

TOOLS AND TECHNIQUES

Creating a Mindset which serves our lives requires patience, practice, attention and consistency. In that process we retrain our brain so then we can stop using old 'not serving' patterns and create and use new supportive patterns, which significantly improve the quality of our lives. It's like removing old skin and growing new one (like a snake) ;)

Please be aware that those tools and techniques need to be repeated and benefits will be seen in time which is right for you. Some results may come quicker, some you might see in the long term.

All tools are science based.

Make an experiment, play with them, learn which one works for you and start practising in the morning, during the day or in the evening. Make a habit of allocating them in your daily and weekly schedule.



Section 1

MANAGING ANXIETY / FEAR / STRESS & SUPPORTING POSITIVE MINDSET



1. '5 seconds rule' - notice negative self-talk or habit and interrupt by counting 5, 4, 3, 2, 1 and focus on task which is in your present moment and important for you to complete
2. 'High five - I'm OK, I'm safe, I'm loved' - another way to celebrate yourself and calm down your nervous system also to support positive mindset is to stand in front of the mirror and with hands on your heart say out loud slowly and with attention 'I am ok, I am safe, I am loved' repeat three or more times and as a next step 'high five' to yourself in the mirror :)

“You can’t always control what goes on outside. But you can always control what goes on inside.”

– Wayne Dyer

3. **Deep breathing exercise** - start observing your breath, and when you notice that you are holding it or that it's shallow, take a deep breath from your belly and exhale, and repeat three or more times. That helps to calm down our bodies and minds, support changes in our behaviours and thoughts.

You can also assign some time in the evening or in the morning for 3 min deep breathing exercise (try to concentrate only on your breath as you doing that exercise, if any thoughts come to you, 'put them on a side' and come back to your breath).

4. **See it / Face it / Replace it** - technique which requires some reflection time at the beginning - after some time of using it, it is easier and faster to go through the steps.

This technique has three stages:



1

See it - What does your fear look like to you? What does it feel like? Identifying and describing your fears is the first step towards dealing with them.



2

Face it - How is fear showing up in your life? What does it cost you? What does it add to your life? What does it cost other people?



3

Replace it - replace fear with something that gives you more strength and hope, this can be related to your values, successes, experiences, relationships, positive story or affirmation, positive life events etc.

5. **My circle of control** - in the moments when we feel emotionally stuck, we need to remember that not everything is in our control. Create for yourself a circle and write inside what you actually can control in your life in general (or what you can control in a specific situation you are currently in) and what is not in your control - write and leave outside of the circle. As the next step, practice letting go of the things, events, people, behaviours etc. which you can't control and then focus on what you actually can.



6. 80/20 rule

Where today I need to be excellent (20% of the priorities, activities, tasks...) and where my 'good enough effort' will be good enough (80% of the priorities, activities, relationships, tasks...)

This is an 80/20 rule. Which helps to be more effective and let go of perfectionism and stress - as we are not able to do everything in our lives and in every day with 100% effort and focus.

Boosting self-confidence and improving our communication requires not only our minds but also our bodies (as our bodies influence our minds and minds influence our bodies).

Power pose

This is a famous pose from Wonder Women, hands on your hips and look at yourself in the mirror, stay like this for 30 sec to 1 min, you can at the same time take deep breaths



Emotional activities for the week

Stretch yourself widely, by expanding your posture, arms up as you would grow higher and bigger.



These two simple tools you can implement even when you are at work in the office, as a short break, going to the ladies room, at the moment when you are alone, before a difficult conversation etc.

Tool for interrupting old not serving behaviours, overthinking, judgements, worries - practise for positive mindset

While you notice self-doubting, judgemental, overanalyzing thoughts tune into your senses, into your body, or to what you can see or hear at that moment (that helps to interrupt old patterns of thoughts and gives an opportunity to change your response and behaviour).

These steps can help:

1 Stop - Pause when you notice self-doubting, judgmental thoughts

2 Tune in - Tune into your body - what do you feel, hear, smell, touch at that moment or what you can see around yourself

3 Self-compassion - Be compassionate - loving and kind to yourself for example you can say in your mind: 'I forgive myself for having that thought'

4 Reflect - Reflect shortly: Am I hurting myself by these thoughts?

5 Reframe - Reframe thoughts - in one/two sentences into positive affirmation like: 'I'm kind and energetic' - something what is true to you

6 Respond - Make small change in your behaviour or action

Section 2

POSITIVE MINDSET TOOLS

- **Affirmations** - positive sentences which are true to us, they are in present tense and they are about ourselves. For example: I'm a loving, caring, empathetic and sensitive person. I'm a confident woman. I'm healthy and strong. I value ... I'm good enough to... etc. Write your affirmations down and allocate them in a visible place so then you can reach them when you feel self-doubt or stress.
- **Morning routine** - create a morning routine (or if you have one add something new to it). Mornings are crucial as we are preparing for a whole day ahead. Start your day early, read a chapter of the book, do some physical exercises, practice affirmations, drink your coffee and simply enjoy every sip, go for a peaceful walk in the park... or maybe something else already comes to your mind?
- **Gratitude exercise** - this you can do on your own or you can invite your friend or partner to that exercise. If you are doing it with your friend or partner, both take a couple of minutes to make a list of things you are grateful for today and tell them to each other (small things counts;)). Make this as a fun, daily routine!
- **Journaling** - studies show that spending even 3-5 min daily on journaling improves our mood and supports our positive mindset. In the evening before going to bed, spend some time reflecting about your day's events, emotions, values, habits... write them down as you feel and see at the moment.

- **Video recommendations**

Mel Robbins [The reason you procrastinate](#)

Mel Robbins [The problem with being perfect](#)

Mel Robbins [Five second rule](#)

Amy Cuddy [Your body language may shape who you are](#)

Darria Long: [An ER doctor on triaging your 'crazy busy' life](#)

Other recommendations/inspirations:

Tara Brach [Guided Meditations](#)

Headspace [Mindfulness and Meditations](#)

Changeability [Podcast](#)

Daring Greatly by Brene Brown [Book](#)