

**Living mindfully is like being an artist: you need the right tools to practice your craft, and you need to constantly refine your technique to achieve your creative potential. In the same way, using the present moment tools below will help you to hone a consistent mindfulness practice that will in time lead to a more aware, compassionate and fulfilling way of life.**

**In a spirit of nonjudgmental awareness, read the list of present moment tools below, and rank them from 1-10 based on how often you use them.**

\_\_\_ tool 1: Breathe Mindfully

Use your breath as an anchor to still your mind and bring your focus back to the present moment.

\_\_\_ tool 2: Listen Deeply

Listen with intention; let others fully express themselves and focus on understanding how they think and feel.

\_\_\_ tool 3: Cultivate Insight

See life as it is, allowing each experience to be an opportunity for learning.

\_\_\_ tool 4: Practice Compassion

Consider the thoughts and feelings of others and let tenderness, kindness and empathy be your guides.

\_\_\_ tool 5: Limit Reactivity

Observe rather than be controlled by your emotions. Pause, breathe, and choose a skillful response based on thoughtful speech and non-violence under every condition.

\_\_\_ tool 6: Express Gratitude

Practice gratitude daily and expand it outward, appreciating everyone and everything you encounter.

\_\_\_ tool 7: Nurture Mutual Respect

Appreciate our common humanity and value different perspectives as well as your own.

\_\_\_ tool 8: Build Integrity

Cultivate constructive values and consistently act from respect, honesty and kindness.

\_\_\_ tool 9: Foster Leadership

Engage fully in life and in community. Share your unique talents and generosity so that others can also be inspired.

\_\_\_ tool 10: Be Peace

Cultivate your own inner peace, becoming an agent for compassionate action and social good.

Which tools do you use most often? Which tools do you use least often? Can you think of ways to incorporate those tools into your life? Which one could you try today?