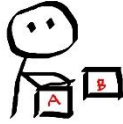




Be Present. Accomplish More. Feel Connected.

Choice



POWER-TOOL

11 Simple Concepts for Choosing Consciousness

Utilize your power of choice and choose to be present at any given moment. Play with these exercises to build conscious habits that help you become more alert, focused, happy, productive, aware, peaceful and engaged. After you learn an exercise, teach your children and students to do the same.

Still Conversation:

Practice having conversations without offering advice, judging, criticizing or analyzing what is being said. While the other person is talking, put those constant thoughts of what you will say next on hold. Accept and appreciate the value of the conversation and enjoy the presence of the other person.

This is not always easy to do, but practice will create a good habit.

Give Me a Name



If you see trees on a daily bases, pick one out of the bunch and give it a name. Giving it a name, surprisingly

characterizes the elements of the tree and how you value it. Each time you see it, call it by its name!

Teaching children to do this gives them more awareness, appreciation, and respect for things they interact with.

Your attention to a single tree among others allows you to see more texture, colors, shapes and traits you would typically overlook.

When you place people or things in a labeled group (Ex: those are trees, they are Hispanic), you diminish their personal value and trigger your bias.

Digital Detox

Pick at least one day a week to drastically reduce screen time – That means T.V., Ipad, computer and phone! Put them in a designated



special place on that day. Set aside 10 minutes of your 24 hour day to address any urgent matters related to email or text.

Let people know which day of the week is best not to contact you because of your conscious practice.

Eyes

When engaged in conversation with another, what do you see when you look into their eyes? Keep this question in mind in your next chat. What is your answer?

Batch Processing

Have set times in the day to check emails and respond to texts so that you can be present during the day.

Inside & Out



Being present is paying just as much attention to what's going on inside of your body as what's happening around you. Be still, close your eyes and bring your attention to your

hands. See if you can feel the energy in your hands. Do this to different areas of your body.

Bliss Bubble



Imagine yourself in a bright white bubble; fill it with the feeling, words or sensation of bliss, joy and happiness.

When unexpected things are happening around you, don't allow it to affect your mood. Feel bliss, remain calm, engage and take action.

I Am Okay

When something surprising happens or is said to you, be aware of your emotional and mental reaction. Try to remain light and clear. Ask yourself, "am I okay", "is this something worth responding to"? Breathe into the area of your body that is tense.

With practice, you'll learn to minimize your stress response and act with more verbal accuracy and alignment with your true feelings.



One at a Time

Give yourself permission to be fully engaged on one thing at a time. Accept that you will bring your attention to just one thing. Be happy doing that one task, then bring the same awareness and energy to the next item.

This will complete your tasks faster, add quality to what you're doing and help you feel less stressed or pulled to do it all at once. (Ex: Enjoy doing the dishes, then give full interaction with your child, next give yourself permission to focus completely on your work project).

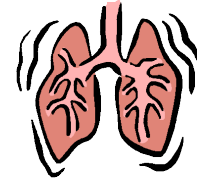
Use **presence and ease** with each task. You will feel less pressured to juggle your time.

Permission Blocking

Block time to complete just one task without switching to another.

Put your phone away and clear your desk of distractions. **Give yourself permission** to be focused and present, then let go when your time is up.

Am I breathing?



Ask yourself this question several times throughout the day. Bring your awareness into your body. Take a deep breath and feel the air flowing through your nose and your lungs expanding.

