

**Work refreshers.** When we concentrate on something, it is important that we keep our energy high, our mind clear and our inspiration refreshed.

10. List 3 things you can do in just a few moments to refresh your energy while working on a project.

11. List 3 things you can do to clear your mind when it becomes tired, confused or not sharp.

12. List 3 things you can do to draw inspiration to yourself from the universal source.

### **Timeless meditation**

13. Perfect the 10-minute meditation by keeping your body still for this amount of time, holding your mind focused on your breath, and determinedly excluding from your field of perception and thoughts all distractions.

14. Now perfect the 5-minute meditation, and each day this week use it during your work day, either sitting at your work place or going somewhere nearby.

15. And finally the 1-minute meditation: focus totally at the spiritual eye, concentrate totally on the movement of breath, then dive briefly, and totally into silence. Gradually increase these “meditation snacks” to the point where you are doing one every hour of your work day.