

BONUS 1 · MENTAL & ENVIRONMENT PREPARATION GUIDE

PREPARATION GUIDE FOR MOMENTS OF QUIET AND INTENTION

A calm, practical guide to help you set up your space and attention for short moments of silence, focus, and intentional planning.

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PREPARATION GUIDE FOR MOMENTS OF QUIET AND INTENTION

> *"Come ye yourselves apart into a desert place, and rest a while."*
> **MARK 6:31**

Use: in the morning, before deep work, or anytime you need a reset.

QUICK START

IF YOU ONLY HAVE 5 MINUTES

Follow this sequence. It is designed to reduce friction and make the habit easy to repeat.

Minutes 0–2 · Environment: Choose a quiet corner, adjust the light, remove one distraction.

Minutes 2–3 · Attention: Observe your breath. No technique. Just notice.

Minutes 3–5 · Intention: Pick one direction for today. Write a single sentence.

The goal is not perfection. The goal is repeatability: a simple setup you can do anywhere.

PART 1

PREPARE YOUR SPACE FOR QUIET FOCUS

You do not need an ideal environment. You need a consistent, low-distraction default. Small changes reduce mental drag.

Choose a minimum-distraction spot

- Prefer a corner or surface you can return to daily (desk edge, chair, small table).
- Aim for “quiet enough,” not “perfectly silent.”
- If you share space, face a wall or neutral surface to reduce visual noise.

Light, posture, and comfort basics

- Use soft light if possible. Harsh light increases tension for many people.
- Sit with feet grounded. Uncrossed if you can. Shoulders relaxed.
- Keep a glass of water nearby. Hydration supports attention.

The 2-minute setup routine

Do these three actions in order. Keep it the same each time to train your brain: “This is my focus moment.”

- **Clear one surface:** remove items not needed for the next 5 minutes.
- **Place one tool:** notebook, pen, or a single tab open on your computer.
- **Set a timer:** 3 to 10 minutes. A timer creates a boundary.

PART 2

REDUCE EXTERNAL DISTRACTIONS

Distractions are not personal failures. They are environmental defaults. Change the defaults and attention stabilizes naturally.

Phone placement rules

- Keep the phone out of reach (at least an arm's length away).
- Place it face down or in a drawer. Visibility increases checking behavior.
- If you use the phone as a timer, use airplane mode during the session.

Notifications checklist

- Mute non-essential notifications for your focus window.
- Silence group chats during your morning routine.
- Keep only truly urgent calls allowed (if needed).
- Close extra browser tabs. One task at a time.

Micro-boundaries (without conflict)

Use simple language. Keep it short. You are not asking for permission — you are setting a time boundary. Examples you can use:

- "I'll be available in 10 minutes."
- "I'm doing a short focus reset — I'll reply right after."

PART 3

CREATE A PERSONAL CALM ZONE

A calm zone is not a room. It is a repeatable setup. The repetition trains your mind to enter a calmer state faster.

Define your calm zone

- Choose a consistent location, even if it is small.
- Keep the area neutral: fewer objects, fewer colors, fewer visual triggers.
- Make it easy to start: your notebook and pen already there.

Use small physical anchors

- **A chair:** same seat for the practice whenever possible.
- **A notebook:** one page per day — minimal writing.
- **A timer:** creates a beginning and an end.
- **A start cue:** a sip of water, a deep breath, or opening the notebook.

> **Tip:** Keep your calm zone “boring.” The less stimulation it provides, the more it supports focus.

PART 4

MICRO-PRACTICES FOR BREATHING AND PRESENCE

These are simple practices. No special method is required. The goal is to stabilize attention, not to achieve a specific feeling.

Practice A: Observe the breath (60 seconds)

Notice the breath as it is. If the mind wanders, return gently. No judgment. Repeat for one minute.

Practice B: Grounding through the senses (30 seconds)

Name silently: 3 things you can see, 2 things you can feel, 1 thing you can hear. This brings attention back to the present.

Practice C: The intention prompt (60 seconds)

Ask: What matters most today? Then write one sentence that begins with: “Today, I choose to focus on…”

> **Reminder:** Consistency matters more than intensity. A small daily practice compounds over time.

QUICK REFERENCE

CHECKLISTS

Use these as quick reference pages. Keep them simple and repeat them daily.

Before you begin (60 seconds)

1. Phone out of reach, face down.
2. One surface cleared.
3. Notebook and pen ready.
4. Timer set (3–10 minutes).

Distraction audit (2 minutes)

1. Notifications muted for this window.
2. Extra tabs closed (keep only what you need).
3. Room noise reduced if possible.
4. Tell others: “I’ll be available in 10 minutes” (optional).

The 5-minute daily flow

Environment (2 min) → Attention (1 min) → Intention (2 min). Then take one small physical action that represents movement in that direction.

CLOSING

RETURN TO QUIET

Your environment shapes your attention. Your attention shapes your decisions. This guide is meant to give you a repeatable way to return to quiet, focus, and intention — without requiring perfect conditions.

Return to this guide whenever you feel pulled in too many directions. A small reset can change the quality of the entire day.

END OF BONUS 1

This guide is for educational purposes only. It is not medical, psychological, or therapeutic advice.