



## Taking Hold of Your Mind: “How” Skills

### NONJUDGMENTALLY

- See, but don’t evaluate as good or bad.** Just the facts.
- Accept each moment like a blanket spread out on the lawn,** accepting both the rain and the sun and each leaf that falls upon it.
- Acknowledge** the difference between the helpful and the harmful, the safe and the dangerous, **but don’t judge them.**
- Acknowledge** your values, your wishes, your emotional reactions, **but don’t judge them.**
- When you find yourself judging, **don’t judge your judging.**

### ONE-MINDFULLY

- Rivet yourself to now.** Be completely present to this one moment.
- Do one thing at a time.** Notice the desire to be half-present, to be somewhere else, to go somewhere else in your mind, to do something else, to multitask—and then come back to one thing at a time.
  - When you are eating, eat.
  - When you are walking, walk.
  - When you are worrying, worry.
  - When you are planning, plan.
  - When you are remembering, remember.
- Let go of distractions.** If other actions, or other thoughts, or strong feelings distract you, go back to what you are doing—again, and again, and again.
- Concentrate your mind.** If you find you are doing two things at once, stop—go back to one thing at a time (the opposite of multitasking!).

### EFFECTIVELY

- Be mindful of your goals in the situation,** and do what is necessary to achieve them.
- Focus on what works.** (Don’t let emotion mind get in the way of being effective.)
- Play by the rules.**
- Act as skillfully as you can.** Do what is needed for the situation you are in—not the situation you wish you were in; not the one that is fair; not the one that is more comfortable.
- Let go of willfulness and sitting on your hands.**