



# PROBLEM SOLVING MEDITATION WORKBOOK AND GUIDE



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PERFORMANCE

# Problem Solving Meditation Guide

**A simple process to move from mental noise to clarity, insight, and action.**

This exercise is designed to help you create space around a problem, calm the nervous system, and access clearer thinking.

Instead of forcing a solution, you will prepare the mind, enter a focused meditative state, and then use a simple reflection process to capture and organize the ideas that emerge.

**Use a journal, notebook, or laptop to record all of your answers.**

# 1. Pre-Meditation: Define the Problem

Before beginning the meditation, take a few minutes to clarify what you are working on.

The more clearly you define the problem, the more useful the exercise becomes.

## **Step 1: Write the problem in one sentence**

Try to make it specific.

Example:

“ I need to find a better way to structure this proposal.”

“ I need new features for this app we’re building.”

Avoid writing something too broad like:

“I need help with this project.”

Instead, ask:

“What actions can I take right now to get to the next stage of this project?”

# 1. Pre-Meditation: Define the Problem

## Step 2: Set the intention

Before starting the meditation, take a moment to set a simple intention and write it down.

Example:

“I am creating space for clarity, insight, and better solutions.”

Or:

“I allow my mind to slow down so I can see this problem more clearly.”

Keep it simple. The goal is not to solve the problem before the meditation. The goal is to give the mind a clear direction.

## 2. The Meditation Process

You can follow the guided video, or use the outline below if you are comfortable meditating on your own.

### **Step 1: Settle the body**

- Sit comfortably.
- Let your posture be upright but relaxed.
- Take a few slow breaths and allow the body to settle.
- Do not try to solve the problem yet. Simply arrive.

### **Step 2: Slow the breathing**

Begin breathing slowly and steadily.

You can use a simple rhythm such as:

- **Inhale for 4 seconds.**
- **Exhale for 6 seconds.**

Repeat this for a few minutes.

The longer exhale helps calm the nervous system and creates a better state for clear thinking.

### **Step 3: Bring the problem into awareness**

Once the body and breath feel calmer, gently bring the problem to mind.

Do not analyze it aggressively.

Simply observe it.

## 2. The Meditation Process

Ask yourself:

“What is really happening here?”

“What feels unclear?”

“What part of this problem am I focused on?”

Notice any thoughts, emotions, images, or sensations that arise.

### **Step 4: Create space around the problem**

Now let go of trying to solve it.

Return to your breath.

Allow the problem to sit in the background while your attention rests on breathing.

This is an important part of the process.

Many insights appear when we stop forcing the answer.

### **Step 5: Invite insight**

Toward the end of the meditation, gently ask:

“What wants to become clear?”

“What is the simplest next step?”

“What solution am I open to seeing?”

Then return to the breath.

Do not chase the answer.

Allow whatever comes up to come up.

## 3. Post-Meditation: Capture the Ideas

After the meditation, avoid checking your phone or jumping into another task.

Take a few minutes to write immediately.

This is where the problem-solving process begins.

### **Step 1: Brain dump**

Write anything that came up during or after the meditation.

Do not judge it yet.

Write words, images, feelings, ideas, possible solutions, random thoughts, or next steps.

At this stage, the goal is quantity, not quality.

Use prompts like:

“What came up?”

“What did I notice?”

“What idea keeps repeating?”

“What feels lighter or clearer now?”

“What possible solution appeared?”

### **Step 2: Highlight what feels useful**

After the brain dump, read through what you wrote.

Circle or highlight anything that feels important.

Look for:

- A practical next step
- A new perspective
- A pattern you had not noticed

## 3. Post-Meditation: Capture the Ideas

- A solution that feels simple
- Something you may have been avoiding
- An idea that feels energizing or calming

Do not worry about finding the perfect answer.  
You are looking for signals.

### **Step 3: Choose the top 3 ideas**

From everything you wrote, choose the three most useful ideas.

Write them clearly:

Idea 1:

Idea 2:

Idea 3:

These do not have to be complete solutions. They can be directions worth exploring.

### **Step 4: Expand each idea**

For each idea, ask:

“Why does this feel useful?”

“What would this look like in action?”

“What would be the first small step?”

“What could make this simpler?”

“What obstacle could get in the way?”

## 3. Post-Meditation: Capture the Ideas

This turns insight into something practical.

### **Step 5: Pick one next action**

End the process by choosing one clear action.  
Not ten.

#### **One.**

The action should be simple enough that you can do it today or schedule it.

Examples:

“Send the email.”

“Create the outline.”

“Have the conversation.”

“Block 30 minutes to work on the proposal.”

“Remove one unnecessary task from the plan.”

Clarity becomes useful when it turns into action.

## 4. Summary Of The Process

BEFORE	DURING	AFTER
Clarify the problem. Write one question. Set an intention.	Calm the body. Slow the breath. Observe the problem. Create space. Invite insight.	Write everything down. Highlight what matters. Choose the best ideas. Expand them. Take one clear action.

### Next Step

After completing this exercise, choose one clear action you can take today.

If you are part of a coaching or training program, bring your notes to your next session so we can work through the insights together and turn them into a clear plan.

This is how the practice becomes more than a meditation.

It becomes a tool for better decisions, better focus, and better performance.

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