

# TEN STEPS TO MINDFULNESS MEDITATION



**Create time & space.**  
Choose a regular time each day for mindfulness meditation practice, ideally a quiet place free from distraction.



**Set a timer.**  
Start with just 5 minutes and ease your way up to 15-40 minutes.



**Find a comfortable sitting position.**  
Sit cross-legged on the floor, on the grass, or in a chair your feet flat on the ground.



**Check your posture.**  
Sit up straight, hands in a comfortable position. Keep neck long, chin tilted slightly downward, tongue resting on roof of mouth. Relax shoulders. Close eyes or gaze downward 5-10 feet in front of you.



**Take deep breaths.**  
Deep breathing helps settle the body and establish your presence in the space.



**Direct attention to your breath.**  
Focus on a part of the body where the breath feels prominent: nostrils; back of throat; or diaphragm. Try not to switch focus.



**Maintain attention to your breath.**  
As you inhale and exhale, focus on the breath. If attention wanders, return to the breath. Let go of thoughts, feelings or distractions.



**Repeat steps 6-7.**  
For the duration of meditation session. The mind will wander. Simply acknowledge this and return to your breath.



**Be kind to yourself.**  
Don't be upset if focus occasionally drifts or if you fall asleep. If very tired, meditate with eyes open and rearrange posture to more erect (but still relaxed) position.



**Prepare for a soft landing.**  
When the timer goes off, keep eyes closed until you're ready to open them. Be thankful. Acknowledge your practice with gratitude.

# Mindfulness Meditation Guide

**JE Gale**



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