1. Establish correct posture
   1. Feet shoulder width apart
   2. 60% weight forward on balls of the feet
   3. 40% on the heels
   4. Knees unlocked
   5. Lower spine relaxed, rear-end and lower back released and dropped
   6. Rib cage lifted and expanded outward while shoulders remain relaxed and down
   7. Head is level, with the crown of the head as the highest point
2. Preparatory Breath
   1. Drop the jaw, keeping the tongue in contact with the back side of the front bottom teeth. Tongue should remain wide and thin, not thick and narrow (that’s tongue tension). Do not press your tongue against your teeth. Barely touch, so that the tongue does not get tight or rigid.
   2. Lift/stretch the roof of the mouth from the front teeth all the way to the uvula.
      1. The roof of the mouth includes the hard palate and the soft palate
         1. Lift the soft palate by doing a tongue click, or lifting as in the beginning of a yawn or clearing your ears.
         2. Stretch the hard palate up and imagine that you are widening the roof of the mouth in the front half of your mouth.
   3. Lift the cheeks
   4. Flare the nostrils
   5. Establish a silent laugh position in the throat (this is called retraction of the false vocal folds)
   6. Relax the belly and allow the air to rush into the bottom of your lungs (located at the bottom of your rib cage in your back. You can place your arm across your lower back and imagine breathing into that place, like filling up a glass of water, where the water goes to the bottom of the glass first. Allow the breath to fill the lungs only to the arm pit (or the middle of the shoulder blades) in your back. Do not draw breath into your upper chest. You should feel an expansion all around your waist (or just above your waist) as you take a breath. Your shoulders and chest should not move when you inhale.
3. Suspension of the Breath
   1. Once you have breathed, hold your breath for a few seconds and notice how your rib cage feels expanded, and buoyant.
   2. There should be no air pressure in your upper chest or up against your throat.
   3. Your throat should be relaxed and open.
   4. Then, let go of the rib cage, letting it collapse, and notice how that act releases all the air.
4. Practice the posture, preparatory breath, and suspension until you gain control of the all the steps, and the muscles.
5. Practice maintaining the expansion of the rib cage and the coordination you established during the preparatory breath, while singing your exercises and songs. The rib cage is responsible for controlling the flow of the breath. Not your vocal folds. Do not allow the breath to push up and press against the vocal folds by squeezing your abdominal muscles. This will overwhelm your system and cause unnecessary tension.