

RE-INVENT YOURSELF IN GERMANY 2.0

No where? Now here!

RESOURCE PACKAGE





HONOUR THE PRESENT WITH YOUR PRESENCE - BEING IN THE NOW

Tools & Strategies

3 STRATEGIES TO STAY IN THE NOW



MEDITATION

Meditation allows you to connect with your inner world, towards a state of consciousness and awareness. Look for the type of meditation that suits your needs (guided meditation, mantra-based, movement, mindfulness).

Start with 5 minutes a day and increase it over the time. Try it at least for 10 days!

Tips for meditation apps: Headspace, Calm, Unplug



BREATHING

It is common for our heart rate to increase in situations of fear or high stress.

When you are feeling anxious: Inhale in 4, hold for 4, exhale for 4. Do 4 cycles (approx. 45 seconds). Box breathing brings your attention to the present moment by focusing on your breath.

When you need an energy boost: Stand-up, breathe only through the nose, clap, bounce with your feet on the ground, smile (biggest smile). Do it for 20 seconds. At the end, say 5 times aloud: I am ready! Note: You might feel dizzy, so make sure you are standing next to something you can hold onto.



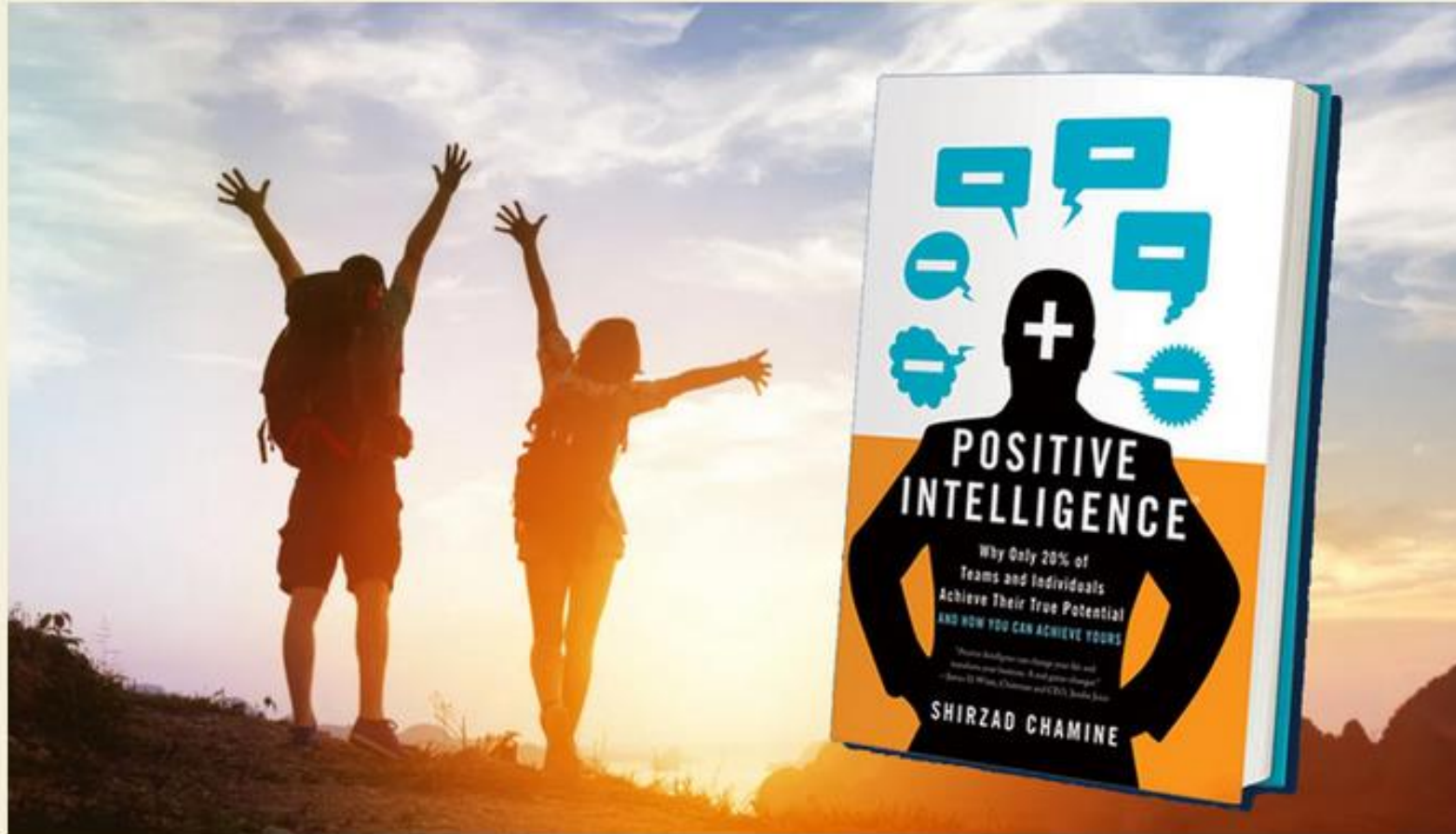
SPEND TIME WITH CHILDREN

Maybe you are a mom or a dad, an aunt or an uncle; perhaps you have little cousins or friends with kids. For children, the past is already gone and the future is yet to happen. They live in the now, enjoying every second of it. When you get the opportunity to be around children, observe them, play with them, see the world through their eyes. Connect with your inner child and remind yourself the value of the simple things.

Tips: Legos, drawing, role-playing are useful activities to boost your creativity!

POSITIVE INTELLIGENCE - HOW IS YOUR MIND SERVING YOU

Shirzad Chamine



Positive Intelligence (PQ) measures the percentage of time your mind is serving you as opposed to sabotaging you. (sage mode vs saboteur mode)

While your IQ and EQ (emotional intelligence) contribute to your maximum potential, it is your PQ that determines how much of that potential you actually achieve.

<https://www.positiveintelligence.com/assessments/>

The PQ reps

EXERCISES TO
ACTIVATE YOUR PQ
BRAIN AND BECOME
LASER FOCUSED



Sage mindset:
Every happening is a gift



Activate your senses



Body scan with breath
and label



a "HIIT" mental fitness app

USING NOW TO PLAN FOR THE FUTURE

Tools & Strategies



THE LEARNING CIRCLE

helps you find solutions to both deeper, more complex situations, as well as small, practical issues. It's important to follow the steps and not take 'shortcuts' to take the maximum learning.

FRAMING

Formulate the issue at hand or situation you'd like to explore.

E.g. "I don't feel well lately".

SEEING

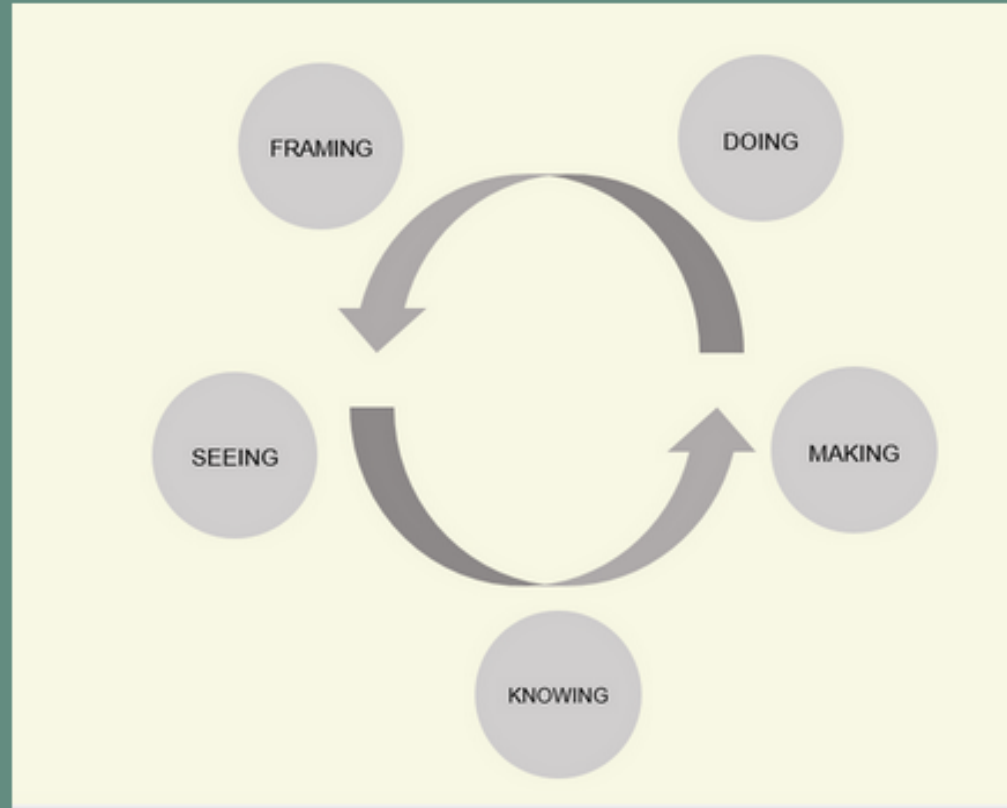
Take time to observe what is happening. Don't jump to conclusions but try to 'see' as objectively as possible.

E.g. Are there new things/new people affecting my environment? How am I spending my day, what do I miss, what is too much?

KNOWING

Based on your observations from the 'seeing' phase, now take the time to analyse what you've just learned and draw conclusions.

E.g. What are the elements actually impacting my well-being?



DOING

Start applying your strategies and tools. Time to "DO"!

For next phase problem-solving on the same or another issue, start the Learning circle again.

MAKING

Devise a plan based on your 'knowing' conclusions. Think step-by-step if helpful.

E.g. "What's my strategy to improve the situation? What actions can I take? Where do I start and what do I do next?".

The Bridge

Take Action and Reflect

Goal



Process



Priorities



Trade-Offs

The Bridge

1. GOAL

What do you want to achieve? (specific)

2. PROCESS

What has to happen to achieve this goal?

What are the steps to achieve this goal?

3. PRIORITIES

What are the top 2-3 things that bring 80 %of the result?

What can be delegated?

4. TRADE-OFFS

What do you have to give up to achieve the goal?

What do you have to trade-off to achieve the goal?

5. TAKE ACTION AND REFLECT

What have you learned from taking action?

More Strategies

MANAGE TIME EFFICIENTLY

You are responsible for how you manage your time!

- 1) Start your day with intention by setting up your mind up for success and productivity.
- 2) Establish your morning routines.
E.g.: Meditation, exercise, cold bath, reading, positive affirmations.
- 3) Prioritize your daily, weekly and monthly tasks placing them into your agenda including deadlines.
- 4) Remove all distractions (noise, phone, other people).
- 5) Delegate whenever possible.

MEASURE PROGRESS

You get to measure now the progress of tomorrow!

- 1) Break down your big plans into smaller projects (both personal and work-related).
- 2) Transform activities into small tasks with specific deadlines.
- 3) Track your tasks by adding them to your calendar (paper and/or virtual) – including the extra time you might need to get into the right mood.
- 4) Perform weekly and monthly reviews to track your progress and to identify areas for improvement.

More Tools

MINDSET

- Intention-setting for the day / affirmation: "Today I'm going to be ..."
- Gratitude-practice ("Today I'm grateful for ..."), journaling
- Short/mid/long term goal setting : The Happiness Project by Gretchen Rubin
- Successful habits (re)building : Atomic Habits by James Clear

TRIGGER-HANDLING

- Reprogram your reaction (mental triggers) : "When I think of X, I'll do Y" (stand straight and breathe deeply 5 times; think of a relaxing memory; etc)
- Detach yourself from a stress-inducing situation : take 5 min (or 10, or 15) and 'change the channel' - do something completely different, best a physical action (water your plants, turn your face to the sun for 5 min, etc)
- Procrastination tactics and awareness:
waitbutwhy.com/2013/10/why-procrastinators-procrastinate.html
waitbutwhy.com/2013/11/how-to-beat-procrastination.html

Future topics



- **BUILD EMOTIONAL RESILIENCE**
Psychological safety, boundaries and implementing healthy habits
- **THE ART OF NAVIGATING RISKS...**
lies in the courage to let go
- **THE SECRETS TO CREATIVITY IN UNCERTAINTY**
Active listening and cultivating intuition
- **HOLISTIC WELLBEING WITH CONSCIOUSNESS**
The key to stress management

We are here for you, feel free to reach out!



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