

JANUARY 2020

# CARE PACKAGE

Make Every Moment Matter



### CARE PACKAGE

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Flyers to be used to promote Applied Programs that are available to you on eM Life.

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### THEME WEEK BLOG

A blog post that is written to introduce and share practices related to this month's theme week.

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### MINDFUL MEETING MOMENT

Short form mindfulness practices to prepare your team to be calm, focuesd, and more efficient for your next metting.

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### PRACTICE GUIDE

The Mindful Daily Practice Guide Volume 3 contains efficient mindfulness practices that can be used outside of the classroom.

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# JANUARY 1-7 WEEKLY CALENDAR

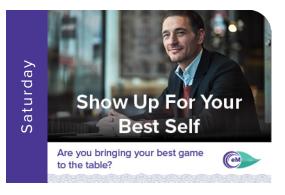














# JANUARY 8-14 WEEKLY CALENDAR

















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eM Life week starts on Tuesday

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**Meaning and Purpose** 





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### **How Mindfulness Can Help You Sleep Better**

Written by eM Life Teacher Mike Engle

We all have nights when we can't fall asleep. You know the ones: you feel tired, you brush your teeth, put on pajamas, set your alarm, and get everything ready for bed. Then you lay down and close your eyes and an hour passes and you're still awake, churning over thoughts about work, your to do list, or whatever random ideas pop into your head.

These nights might be rare for some of us, but for others they're so common that a good night's rest seems like a distant dream. Now with more demands on our time, and with technology helping us spread ourselves as thinly as possible, it can be even harder to find the peace we long for at the end of the day.

#### Tune in to the next Mindful Daily and learn how mindfulness can help you connect with yourself and find peace from within!

It's only natural that we look for different tricks and tips to sleep better, and there's no shortage of advice on how to get a better night's rest, from wearing eye shades to keeping your phone out of the room. But more than any strategy to help you fall asleep, mindfulness is a way to work with the root of our restless nights: an agitated mind.

### It's our agitated minds that keep us awake

Having trouble sleeping doesn't start the moment when we lay down. In fact, there's a host of mental habits that we create throughout the day that keep us awake at night. If our minds are constantly agitated throughout the day (our awareness jumping from one thought to the next, caught in to do lists and problems that need to be solved) then we're creating a habit for our minds to be like that all the time, even when we go to bed.

Many of us walk around stressed, not only because our lives are demanding, but because we don't know how to handle the thoughts and emotions constantly bubbling within us. We become agitated and on edge, and we get even more frustrated when the moments we have to rest are ruined by a mind that just won't stop.

By working with these habits and creating other, more supportive habits, we're working at the root of the problem so that we don't get caught in those never-ending chains of thoughts when we turn off the lights. This is why mindfulness is so beneficial: it helps us create mental habits that allow us to let go and relax the body into a restful state.

### Does mindfulness really help us sleep better?

Although research on mindfulness and sleep is still in its early stages, the results are **promising**. One **study** found that mindfulness practice improved moderate sleep problems in older adults, which in turn reduced sleep related daytime impairment.

Another **study** found that even with a small amount of mindfulness training individuals experienced improvements in sleep quality and duration. Part of what happens when

you train in mindfulness is that you learn to detach from thinking patterns that keep you awake (like churning over to do lists, or ruminating about a problem at work).

# Reduce stress and increase your resilience with this 14-minute guided meditation practice!

You can also cultivate a relaxation response just by focusing on your present moment experience. As you practice more and more, you develop the capacity to relax the body and mind, which goes a long way when it's time to turn the lights out.

### How mindfulness can help: some tips and tricks

1. Develop a practice that helps you work with your stress during the day. The way you work with stressful thoughts and emotions during the day will be similar to how you work with them at night.

Do you get overwhelmed and anxious? Or can you let go of those thoughts and allow your mind to rest? Knowing how to relax the mind doesn't come easily to most of us. It's a new habit we need to cultivate. So develop a mindfulness practice and stick to it, even if it's just a few minutes every day. Slowly this will be a new habit that will help you to let go when you want (like when you're on vacation or going to sleep).

2. Notice your reactivity when you can't fall asleep. When you can't fall asleep, do you get even more agitated and upset? When you look at the clock and see that you

### Continuation

only have a few more hours before you need to wake up, do you feel frustrated?

Of course it's normal to react and become frustrated when we can't fall asleep, but that doesn't mean it helps the situation. The more reactive we get the harder it is to relax and actually fall asleep. So notice how you're reacting and try to take it easy.

**3.** Both sleep and mindfulness don't respond well to a heavy hand. Have you ever tried to force yourself to fall asleep when you couldn't? Sleep isn't really something we can make happen. It's more something that we let go into. Mindfulness is similar. If you sit and force yourself to pay attention, your mind might actually revolt by stirring up more thoughts to distract you.

So when you practice mindfulness, try to do it with a soft touch, simply being present without striving to be perfect. Cultivate that attitude when you practice mindfulness, and it will help a lot when it's time for sleep.

### A simple mindfulness practice to help you fall asleep

Lay down in your bed, get into a comfortable position, close your eyes, and take some deep breaths. Each time you exhale, feel your body sinking more and more into the bed. As you exhale, let go of the tension in your body and mind.

You know that feeling you have after a long, hard day of work, when you just want to turn off your phone and sink into a warm bath with a soft sigh? That's what we're looking for here. Give yourself a break, let go of everything you need to handle, it can wait until the morning.

Once you've settled down a bit, then return your breathing to normal. Don't try to control or change your breath in any way. Just be aware of yourself

breathing, with your attention ever so gentle. We're not trying to be hyper aware of anything. Hold your attention with an effort of about 25%. Don't try to force or make anything happen.

Simply relax the body as you exhale, and lightly be aware of the sensations of the body as you sink into the bed. When the mind wanders (which it will), just notice it's wandering and bring your awareness back to the body and breath. Be patient and let go of any goals or expectations. Continue to be aware of the breath and the body, noticing what it's like f where the body touches the mattress.

Hopefully before long you'll be pleasantly floating into a dream, and snoring loud enough to keep your neighbor up all night.



# **Understanding Mindfulness**

### Session 1



### **Registration Information**

Date and Time:
January 8<sup>th</sup> 1:00pm EDT
January 31<sup>st</sup> 3:00pm EDT

### **Enrollment is Limited.**

Sessions fill up quickly. Register now in your company eMindful portal.

This program focuses on mindfulness and how it can integrate it into daily life. It only takes a thought, physical feeling, or emotion to kick us into a stress cycle keeping us stuck in stress, anxiety, overwhelm and compulsive behaviors of avoidance. Mindfulness allows us to be present to this cycle, step outside of it and choose a different approach to reduce our stress and make us more effective in our lives.



### MINDFUL EATING

# **Mindful Eating**

### The Key to Sustainable Weight Loss



### **Registration Information**

Date and Time: January 23th 12:00pm EDT

### **Enrollment is Limited.**

Sessions fill up quickly. Register now in your company eMindful portal.

The focus of this course is to learn and explore strategies and skills based on the principles of "mindfulness" for losing weight, maintaining weight loss, and decreasing metabolic health problems. Mindless eating or eating when we are not physically hungry to manage our emotions or avoid dealing with stress is a part of life. Depending on the frequency and amount this can lead to weight gain, health problems, and decreased quality of life. Mindfulness skills, such as mindful eating, can help us to learn to interrupt these unhelpful habits or patterns, develop healthier relationships with food and our bodies, and improve our quality of life.



# **Mindful Meeting Moment**



Choose your desired length of Mindful Meeting Moments- short form mindfulness practices that can prepare your team to be more present, more focused, and more effective for the meeting ahead. So settle in, straighten your spine, and follow along.

1 minute 3 minutes 5 minutes

Click to listen

Click to listen

Click to listen

## THE

# MINDFUL DAILY



a handy pocket guide to

**SLEEP, FINANCIAL STRESS, ANXIETY,** 

**RELATIONSHIPS, PARENTING, WORKPLACE STRESS** 







# A Transformational Practice

#### **SLEEP**

Focus attention on the sensations of the body and breath to settle the mind and relax the body. Bring to mind a happy place or a short phrase that brings you calm and ease.



#### FINANCIAL STRESS

When you feel the urge to make a purchase, pause and take a few breaths.

Ask yourself if this will help you reach your goals and/or if you really need the item.

### **PARENTING**

Approach situations from an attitude of curiosity. Start with a few conscious breaths and ask yourself what the situation would look like through a child's eyes?

**WORKPLACE STRESS** 

Each time you begin a new task, take

one minute to bring your full attention

to the breath. Notice what this

experience is like for you.

#### **ANXIETY**

Pause and take 10 conscious breaths. Ask yourself how are you feeling; is what you're thinking, really true? Respond in a way that will best serve you.

#### **RELATIONSHIPS**

What does the other person need from you; to be heard, understood, feel like they matter? What do you need?

# A Transformational Practice

Establishing a regular mindfulness practice can be transformational in every aspect of your life — ranging from your performance at work, your connections with others, stress, health and wellbeing, and even your spending habits. Mindfulness helps us to be more present more of the time, and to have greater clarity about what's happening in our inner world of thoughts and emotions, and the world outside of us. This visibility into our in-the-moment thinking and feeling gives us the ability to make choices that will move us in the direction of our life dreams, goals and values.

### Mindfulness In Daily Life

Mindfulness can be practiced both formally and informally. When you sit down to meditate, we call that the formal practice. The formal practice helps you create a foundation of mindfulness that enables you to bring your mindfulness skills into everyday life activities, like having a conversation, preparing dinner, responding to emails, or even as you go to sleep. This Practice Guide will give you practical tips for integrating both formal and informal mindfulness practices in your life: Sleep, Financial Stress, Relationships, Anxiety, Parenting, and Purpose.



The message on sleep is clear. We need about 7-9 hours of sleep each night to function at our best. But missing out on the amount and quality of sleep needed is common. Whether you have difficulty falling asleep when your head first hits the pillow, or you wake up and can't get back to sleep, mindfulness can help. And it's normal to take up to 30 minutes to fall asleep, so why not spend a few minutes practicing mindfulness to ease into it.



### Wind the mind down for sleep

On the nights your mind starts racing the moment your head hits the pillow, try settling the mind and body to create the conditions for a good night's rest.

- Get comfortably into bed, set all distractions aside, and when you're ready close your eyes.
- Thank your mind for working hard today and now it's time for the mind to rest.
- Settle the mind by shifting your attention away from thinking and to the general feeling of your body lying in bed feeling the weight and texture of sheets or covers on your skin, the pressure of your body resting on the mattress, your head on the pillow.
- Starting with your feet and moving up through the body, bring a relaxed attention to the sensations of each part of the body. First noticing the feet touching sheets, the pressure of feet to mattress, warmth or coolness. And then moving attention to the ankles and so on.
- Keep the attention relaxed enough that you can drift off at any time.



### Waking up in the middle of the night

While middle of the night wakeups aren't ideal, we can actually make it harder to get back to sleep by engaging in anxious or frustrated thinking. Instead, take a few moments to help your mind and body relax so you can more easily fall back asleep.

**Step 1:** When you wake up in the middle of the night, do a mindful check-in. What are your thoughts? Your emotions? Are you anxious or frustrated? Is there any tension in your body?

**Step 2:** Invite your body to release any tension or tightness. Is there a particular place that you feel it? If so, imagine the soothing energy of the breath moving into that area and inviting that part of the body to soften and relax as much as it will.

**Step 3:** Coordinate your breath with a comforting phrase to help set your mind at ease. On the inhale you can say to yourself, "Breathing in calm and ease". As you exhale say, "Breathing out relaxing more deeply." Use any phrase that's meaningful to you.

**Step 4:** Even if it takes a while to fall back asleep, this practice will help you feel more peaceful and relaxed while you rest.



Many people have a stressful relationship with their finances. Worries about not having enough and uncertainty about how to manage finances more effectively can lead to overwhelm and avoiding taking stock and making important financial decisions. Practice these mindfulness tips to get clear about your financial goals, your relationship with money, and maybe to even have a little more in the bank.



### Prevent buyer's remorse with a mindful pause

We can purchase almost anything with a touch of a button or swipe of a card, impulsively and instantaneously, which doesn't give time to consider whether we truly want the item, or if it serves our financial goals.

- Before you buy, STOP for 1 minute!
- Take a few deeper breaths as you relax your belly. The compulsion to buy can be intense, so breathe your way to being calmer and give yourself a little distance to any feelings of anticipation or urgency to buy.
- Observe what's compelling you to make this purchase. What are your thoughts? What's your mood? Are you hoping this will bring you happiness?
- Will this purchase bring you closer to what you truly want and need? Will it cause you more financial stress? Will you be just as happy, fulfilled and cared for without the purchase?
- Proceed As you move forward to making or not making the purchase, do so consciously, with clarity and alignment to your longer-term financial goals.



Anxiety is a natural emotion that helps us predict what might go terribly wrong so we can avoid those situations. But anxiety creates havoc when we develop a habit of overestimating the risk of things that may not even happen in the future, and underestimate our ability to handle them. It's not possible to completely get rid of anxiety, nor would that be desirable for our safety. But mindfulness can help us to develop a healthy relationship to anxiety.



# Practice these steps to remain steady and resourceful, instead of getting carried away by anxious thoughts and feelings.

#### Count

Give your mind a break from anxious thoughts by counting your next 10 breaths. This will help your mind and body calm down, putting you in a better position to respond effectively.

#### Check in

Check in with what's really happening right now. Are you ok in this moment? Are you getting caught up in worries that may never come true? What are the actual facts of the situation? Is it possible you're over-estimating the risks? What do you know about your ability to handle whatever does happen?

#### Choose

Choose a response that truly serves you, and doesn't make anxious thoughts and feelings worse. Based on the facts of the situation and your resourcefulness, how can you respond to anxious thoughts and feelings more effectively now?



Having good relationships is one of, if not the, biggest predictor of happiness and health. But, successful relationships take work. Mindfulness can help us strengthen our personal and professional relationships by developing greater empathy and becoming more interested in understanding others instead of overly-focusing on being understood.



### It Takes Two to Tango

When you get caught up in the blame game, you can actually undermine your ability to resolve the situation because it prevents productive problem-solving. When you find yourself blaming, give this mindfulness empathy practice a try.

- Drop the story about how the other person is to blame.
- Explore other possibilities for perceiving the situation just for a moment.
   What might the situation look like from the other person's vantage point?
   What might they be feeling?
- Now, become curious about what's underneath your reaction of blame. Are you feeling unappreciated, hurt or betrayed? Become aware of your feelings

   anxious, angry, sad...
- With your broader awareness, what's most important for creating the conditions for health and happiness in this relationship moving forward?



### I See What You Mean

Not feeling truly understood can easily create relationship tension and disconnection. If you're desiring greater understanding from others, start by understanding others with this mindful listening practice.

- Set an intention to be deeply curious about the person you're communicating
  with, and to not share your own perspectives or needs for the next few
  minutes.
- Pause for a few seconds to become present before directing your openness and curiosity toward the other person.
- Ask the other person something that you'd like to understand about them.
  This could be something as simple as what the best part of their day has
  been, or something deeper like how they are feeling about a point of tension
  in your relationship.
- Just listen with the intention to truly understand them, letting go of any need to share your own experience for now.
- Notice what it's like to give yourself permission to be interested and open to the other person, without trying to change the other person or be understood.



Parents often say that their children are wonderful mindfulness teachers. They remind us about the joy of childlike curiosity, slowing down, and being fully present with the ones we love. And they also can push our buttons and send us into an emotional tailspin. Mindfulness can help you be more present, patient, and resilient so you experience more joyful parenting.



### **Childlike Curiosity**

Children are naturally curious, and inclined to ask why and explore as they push boundaries to see what will happen. As adults, we can lose our curiosity by assuming we already know what a person, situation, or experience is like – resulting in our being less present in everyday moments.

Experience more connection and joy by spending a few minutes bringing a
childlike curiosity to an everyday situation. This could be something you do
alone, like brushing your teeth. Or it could be something you do with your
child, like eating dinner. Imagine you're experiencing this for the first time.
Ask yourself these questions and notice the impact of curiosity.

#### What's it like?

What's interesting about this experience?

What are you becoming aware of that you haven't noticed before?

How is it to be fully present and interested in this moment?

How is your curiosity influencing your experience?

Whether you're experiencing more connection or joy, or noticing you'd rather be doing something else, take note of the value of curiosity in your day.



### **Patience**

It takes children more time to get dressed, eat breakfast, walk to the car.... If we haven't budgeted enough time for them to do things, it's easy to see them as the reason we're running late and feeling stressed. But it may be more accurate to say that we're the reason they are feeling rushed and stressed. The next time you want your child to move faster, support each other with patience!

# How could slowing down right now help you move faster, or accept the moment just as it is, with greater ease and joy?

- Give yourself permission to slow your mind and body down.
- Notice how impatience feels in your body (tension, clenching, heart racing) and your mind (worries about being late, wishing something would or wouldn't happen).
- Invite any tension to release by taking a few deeper breaths.
- Ask yourself if your impatience is really helping you or your child right now?
   Will your impatience help either of you to feel more calm, competent, or connected?



# **WORKPLACE STRESS**

When it comes to success in our personal and professional lives, we only have so much we can do, be and give. And sometimes our pursuit of success causes stress and anxiety. Mindfulness can help us diffuse workplace stress with an attitude of gratitude, and by being more connected to our purpose for the work we do.



### **Clarify Your Purpose**

Purpose is a way of living, not an end goal. It can be about the way you relate to others, the qualities you want to embody, and the daily work of your life. Take a few moments before jumping into work to connect to your purpose to feel more inspired, creative, resourceful and resilient in your work.

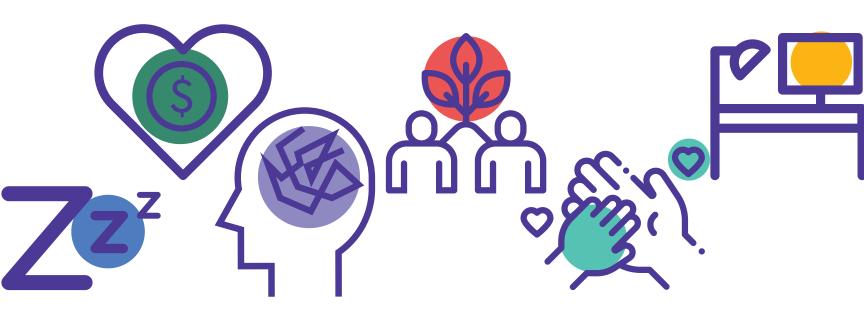
- Pause the doing and unbusy your mind by tuning into your body. Notice your energy, temperature, restlessness or stillness...
- Purpose is often experienced as a deeper level of knowing, or wisdom that can more easily be connected to as you settle the mind and body. Continue to rest your awareness in the body for a few moments.
- When you're ready, ask yourself: What is meaningful to you? What are the
  values you want to bring into the world? What is the difference you want to
  make or the way you want to be with others in the world? What seems clear,
  or is perhaps emerging, about your purpose in this moment?
- Notice how becoming more clear and connected to a sense of purpose influences your experience of the workday.



### **Gratitude Practice**

Cultivating gratitude has been shown to help overcome the brain's tendency to focus on the negative, and under appreciate the positive aspects of our day, work, and life. Gratitude helps us rebalance our perspective by intentionally appreciating where we work, who we work with, and the work we get to do. Give yourself this daily gratitude challenge and notice how it shifts your perspective.

- Take a few minutes each day to reflect on one or two things you are grateful about.
- If you're having a hard time thinking of things you're grateful for, look for the smaller and simpler things. You might feel grateful when someone reminds you of a resource you could use to make your job easier, or for bringing you a cup of coffee to your morning meeting.
- Spend about 1 minute taking in the experience of being grateful for each thing, experience or person that you're feeling grateful for.
- Notice how it feels as you recall what you're grateful for and how gratitude influences your day.





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