblings and their families
 All or your relatives
 Your friends
 Your neighbors
 Your acquaintances
 Your adversaries
 Your pets
 All living things everywhere w/o exception
 Yourself

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About Productivity Vermont:

Since 1996, we at Productivity Vermont have been on a mission to empower people and make them more effective in the workplace. Productivity doesn't just happen. It begins with a conscious commitment, requires skill and decision-making to thrive, and may need ongoing support to sustain. We have created systems which foster these characteristics in the workplace and provide the assistance you need to help know where to begin and to how to succeed.

Productivity Vermont specializes in teaching workplace productivity in several areas through **workshops and seminars** as well as **one-on-one consulting** and **coaching**. Services include:

Office Organizing & Time Management

- Create space, find files, and schedule effectively

Electronic Organizing

- Process e-mail, find documents, and make sense of the server

Neuroscience & Productivity

- Understand the brain, learn to consciously manage brain responses to workplace demands and stress, increase performance, health, and job satisfaction

Productive Communications

- Navigate changing priorities, get what you need, and learn to say "no"

Praise for Productivity Vermont's Programs

"Everywhere I've been [since your presentation], I've run into people talking about your training, all with rave reviews!" Vermont Law School, South Royalton, VT

"Porter's training is in a league by itself: interesting, engaging, full of insightful and practical techniques" Vermont Agency of Transportation, Berlin, VT

"A total life changer!" Paydata, Colchester, VT

"I'm excited, encouraged, invigorated – Thank you!" Green Mountain Power, Rutland, VT

"Fan-Freaking-Tastic!" Middlebury College, VT

"First time in years I haven't checked my phone constantly during a meeting or presentation – very compelling information, thank you!" VELCO, Rutland, VT

"Best class of my entire [26 yr] career!" State of VT Supervisor Development Program, Berlin, VT

"Overwhelmingly positive feedback! And I see people applying these new ideas already." Rutland Community Care Network, Rutland, VT

About Porter Knight, CPO®

Porter Knight is a dynamic and popular presenter, life-changing consultant, and published author of two books: *Organized to Last: 5 Simple Steps to Staying Organized* and *Get Paid to Win Clients: Public Speaking as a Marketing Tool*. After years of creating order out of chaos at the request of friends and family, Porter started the company in 1996. She has taught thousands of clients and workshop participants to dig out from under piles and create systems to improve the flow of ideas, paper, and the "stuff" we all accumulate in our lives.

Porter was one of the first in the nation to achieve the credential of Certified Professional Organizer®. An active member of the National Association of Professional Organizers (NAPO), she has been one of NAPO's most popular conference presenters and has twice been nominated for the prestigious "Founders Award." Porter is an avid hiker and is creator of the Bristol Trail Network. A graduate of Middlebury College (Middlebury, Vermont), Porter lives in Bristol, Vermont.