

## BUILDING AWARENESS AND EFFECTIVENESS

Date and time of your observation / practice:	
Where are you? (living room, bus, your office etc.)	
What are you doing? (working, resting, talking with someone)	
What are your physical sensations?	
What emotions were you feeling?	
What is on your mind? (thoughts, worries, pressures, urges, preoccupations; write down your stream of consciousness)	
Do your reactions match your circumstances right at this moment? <sup>1</sup>	
What is your <b>goal for right now</b> ?	
Is there anything you can do to address your concerns right now? If so, what? If you need to strategize for something that might be happening later, use your problem-solving time <sup>2</sup> to do so and instead concentrate on present moment.	
Be clear about what you decided to do right now, <b>recognize and own your choices</b> .	

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<sup>1</sup> Are you predicting the worse based on little information? Are you focusing on past hurts? If you worry about work while you are off or remain sleepless in a comfortable bed due to thoughts about rent or a relative, your attention is not on present moment. If you are thinking about a conversation you are about to have in next hour, then yes, your thoughts reflect what is happening relatively well.

<sup>2</sup> Schedule 30 min per day for problem solving and as much as possible try to stick to the same time each day to build a new habit. Having a problem-solving time prevents you from running away from important things in life while at the same time it will protect you from having to deal with being overwhelmed with intrusive worries when you want or need to focus on something else (e.g., bedtime). It takes practice for this strategy to be effective. We can't fool our own minds. So if you do not actually address your concerns during your problem-solving time, your mind will continue producing intrusive worries.