Exercise 13a: Calming routine

Why?

Taking a moment is a skill that can and should be practiced. It helps ease concentration.

In this exercise, you will adopt a daily or almost daily way to calm yourself.

How?

1. Think about when it's easiest for you to be without doing anything or using a device for 10–15 minutes

Choose something that is simple for you to do during your day. Write it down.

→ Example: while being outdoors, in nature, with an animal, on the couch, in the sauna, etc.

2. Think about when during the day you could practice taking a moment

When can you spend a moment alone? Write it down in as much detail as you can.

→ Example: Since my family is around in the evenings, I can take a moment for myself during the workday. I have lunch at 11:30, so the moment could be at 12:00.

3. Think about how you will remember to try stopping for a few minutes as early as tomorrow

Put a note in your calendar. Remember that this exercise is important so that you can manage other things as well. Write your plan here.

→ Example: I set an audible reminder for weekdays at 12:00. It's a good time to ease from lunch into the quiet moment exercise.

4. Describe in as much detail as you can how the situation proceeds during the quiet moment exercise

What do you do? And what do you not do?

The essential thing is to focus on the moment and don't try to accomplish anything during this time. You can observe your surroundings and your own thoughts. If the idea of doing nothing feels difficult, you can listen to calm music during the first few attempts.

→ Example: By 12:00, I move to my room and close the door. I put a “Do not disturb” sign on the door. I set a timer to go off in 10 minutes. I close my computer screen and put my phone on silent and out of sight. I get into a comfortable position and look out the window. I breathe and just let myself be still. The most important thing is that I don’t accidentally pick up my phone. Even if I’m busy and stressed, I will do the exercise.

5. What will you do if you forget the exercise or consciously skip it?

What if it feels too uncomfortable?

→ Example: I won’t get discouraged; I will do the exercise the next day. If doing nothing feels too uncomfortable, I will combine the moment with a cup of coffee, which I will enjoy at leisure. I will remind myself that during the exercise, I’m free to do what I like. For example, I can move around and look out the window.