

Here is a tip sheet for managing the delivery of your mindfulness curriculum.

Curriculum

- Pick an appropriate curriculum
- Adhere to the curriculum
- Follow the lesson plans and structure of the curriculum

Organization

- Organize your space
- Organize your presentation and teaching aids
- Organize your time
- Get to the class early and center yourself before your students arrive

Coverage

- Follow your curriculum.
- Pay attention to the questions in the room to loop back to reinforce a concept.
- Don't diverge based on your preferences. Stay with the curriculum.

Pacing

- Pay attention to the pacing.
- Be aware of moments when the session moves too slowly or too quickly?
- Do students have time to sense, feel and think?
- Are you planning time for students to practice a home assignment?

Tips for Managing Sidebars and Off-Task Behaviors

It's your job to manage sidebar conversations, to keep the discussion on topic and direct participants to the agenda. Maintain an overview of the session to keep the flow on pace. Here are some tips for building effective pacing:

- We may have strayed off topic a little, let's get back to focusing on the key exploration for this session.
- Let's pause here. You raised an important point but I want to come back to it at another time.
- Do you mind stopping for a moment? You've given me lots of information already. Let's look together at what you are describing here.
- Please summarize your experience in a few words or in a short sentence.

Reflection Questions

What are the questions you need to ask to start planning for your mindfulness program?

How will you rehearse the scripts of your curriculum to be prepared to manage the content and pacing in session with your students?

What do you need to do to get organized for the sessions?