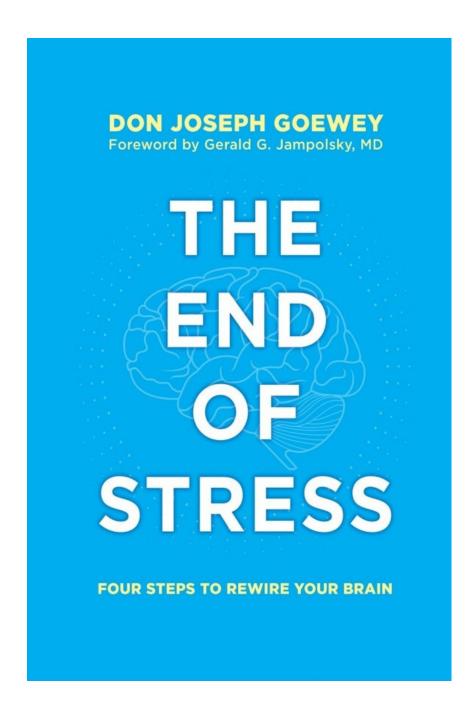
Tools



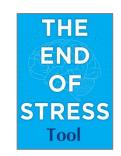
Stress is psychological fear; Peace is neurological power.



Success is inner peace; Succeeding is letting go of fear.



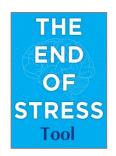
Start the Day In Quiet





- Wake up a little earlier ahead of the rush. Start your day in quiet in a place where you won't be disturbed.
- Close your eyes or take a downward gaze. Tilt your head toward your heart. Follow your breathing. Imagine each breath softening your heart and opening it wider.
- Feel appreciation for the gift of another day of life. Feel appreciation for another day to be with the ones you love.
- Set the intention to have a great day, achieving meaningful results in your work. Equally, set the intention to succeed at becoming more of who you want to be.
- Reflect for a moment on how you want to feel as you work. Now, imagine feeling this way.
- Reflect on the state of mind you want to sustain throughout the day Imagine yourself achieving this state of mind.
- Reflect on how you want to be with other people. Imagine relating to people in this way.
- Recall the statement of William James: You can change anything if you believe you can. Belief creates the actual fact.
- Then believe what you just imagined will happen.

A Dynamically Peaceful Attitude





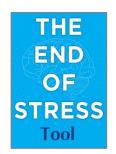
Check three qualities listed below that you want to strengthen.

□ Resilient □ Calm ☐ Faith in the face of adversity ☐ A clear sense of personal power and the integrity to ☐ Trust in the process assert your power without □ Joy in the challenge overpowering others **□** Empathic □ Unafraid ☐ A willingness to forgive Unhurried ☐ A disinterest in judging or **☐** Free of worry condemning Self-confident ☐ A felt connection with one's ☐ Creative own heart, with others, and with life itself □ Open-minded, receptive, and accepting ☐ An enduring sense of the whole that transcends the ☐ A curiosity that is fully present fragments **□** Energetic ☐ A sense of the sacred



Thought Awareness

I Could See Peace Instead of This



Peace is clearly an internal matter, and so is stress. Both must begin with your own thoughts, and then extend outward. It is from an anxious, worried mind that a stressful perception of the world arises. Equally, it is from your peace of mind that a stress-free experience of life arises.

Practice this throughout the day, until your pattern of stress changes:

- **1. Be aware of stressful, fearful thoughts**, anxiety-provoking situations, "offending" personalities or events, or anything else that provokes in you stressful, unkind, hostile, or pessimistic thoughts. Note them all casually, whenever they occur. Notice the way these thoughts morph into negative emotions that produce a perception of threat.
 - Initially, as you look at a negative thought or feeling, don't try to change it. Simply observe it. If you criticize, blame, or condemn yourself for thinking and feeling negatively, simply observe this as another negative thought.
- **2.** Tell yourself: *This thought or feeling is in me, not in reality.* Take a moment and see the truth in this. Let it sink in.
- **3. Don't believe a stressful thought**: If you don't believe an anxious, stressful, pessimistic thought it has no power. It's just a thought that comes and goes. When you don't believe a negative thought, it doesn't turn into stress, anxiety, or depression.
- **4. Tell yourself:** *I could see peace instead of this.* Repeat this idea to yourself in an unhurried manner, as you watch your perception of the world change.
- **5.** Conclude by remembering that although negative thoughts and feelings are *in you*, they are <u>not</u> you. They come and go like clouds. But the essence of your being is like the blue sky these clouds travel through and sometimes cover. Let your mind go completely and become the blue sky for a moment.

Shorter Applications As Needed

Shorter applications of the idea should also be made throughout the day, whenever a fearful thought begins to make inroads on your peace of mind in the form of depression, anxiety or worry, intervene by stating: I can replace my feelings of depression, anxiety, or worry with peace. Repeat the idea until you feel some sense of relief.

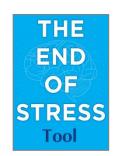
What Am I Afraid Of?

THE END OF STRESS Tool

Write the answer here:

Bring to mind a concern, worry or situation that is causing you stress and anxiety. Briefly describe it in the top box entitled, The concern or situation. Ask yourself, in this situation: "What am I afraid of?" Record your answer in the left column. Then ask yourself, "If this fear were true, what am I afraid of?" Record it. "And if this fear were true, what am I afraid of?" Record it. Repeat three more times or until you sense you have thed the bottom of your anxiety about this situation. 1. Look at each of your fears one at a time. Are you 100% certain this is true? 2. If the answer is no, look at this fear realistically, What statement comes closer to the truth about this? Record that statement in the right column. 3. Go through the list of fears, repeating steps 1 and 2 for each of your fears. 4. Next, read the What Am I Afraid Of column, as if reading a story. "How does that feel?" Then read the Inquiring if It's True column, again as if telling a story. "How does that feel?" Which did you choose to believe when stressed?		
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Blunders, Absurdities, and the Old Nonsense



(Peace is Not About You Being Perfect)



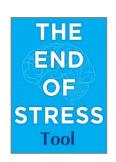
Ralph Waldo Emerson

Finish each day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept in; forget them as soon as you can.

Tomorrow is a new day; begin it well and serenely, with too high a spirit to be encumbered with your old nonsense.

This day is all that is good and fair. It is too dear, with its hopes and invitations, to waste a moment on yesterdays.





Stress-free is the quality of presence called peace that flows into whatever you happen to be doing. We often assume that we have to strive for this quality but the fact is your brain is wired for peace. Evolution wired it into the neuro-circuitry of the right brain to make peace part of human nature.

The problem for most of us is that we don't give peace the chance to flip the switch for a better life experience. Instead, the primitive brain takes charge of our auto-pilot and the day goes to hell-in-a-hand-basket of *fight*, *flight*, *or freeze* (also known as *STRESS*).

But don't stress, peace is still there for the choosing. It is always right here, waiting for you to simply choose it ... right now.

Here's one easy way of flipping the switch to peace in just 30 seconds:

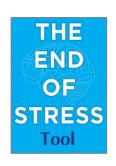
- Stop what you're doing and step away from the world for a moment.
- Let go of what you were thinking and allow yourself to relax a little.
- Now allow yourself to relax a little more.
- Let go of everything. Feel your brain relax as you let go.
- No worries, no problems, no goals. Just let them all go for a moment.
- Take a slow, deep breath and as you do let your mind and heart open wide. Allow peace to begin to emerge as your experience, all by itself.

You can do this short exercise just about anywhere: standing in line, walking to a meeting, or looking out a window. Try it a few times throughout today and see what happens to your day.



Getting Clear

Watching the Thinker



Sit comfortably in your chair, both feet set firmly on the ground and hands folded and resting in your lap. Become conscious of your breathing and on the next breath close your eyes.

All you are asked to do is observe. Simply be with whatever your mind generates. Notice what you are thinking, feeling, and perceiving. Don't become involved in the thoughts, don't judge them or try to change them. Simply observe.

At first, it may seem there is nothing but chatter and chaos. It may seem that your mind is lost in a proliferation of thoughts, judgments and evaluations. Observe this. Notice the thoughts that come and go, the residue of emotion they carry, and the pictures they paint. Stand back from it by observing.

The mind will present you with the impulse to do something other than this meditation. Ignore this impulse and bring your attention to your breathing. The body will also demand attention. Ignore this, returning attention to your breathing.

Now allow yourself to sink into your mind, letting go every kind of interference and intrusion by imagining that you are quietly sinking past them. Lay all these thoughts aside, not separately, but all of them as one. They are all the same.

Your mind cannot be stopped in this. Let go and allow your mind to take its natural course. Observe your passing thoughts without involvement, and quietly slip past them. The quality of mind that is able to observe and slip past all the thinking is not a thought. It is the freedom from thought. It comes from beyond the thinking mind. It is the field that is out beyond ideas of right and wrong.

Relax into the feeling of freedom. This feeling is the very essence of your being. Feel it expand as you relax into it. Sense the light it shines. This is the very essence of who and what you are. Now bring your attention to your breathing. On the next breath open your eyes. Be present, right here, right now.

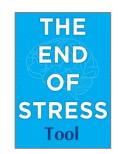
When we are quietly present and observant, we discover how beautiful reality can be.

"Out beyond ideas of right and wrong, there is a field. I'll meet you there."

Rumi



Mark the Moment





Mark the moment whenever an experience opens you up. These moments are like an ancient mariner sighting land. It means you are closer to home than you might imagine. It's also a glimpse of neurological power.

It might be a moment of spaciousness and peace during meditation or prayer. It might be when the beauty of nature captures your attention and lifts your heart. It could be a moment when your passion is ignited or when you relax after working and feel a sense of satisfaction. It could be as simple as the joy in watching a child at play

Whenever a moment occurs that elevates or deepens your experience – whatever it is, for whatever reason – mark it. Tell yourself this moment is important. Allow the experience to imprint on your brain. Don't try to hold on to the experience. Simply surrender to the moment for as long as it lasts with a willingness to experience it fully.

All water has a perfect memory and is forever trying to get back to where it was.

Toni Morrison

When you mark the moment in this way, your brain literally bookmarks the experience. The next time it happens the experience is likely to be more vivid and last longer.

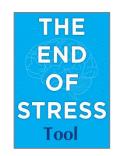
Mark these moments throughout the day. Tell yourself this moment is something important.

You'll be turning on the neural circuits of peace.



Clear Button

Getting You Through The 90-Second Window



Built into your brain is a 90-second window that gives you the chance to extinguish stress provoking thoughts and judgments that are about to escalate into a stress reaction.



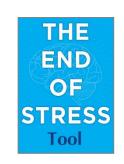
Miss the 90-seconds and it can take hours for your brain to recover. The Clear Button gets you through the window in time. Here's how:

- Imagine there is a button at the center of your palm that, when pressed, sends a signal to your brain to stop fearful, worried, judgmental, or pessimistic thinking.
- Press the button and keep pressing it.
- Next, take a breath and count "1" and think red.
- Take a second breath and count "2" and think blue.
- Take a third breath and count "3" and think green.

Now take a final breath and as you exhale, come into the present moment. Be right here, right now, and relax, letting fear go completely. Quietly re-engage with the situation and consciously choose to be at peace, regardless of circumstances or outcome, confident in the clarity your calm now affords you.



There's Only Three Sane Choices





- ☐ (1) Decide to change the situation.
- ☐ (2) Walk away from the situation.
- ☐ (3) Accept the situation completely.

" ... nobody says you have to keep the circumstances somebody else gives you."

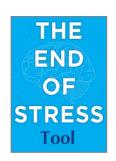
Amy Tan





Feel It to Heal It

De-stressing the Body



- 1. Close your eyes. Allow yourself to feel your body.
- 2. Notice stress in an area that is particularly uncomfortable.
- 3. Feel the discomfort or tightness or tension there. Feel it without imposing any judgment, letting go of the tendency to want to change it. Simply feel it.
- 4. Now scan your body for tension or discomfort in another place. Feel it. Again, don't judge it or yourself. Don't try to change it. Simply feel it.
- 5. Scan for another area of discomfort. Keep scanning in this fashion for a few moments more, until you have uncovered most of the tension in your body.
- 6. Now see if you can feel your body as a whole. How does your whole body feel?
- 7. Imagine for a moment that your body is neutral and that there is an emotional body that can be felt through the physical body.
- 8. What is the predominant emotion that emerges? Feel it without imposing any judgment, letting go of the tendency to want to change it. Simply feel how it feels with curiosity.
- 9. Gradually, allow yourself to relax into the feeling. Let the sensation come to the surface. Simply be with whatever you feel.
- 10. When you are ready, open your eyes. Look around the room and take in the colors and shapes of what you see.
- 11. Be present in a fresh, alert way.
- 12. Embrace this moment as new and relax. Feel the aliveness that is inherent in simple awareness.



PreAttitude

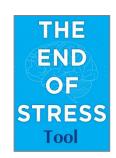




- Recall a specific place or time when you felt happy and peaceful.
- Bring that happy, peaceful feeling to life by remembering anything particular about that time, such as the weather, the surroundings and the period of the day, or who you were with.
- As this happy, peaceful state comes into focus allow it to lift your mind with the good feeling it produces. Relax into feeling good. Allow it to form your attitude as you look out on the world. Sense the shift in consciousness this generates.
- Next, bring to mind the situation you perceive as irritating, stressful or tedious and imagine you are in that situation right now. Bring the peaceful, happy attitude into this situation.
- See yourself at peace, confident, optimistic, and energetic in this situation.
- Imagine that, as you work, you are absolutely present in what you are doing. You sense an awake, alive stillness within you.
- You are open-minded, *not* so focused on the outcome that it pulls you away from the peace you feel.
- Imagine that you feel increasingly larger than the situation simply because you are no longer afraid of it.
- If other people are involved, imagine that you don't abandon your sense of personal power. Rather, see yourself able to communicate what you want to say and able to listen carefully to what they have to say, with no antagonism toward them.
- Imagine that as you settle into this state of heightened awareness the situation is no longer stressful, but is actually becoming enjoyable.

What you are enjoying is not really the task but rather this positive inner dimension of consciousness that flows into the work. Make a positive, peaceful attitude your primary aim as you approach whatever you have to do, and you'll return home at the end of the day with the vitality to enjoy the evening.

Stop and Still





Start each day in quiet.

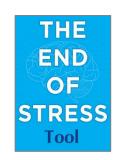
- Wake up a little earlier ahead of the rush. Start your day in quiet in a place where you won't be disturbed. Initially, be receptive to any ideas the right brain offers. The right brain generates creative intelligence and some of its best ideas happen when you are in the drowsy state between half-asleep and fully awake.
- When you're fully awake, take a few minutes to frame the day in a positive light. Close your eyes or take a downward gaze. Tilt your head toward your heart. Follow your breathing. Imagine each breath softening your heart and opening it wider. Feel appreciation for the gift of another day of life. Feel appreciation for another day to be with the ones you love.
- Set the intention to have a great day, achieving meaningful results in your work. Equally, set the intention to succeed at love, peace and joy.



Once a week, count your blessings.

- At the end of every week, recall three things that happened during the previous week for which you are grateful.
- Then acknowledge three things in your life, generally, for which you feel blessed.
- The research suggests that people who "count their blessings" experience lower levels of depression and stress and are more likely to make progress towards important personal goals.²
- There is evidence that counting your blessings *once* a *week* is more beneficial than doing it every day.

Stop and Still





Take breaks. Take Walks.

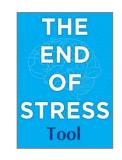
- Every 90 minutes take a break from work. The research establishing the gain in performance derived from taking breaks is substantial.¹ Take a 20-30 minute walk three times a week in a green environment to dissolve stress hormones and oxygenate the brain. Research has found that moderate walking three times per week for a year increased brain connectivity and brain function. ²
- Step away from work. Look at the sky. Watch the wind blow.
 Sense the way the sunlight encourages the grass and flowers to grow. Look at people with the clear intention of not judging anyone.
- Be as free as you can be and...



Let your mind wander.

- Let go and allow your mind to wander. Your openness to the seemingly irrelevant content that comes from letting your mind wander or daydream intensifies the brain's creative process, increasing creative intelligence by as much as 40%.³
- Allowing your mind to wander or daydream allows the brain to associate two or more ideas from different brain networks.
- It creates the brain state in which the dots begin to connect themselves without you doing anything. In fact, the brain needs you to get out of the way for a spell.
- Taking a break or letting your mind wander is an art form. You need to maintain enough awareness so that even when you mind starts to wander you can interrupt yourself and notice a creative thought.

Release

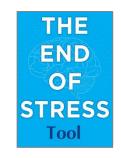




- Bring to mind someone who is difficult for you to forgive: a person you do not like, one who irritates you, or causes you to experience regret; someone you blame, or try to overlook, or actively despise.
- 2. Try to perceive light somewhere in this person; a small glimmer which you had not noticed.
- 3. Look until you see some little spark of brightness shining through the painful picture that you hold.
- 4. Then let this light extend until it covers this person and makes the painful picture brighter and kinder.
- 5. Silently repeat to yourself the following words:
 - I forgive you
 - I release you to your highest good
 - I free myself from this grievance and all the pain that has come from it
 - I release the present from the past and free my future



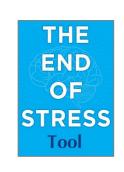
Releasing Me





- 1. Bring to mind a mistake you made or injury you caused another that has been difficult for you to forgive. This could be something that makes you dislike, judge, or condemn yourself. It may cause you to experience regret, blame, or denial.
- Try to perceive light somewhere in yourself; a small glimmer which you have not noticed.
- 3. Look until you see some little spark of brightness shining through the painful picture that you hold of yourself.
- 4. Then let this light extend until it covers you and makes the painful picture brighter and kinder.
- Silently repeat to yourself the following words:
 - I forgive myself
 - I release myself to my highest good
 - I free myself from this grievance and all the pain that has come from it
 - I release the present from the past and free my future.

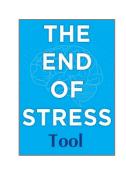
Before Arguing Ask Yourself





Do I prefer that
I be right or
connected?

Three Simple Ways of Being



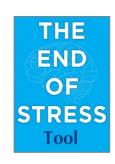
That Grow a Relationship

- 1. Listen better
- 2. Judge less
- 3. Forgive more





Shaping Reality The Power of Expectancy



- Get into a comfortable position and close your eyes.
- Select a current goal and state to yourself the outcome you wish to achieve.
- Imagine this outcome as you want it to happen. Pretend that it has already come to pass, and see your life as it would exist at that moment. Let go of all restraints on your thinking. Tell yourself it's all right to imagine anything, regardless of whether you think it's probable or even possible.
- Involve the sensory parts of your brain. Hear the sounds that are present when the outcome is realized. Smell the air and feel the temperature in the environment. Picture what you will see.
- Now see into the periphery of the picture. What elements of life are around you? Who is with you? Make the colors and elements of your imagined outcome vivid. If people are present, what are they saying to you? What are you saying to them?
- As you continue to experience the vivid picture you have created, feel the feelings you imagine will overcome you when this outcome is realized. Do you feel joy? Do you feel satisfaction? Do you feel relief from pain or fear? And as you imagine the feelings you will have, bring them close and actually feel them as if they are your experience, right here, right now.
- Make these desired feelings as strong as you can. If you are happy, allow them to place a
 smile on your face or make you laugh out loud. If you are relieved, let the relief lift your
 spirits. Let the emotions become real.
- Sustain these desired emotions for as long as you can, but for no more than a minute.
- Then let everything go. Let go of the emotions and let go of the picture.
- You have now primed the pump of your thinking and emotional centers to lock your internal guidance system on your desired outcome.