

## The Administrative Section Instructions

The Administrative section of your CRV session is the first thing that goes on your paper. You write it in the **upper right hand section** on the first page of your session.

**NAME:** First, write your name. You can use both your first and last name. Or, if you prefer or need anonymity, you can use your viewer number instead of writing your name.

**DATE:** Write the date any way you want.

**STARTING TIME:** Traditionally, as this created for the military, military time is used throughout the session. So, for example, 1:15 p.m. would be 13:15 hrs.

**YOUR WORKING LOCATION:** *(include conditions, such as "I just ate lunch" or, "I just worked out." This will help you establish a pattern. After doing 40 or 50 sessions, you can look back and see that you do your best work, for example, after a jog.)*

**MONITOR'S NAME:** *(if you do not have a monitor, write "NM" for no monitor.)*

**OBSERVERS:** *(If you are working alone, you can just write "Alone.")*

**POCA'S:** *(Previews of Coming Attractors. This is where you put down the things that jump into your mind, like "Taj Mahal" right before you start your session. It may be a visual thing, or an audible thing, or just a thought. For whatever reason, you think you know what the target is. )*

**POCD'S:** *(Previews of Coming Distractors. This is where you write down things you think will bother you while you are in session. Things like, "Did I pay the gas bill?" or "I told Susan to call me in 15 minutes." Or "I had a fight with my best friend yesterday." You can abbreviate these by writing "Gas Bill" or "Phone Call" or "Fight.")*

**SET ASIDES:** *(Remember, here is where you MUST set all of your POCA's and POCD's aside. It is so important to do this step properly.*

*First, state the problem. Then, talk to yourself about it, and why it doesn't have to be a problem right now. You can make a bargain or an agreement with your sub-conscious mind that if it will allow you to set this aside while you are doing your session, you will pick it back up after the session and deal with the problem then.*

*Second, say the pat phrase: "So for now, I am not worrying about it."*

*Third, say "For now, I am setting aside \_\_\_\_\_." And write it as you say it.*