How to Stay Focused
Mindfulness Worksheet

Date / Time:

What have you brought mindful awareness to today? Check all that apply.

☐ Heart ☐ Mind ☐ Body ☐ Breath ☐ Environment

To begin this Meditation, please bring kind awareness to

- ➤ why you chose this topic
- ➤ how your belly, chest, and head each feel when you reflect on this topic
- ➤ the emotions that you can associate with these visceral feelings
- ➤ the positive or negative impact of any stories you believe in regarding this topic
- ➤ the fact that many others are feeling similarly about this topic as you
- ➤ how you might feel with increased awareness around this topic
- ➤ when you can apply increased mindfulness to this topic in your day-to-day life

---

1. What was the focus of your day?

2. What outcomes followed focusing your day on that?

How to Stay Focused
Mindfulness Worksheet

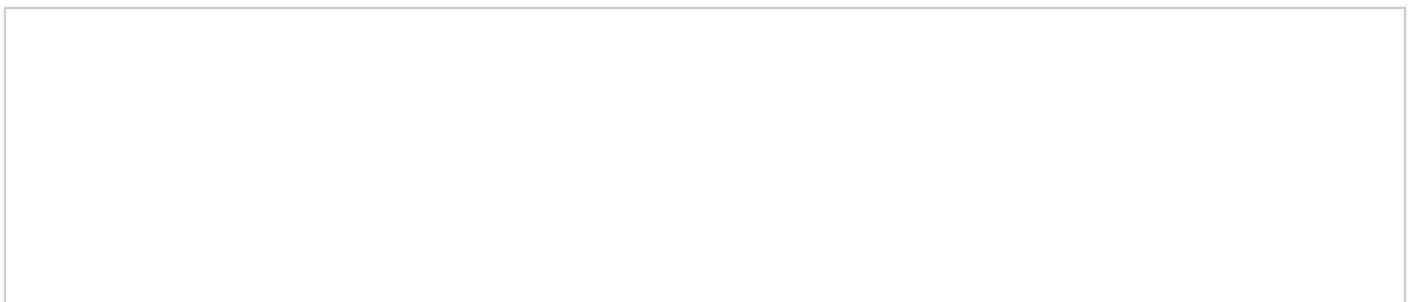3. Did your focus change during the day? What brought about the change?

4. What aspects of your work, your life, your world were outside of your focus today?

5. What action will you take from what you observed in this exercise?

6. What patterns of behavior, reactions and speech did you notice in your self-observations this week?

How to Stay Focused
Mindfulness Worksheet

7. What stories, excuses did you use this week to justify not completing what you set out to do?

8. What stories, excuses did you use this week to justify postponing actions?

9. What stories, excuses did you use this week to justify leaving parts of your work, life and world out of your focus??

10. What action will you take from what you observed in this exercise?