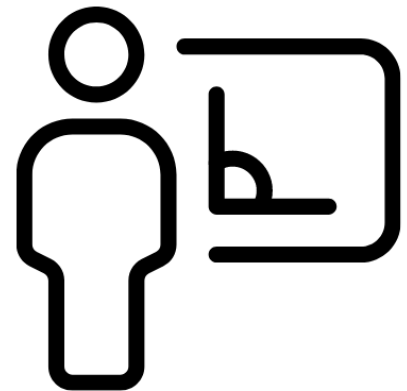


# Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



*In the beginner's mind there are many possibilities, but in the expert's mind there are few.*

***Shunryu Suzuki***

## Module Two: What is Mindfulness



People often confuse the concept of mindfulness with the idea that one should “stop and smell the roses.” However, if you found yourself with your nose stuck deep into a flower in a field where an angry bull was bearing down on you, this would be the exact opposite of being mindful. Put simply, mindfulness is a state of mind where you are fully conscious and engaged in the present moment and with the demands of the present moment.

### Buddhist Concept



The concept of mindfulness comes to us through the Buddhist religion. The word “mindfulness” is one translation of the Pali word *sati* (Sanskrit *smṛti*). Other translations of this word include “awareness” and “memory.”

Mindfulness is one’s capacity to avoid distraction from the present moment, but in Buddhism it also means to avoid forgetting what one already knows and

to remember to do what one has an intention to do.

If mindfulness means avoiding distraction, what is it that distracts us from the present? People are constantly besieged with needs. Our basic needs such as food and shelter, and our more complicated needs for love, respect, happiness, and so on, all compel us to consider our past and future in terms of what to avoid and what to seek after. Consequently, the tempting answer is to blame all the things going on in our world as the source of distraction. A Buddhist would disagree. Instead of everything that goes on “out there” being the source of distraction, Buddhists blame what they call the “monkey mind.” The monkey mind refers to our own mental capacity to engage internally in constant chatter. Sometimes internal mental chatter can be helpful for working out problems, for analysis, and even for play. However constant mental chatter can also distract us from the things that are most important. And often, it can actually mislead us into misunderstanding a given situation. Buddhism teaches techniques in meditation to cultivate mindfulness and quiet the monkey mind.

<b>Estimated Time</b>	<b>8 minutes</b>
<b>Topic Objective</b>	Identifying the monkey mind.
<b>Topic Summary</b>	<b>Monkey mind</b> Discuss the concept of mental chatter.
<b>Materials Required</b>	<b>Blank paper for each participant and flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Participants should consider a time when they completely misunderstood a situation. This could be a first date, an argument with a loved one, or some other misunderstanding. Write for five minutes and note what thoughts they had about the situation that helped create a misunderstanding. Discuss as a group for the remaining three minutes.
<b>Stories to Share</b>	Share any personal or relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What is the monkey mind?

## Bare Attention



One aspect of mindfulness is the cultivation of bare attention. Bare attention is attention that is devoid of judgment or elaboration. Whenever we are faced with a new situation, we are tempted to try and consider what this new situation means to us. Will it be pleasant, scary, long lasting, or of minor importance? More often than not, we do not have enough information yet to make that assessment. When we start attempting to evaluate the situation before it has played out, this takes us into monkey mind style thinking, which often leads to distortion. One component of being mindful is to approach any present moment with our full and neutral attention.

Another way of thinking of bare attention is in the Zen Buddhist concept of “beginner’s mind.” To a Zen Buddhist, being a beginner is an ideal state because someone with no experience of something will also have developed no prejudice against it or other ways of placing limits on an experience. Since every moment of your life is unique, approaching each moment with innocence, as if you are a beginner and this is your first time experiencing this moment, allows you to keep yourself open to a host of possibilities that a more experienced person would either ignore or never consider.

<b>Estimated Time</b>	<b>8 minutes</b>
<b>Topic Objective</b>	Understand what’s entailed in Bare Attention.
<b>Topic Summary</b>	<b>Bare Attention</b> Explore what is involved in nonjudgmental attention.
<b>Materials Required</b>	<a href="#">Worksheet 1-Bare Attention</a>
<b>Planning Checklist</b>	This activity can be loud and disruptive, so make sure that you are in an environment that can support this.
<b>Recommended Activity</b>	Take six minutes to complete the worksheet individually. Share your answers with the rest of the class over the final two minutes.
<b>Stories to Share</b>	Share any personal relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	According to Zen Buddhism, which is more ideal: the mind of a beginner or the mind of an expert?

## Psychological Concept of Mindfulness



Although mindfulness originated as a Buddhist concept, psychologists from the 1970s to the present have studied the effects of Buddhist mindfulness meditation techniques and found that these are effective in reducing anxiety and reducing relapse rates in both depression and drug addiction. Recent studies have found that incorporating mindfulness into your life can increase positive emotions, improve the immune system, and reduce stress.

Despite the nearly universal agreement on the benefits of mindfulness, psychologists disagree on an exact definition of mindfulness or an exact method for developing mindfulness. Jon Kabat-Zinn, one of the first psychologists to study mindfulness as a secular concept, defines mindfulness as “paying attention, in a particular way, on purpose, in the present moment, and non-judgmentally.” According to a later study, mindfulness studies in psychology tend to require two components for mindfulness:

- A quality of high attentiveness and concentration
- An attitude of curiosity and openness.

<b>Estimated Time</b>	<b>4 minutes</b>
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<b>Topic Objective</b>	Introduce curiosity and openness.
<b>Topic Summary</b>	<b>Curiosity and Openness</b> Explore how an attitude of curiosity and openness can make tasks more enjoyable
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	Discuss various tasks that initially seemed tedious but turned out to not be so bad. Discuss the ways our preconceived attitudes affected these tasks. List these on the flipchart/board.
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	What qualities, according to psychology, are involved in mindfulness?

## Memory



To this point, we have focused on just one aspect of mindfulness, that of bare attention in the immediate moment. However, as mentioned earlier, another translation of the word *sati* is memory, and there is a very good reason for this. Paying close attention to your immediate moment and environment sounds like a beneficial practice, and for the most part it is. However, there are times when paying too much attention can be detrimental and force you into mistakes. If you have ever been told or told someone else not to over-think a situation, this is a good example where bare attention can be detrimental. In fact, a recent study has found that a mindful state can be detrimental to certain kinds of learning.

When you learn to ride a bicycle, for example, you pay less attention to the process and sense of yourself pedaling. Instead, much of the learning occurs subconsciously in what is known as muscle memory. Muscle memory is one example of a special kind of memory called implicit memory. This type of memory occurs through practice. For musicians who read music, for example, at a certain point in practice, they no longer consciously think about what the squiggles on the page actually mean. In fact, reading in general relies primarily on implicit memory. If you tried to be really mindful of what you were reading, by focusing on the shape of each letter or the makeup of each sentence, you would likely miss the overall meaning of a written passage, and it would take a long time to do it.

Mindfulness is helpful in tasks that make use of another kind of memory called explicit memory. This type of memory is helpful in learning new things and in memorization. However, when you wish to

develop a habit, the combination of mindfulness, when you are consciously willing yourself to do or notice something and scaling back your awareness as you allow the new task to be taken up in your unconscious mind through implicit memory, is the ideal way to go.

<b>Estimated Time</b>	<b>6 minutes</b>
<b>Topic Objective</b>	Introduce implicit and explicit memory.
<b>Topic Summary</b>	<b>Implicit and explicit memory</b> Discuss the different activities that rely upon implicit and explicit memory.
<b>Materials Required</b>	<b>Flipchart/board and marker</b>
<b>Planning Checklist</b>	None
<b>Recommended Activity</b>	As a group, list the types of activities and knowledge where mindfulness can be detrimental, and make a list on the flipchart/board. Now make a list of things where explicit memory comes into play, which is appropriate for the practice of mindfulness (For example, in driving, being mindful of how you press on the accelerator or break can be detrimental, but being mindful of the traffic around you is actually beneficial).
<b>Stories to Share</b>	Share any personal, relevant stories.
<b>Delivery Tips</b>	Encourage everyone to participate.
<b>Review Questions</b>	When you add 2+2, is this implicit or explicit memory?

## Practical Illustration



Steve hated it whenever another driver cut him off. Usually, he would get angry and without thinking about it, Steve would start honking his horn, flash his bright headlights, and drive up extremely close on the offending driver. Recently, Steve had begun to practice mindfulness. One day an elderly person in a Cadillac cut him off. For a split second he recognized how his thoughts had become angry and fearful at this point. Instead of reacting like he normally does, Steve decided instead to slow down and give the other driver a wide berth. He figured the other driver probably had not seen him, so he should change lanes and, as quickly as possible, get around the other driver, who may not be paying enough attention.

## Module Two: Review Questions

- 1) Which of the following is NOT an accurate translation of *sati*?
- a) Memory
  - b) Mindfulness
  - c) Awareness
  - d) Kindness

The Pali word *sati* refers to greater awareness, mindfulness, and memory. While kindness is valued in Buddhist practice, it is not a part of the concept of *sati*.

- 2) What is the Buddhist term for mental chatter?
- a) Lizard brain
  - b) Monkey mind
  - c) Talky thoughts
  - d) Animal awareness

Monkey mind refers to the brain's capacity to CONSTANTLY comment, judge, worry, and reflect upon everything.

- 3) According to Zen Buddhists, which is the more ideal state of mind?
- a) Beginner's mind
  - b) Expert's mind
  - c) They're both equally ideal
  - d) They're both to be avoided

Keeping a beginner's mind allows you to approach situations with an openness to possibilities you might miss with an expert's mind.

- 4) Which of the following is a component of bare attention?
- a) Judgment
  - b) Prediction of the future
  - c) Non-judgment
  - d) None of the above

Bare attention involves approaching any situation with an attitude of nonjudgmental.

5) Who first adopted mindfulness practices into psychology?

- a) Sigmund Freud
- b) Jon Kabat-Zinn
- c) Abraham Maslow
- d) B. F. Skinner

Imagination is important to creativity. The other answers are useful for empowering imagination.

6) Which of the following does the practice of mindfulness NOT help?

- a) Depression
- b) Anxiety
- c) Immune system
- d) Riding a bicycle

The practice of mindfulness has been found to help reduce anxiety and depression, and improve the functioning of the immune system. It has also been found to be detrimental in activities that involve implicit memory, such as riding a bicycle.

7) Which of the following is an example of implicit memory?

- a) Making a right turn in a car
- b) Checking for pedestrians
- c) Learning a new skill
- d) All of the above

The muscle activities involved in turning the steering wheel and hitting the accelerator to turn right are unconscious and involve the use of implicit memory.

8) When is adding 2+2 an example of explicit memory?

- a) Always
- b) Never
- c) Only after you have initially learned the concept
- d) Only during the time when you are learning the concept

When you initially learn a new concept, you are using conscious explicit memory. Once you have learned the concept so that your knowledge is automatic, it becomes a function of implicit memory.



9) To “stop and smell the roses” means to be mindful.

- a) True
- b) False

People often confuse the concept of mindfulness with the idea that one should “stop and smell the roses.”

10) The monkey mind refers to our own mental capacity to engage \_\_\_\_\_.

- a) In conversation
- b) In internal chatter
- c) Mindfulness
- d) None of the above

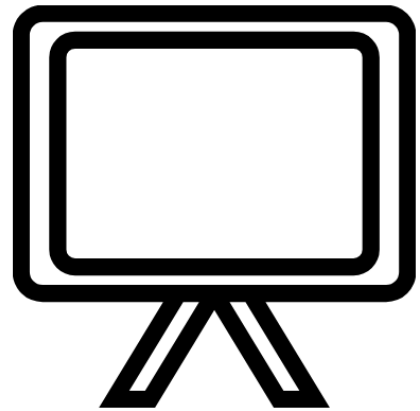
The monkey mind refers to our own mental capacity to engage internally in constant chatter

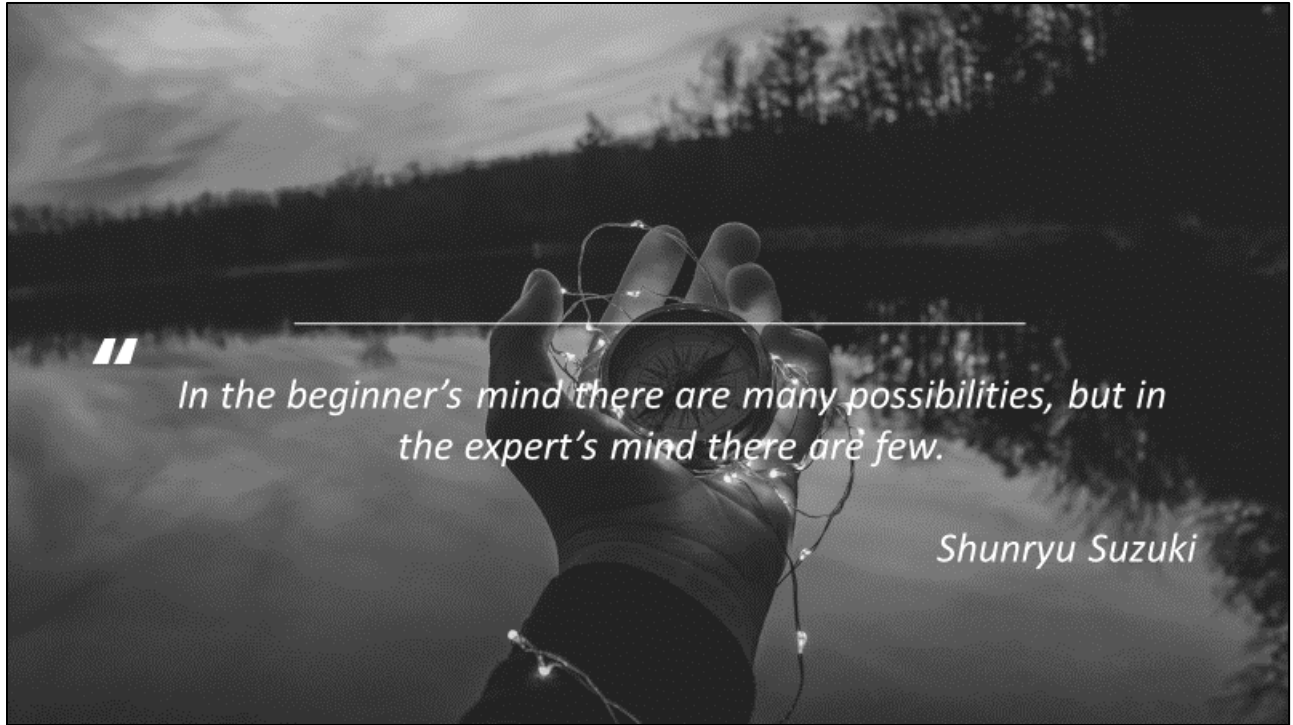
# PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





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*In the beginner's mind there are many possibilities, but in the expert's mind there are few.*

*Shunryu Suzuki*

## MODULE TWO

# What Is Mindfulness?

Put simply, mindfulness is a state of mind where you are fully conscious and engaged in the present moment and with the demands of the present moment.



## Buddhist Concept

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Buddhism teaches techniques in meditation to cultivate mindfulness and quiet the monkey mind.

## Bare Attention

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Whenever we are faced with a new situation, we are tempted to try and consider what this new situation means to us.





## Psychological Concept of Mindfulness

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A quality of high attentiveness  
and concentration

An attitude of curiosity and  
openness

## Memory

---

Mindfulness is helpful in  
tasks that make use of  
another kind of memory  
called explicit memory.



## Practical Illustration



- Buddhist Concept
- Bare Attention
- Psychological Concept of Mindfulness
- Memory

## Module Two: Review Questions

1. Which of the following is NOT an accurate translation of *sati*?

A. Memory

B. Mindfulness

C. Awareness

D. Kindness

# Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



# Improving Self Awareness

## Quick Reference Sheet



### The Mental Self

The mental aspect of yourself concerns your thoughts and your imagination. Like the physical and emotional feelings, thoughts also have the capacity to come upon you without your control, but it is far easier to consciously change your thoughts, especially when you practice being more aware of them in the first place. When people think, they often think in sentences or words, but just as often, they can think in images or words and phrases that act as a kind of shorthand. In these moments, it is quite easy for thoughts to get distorted and not accurately reflect a true situation.



### Validity of Emotions

You might have heard it said that all emotions are valid, but what exactly does this mean? Any time you feel an emotion are you perfectly justified in feeling that emotion? For example, if your child spills a glass of milk, does the validity of emotions mean you are correct in being angry with your child? Perhaps the notion of correct versus incorrect is the wrong approach. The validity of emotions means that in any situation, if you feel anger, regardless of the cause, it is valid to acknowledge to yourself that you do indeed feel anger. The validity of emotions means that denying an emotional state is a dangerous action that can have negative consequences, often resulting in an emotional breakdown in the future if not addressed.





## Mindfulness

While mindfulness began as a Buddhist concept, it has since been developed as a practice in psychology that has helped numerous people deal with crippling anxiety, depression, drug addiction, and post-traumatic stress disorder. Being mindful is not simply living in the present but a way of concentrating on aspects of the present moment you normally take for granted. Buddhists use the term “monkey mind” to describe how our brains tend to barrage us with thoughts about the past, the present, and the future constantly. Becoming mindful means to become both aware of the movement of your thoughts and emotions and to become detached from them. This detachment allows you to focus on your true self rather than seeing yourself as thoughts thinking or emotions feeling. Practicing mindfulness meditation is the first step towards becoming mindful throughout every moment of your life.



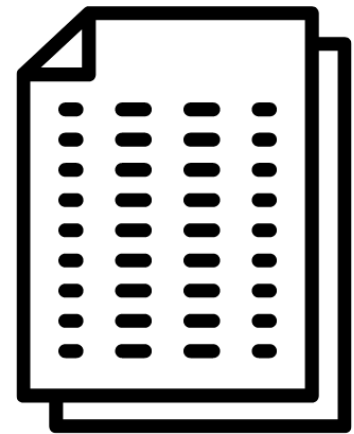
# Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



## Sample Worksheet 1

# *Bare Attention*

Instructions: Pick three objects in your immediate environment or training room. These can be your pen or pencil, a cell phone, a door handle, etc. Close your eyes and run your hand slowly across the object, as if you have never experienced handling this object before. Answer the following questions:

### **Object 1:**

What is the object's texture? Is it smooth? Is it rough?

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What is the object's temperature? Hot, cold, lukewarm? Is it dry or wet?

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Does the object have an overall shape that's easily identifiable or is it made up of different shapes? What are they? Is it a large object or a small one or in-between?

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### **Object 2:**

What is the object's texture? Is it smooth? Is it rough? How does this compare to the first object?

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What is the object's temperature? Hot, cold, lukewarm? Is it dry or wet? Compared with the first object?

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Does the object have an overall shape that's easily identifiable or is it made up of different shapes? What are they? Is this object large, small, or in-between? Compared with the first object?

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## **Icebreaker: Categories**

### **PURPOSE**

To help participants get to know each other.

### **MATERIALS REQUIRED**

None

### **PREPARATION**

Prepare a list of categories, such as:

1. Favorite color
2. Favorite season
3. Number of siblings
4. Astrological sign
5. Shoe size
6. Favorite subject in school

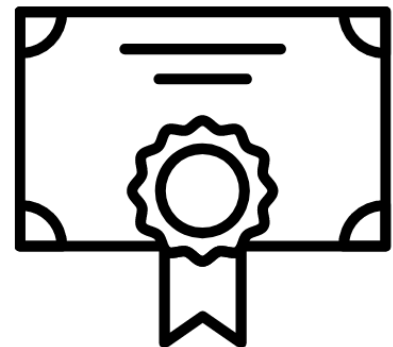
### **ACTIVITY**

Ask participants to stand. Say that you are going to ask them to arrange themselves by different categories. For example, you might say, "What is your favorite color?" Participants will look for other people who share their favorite color and form groups. Once everyone is in a group, ask the groups to identify themselves. Repeat the activity with four or five different categories.

# Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

**[Name]**

*Has mastered the course  
Improving Mindfulness*

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presenter Name and Title

\_\_\_\_\_