

FOCUS FORWARD

After a major change, it's common to want to get "back to normal."

Instead, pause and reflect:

What have you learned through this change?

What habits have you been practicing that you'd like to continue?

What's something positive that you expect to experience in the near future?

Now, reframe your mindset to consider the possibilities.

What could your "new normal" be?



FACING UNCERTAINTY WITH GRATITUDE

Uncertainty, fear, anxiety – we all feel it. Our lives are full of unknowns, and more than a few times we will experience adversity. We want to find a way to control the future, but the truth is we can only live in the now.

Gratitude is the antidote to fear and uncertainty. When disaster strikes, gratitude gives us perspective. It can help us look at the big picture and not be overwhelmed by temporary circumstances. Practicing gratitude allows us to notice all of the things that are still working, instead of being consumed by what isn't. The good is always there when we remember to zoom in on it.



TAKE CARE OF YOU

It's easy to forget to take care of the most important person in your life - you! You deserve to show yourself some gratitude. We can all spend too much of our day focusing on what we can do better, how we can be better, comparing ourselves to others and feeling like we don't measure up.

Tonight instead of letting your mind go into overdrive about everything that is wrong, use that time to focus on showering yourself with gratitude. Be a friend to yourself. Do something that feels good. Take a long bath. Read a great book. Go for a walk. Do whatever relaxes you. Give yourself permission to pause. You've earned this time to restore your body and your mind.



WISE MIND

Reasonable Mind is the state of mind that is logical and scientific. It is concrete evidence mode. Emotion Mind is exactly what it sounds like — you are fully immersed in emotion.

Emotions are discounted in most cultures, yet emotions are very important to keep us safe, make us aware of our preferences, and bond us with loved ones.

Wise Mind is the unique combination of Reasonable Mind and Emotion Mind that only you can tap into in any given situation, drawing from your own unique point of view. Wise Mind helps us make difficult decisions and is a sense of knowing that is very personal and unique. Try thinking of a situation from Wise Mind the next time you feel Emotion or Reasonable Mind taking over. [Click here](#) to learn more.



30 SECONDS TO EXPERIENCE JOY

Turning up the corners of your mouth and flashing those pearly whites can make you more joyful. It may sound like an old wives' tale but researchers from the University of Tennessee at Knoxville found that there is truth in the power of smiling. Smile for 30 seconds sometime during your morning routine or right before you head out the door to raise your joy.

Sounds too good to be true? Test it out. It may feel silly at first, maybe even a little awkward. Don't let that stop you. For 30 seconds, just smile. You are sending a signal to your brain and your body that you are happy. There is no turning back once you turn it on.



MINDFULNESS CALENDAR

Mindfulness is the psychological process of purposely bringing one's attention to experiences occurring in the present moment without judgment, which one develops through the practice of meditation and through other training.

The best way to develop mindfulness is practice! [Click here](#) to download Calm's 2020 Calendar with daily mindfulness challenges.

Their daily mindfulness challenges serve as tiny experiments to learn more about yourself and the world. All to say it's not about getting it right, but rather checking in with yourself and deepening your awareness.



ASKING FOR HELP

Everyone needs to ask for help sometimes. This is not a weakness – in fact, it's a vital part of being successful at your job, developing in your role, and dealing with problems before they get out of hand.

Before you ask for help, consider the limits of your responsibility, any quick solutions at your disposal, how much time you have, and whether there's training available that will allow you to help yourself. When you do ask for help, be clear, confident and prepared. Choose the right method of communication and be sure to show your appreciation. This will get you the help you need now, and contribute to a culture of cooperation.



MINDFULNESS IN THE WORKPLACE

Mindfulness involves being fully aware of your thoughts, emotions, and actions. It means being present in every moment and paying close attention to what is going on right now, instead of worrying about the past or the future.

You can develop mindfulness by following these five steps: 1. Meditate regularly. 2. Observe your environment. 3. Slow down. 4. Pay attention to routine tasks. 5. Accept your feelings.

Practicing mindfulness has a number of advantages. It can benefit your mental and physical well-being. And, in your working life, it can reduce stress, improve focus and concentration, increase resilience, aid creativity, and increase your emotional intelligence. [Click here](#) to try a mindful meditation.



RANDOM ACTS OF KINDNESS

Random acts of kindness can be big or small things you do just for the benefit of someone else. It also feels good to help or support people, although that is a happy consequence and not the intended aim of the act. The knock-on effects of kindness in the workplace are considerable. It creates stronger bonds among team members, and can make them feel engaged and motivated, which can lead to better performance.

Any act of kindness that you perform with genuine altruism makes a difference to you, the recipient and your organization, whether it's making someone a cup of coffee or listening to an anxious colleague.



BODY SCAN MEDITATION

Sometimes you can be so caught up in your stress, that you don't realize that the physical discomfort you're experiencing—such as headaches, back and shoulder pain, and tense muscles—is connected to your emotional state.

Body scan meditation is a good way to release tension you might not even realize you're experiencing. Body scanning involves paying attention to parts of the body and bodily sensations in a gradual sequence from feet to head.

Start with your head and slowly take inventory on how different parts of your body are feeling and relax them. [Click here](#) to listen to a guided body scan.



ONE GREAT QUESTION

What do you want to have happen as a result of the time/effort?

When you start a meeting:

“What do we want to have happen as a result of our time together?”

At the start of your work day:

“What do I want to have happen as a result of my effort today/this week?”

Before a difficult discussion (office or home):

“What do we want to have happen as a result of this conversation?”

Enjoy how this helps you focus your attention, effort, and time in a more deliberate way.



MAKE YOUR SMART GOALS WISE GOALS

To avoid pitfalls, make your goals SMART and WISE.

- ✓ Written
- ✓ Integrated
- ✓ Synergistic
- ✓ Expansive

*To learn more about
WISE goals, see the
PDF attached.*

THE BASICS OF SELF-CARE

Authentic and long-lasting self-care is not about feeling good in the moment. Rather, it's about taking care of your physical, emotional, mental, relational, and spiritual needs so that you can be at your best and to build up your resilience to stress. Try these 5 basics of self-care:

1. Sleep - Make sure you are getting the suggested hours of sleep for your age range.
2. Food - Eat a balanced diet to get a variety of nutrients.
3. Exercise - Moving your body is critical to boost endorphins and dopamine.
4. Water - Stay hydrated. Stress and anxiety can cause you to sweat more than normal.
5. Community - Social interaction with family and friends helps you feel connected.

When you aren't feeling your best, check in with these 5 to see if you have a need not being met.



5 BENEFITS OF TRACKING YOUR MOOD

Regularly tracking your emotional rhythms is a powerful way to take care of your mental health. Here are 5 ways that taking time daily to note how you're feeling can help you:

1. Create space to feel your feelings.
2. Get insight into what you need to best take care of yourself.
3. Recognize patterns and triggers.
4. Communicate clearly to others.
5. Get the support you need.

Mood trackers can be downloaded from the internet or utilized on apps like [Calm](#).



REST AND RELAXATION

Relaxing in your leisure time is an important factor in your success at work. More importantly, it can be what makes life fun! But to get the most out of this precious commodity, you need to set a few ground rules and plan what you want to do.

First, use physical techniques to relax your body after work and clear it of tension and adrenaline. Next, adopt habits at home that mean you're not coming back to a messy environment after work, and consider decluttering, if there's still too much mess.

Then, work out a system for evening meals which means that cooking and eating becomes an enjoyable social activity, or at least a quick and efficient process. Finally, fill the extra time these approaches create by spending time on a rewarding activity that will take your mind off work.

COGNITIVE RESTRUCTURING

Cognitive restructuring is a useful technique for understanding unhappy feelings and moods, and for challenging the sometimes-wrong "automatic beliefs" that can lie behind them. As such, you can use it to reframe the unnecessary negative thinking that we all experience from time to time.

Bad moods are unpleasant, they can reduce the quality of your performance, and they undermine your relationships with others. Cognitive restructuring helps you to change the negative or distorted thinking that often lies behind these moods. As such, it helps you approach situations in a more positive frame of mind.

[Click here](#) to learn more.



MAKING OR BREAKING HABITS

Many of us make resolutions each new year. And for many of us – according to research, a little over 90% of us – they don't .. quite ... stick. And that can be disheartening. We may even take it as a personal failing or lack of willpower (it isn't).

There is another way. A more compassionate approach. With mindfulness, it is possible to more easily and reliably cultivate a new habit or release an old one. And habits – small, consistent everyday choices – are what change our lives and our worlds in meaningful ways.

Attached is a guide to help you make or break a habit.



DAILY GRATITUDE JOURNAL

Gratitude wakes us up to the beauty and magic of everyday life, but we have to choose it. Create the space for a simple daily routine of reflection and doing the work, and over time the benefits start to show up in our lives in overwhelming ways.

People who practice gratitude consistently feel more generous, compassionate, and connected to others. Ultimately gratitude is one of the great keys to unlocking happiness.

[Click here](#) to download a Gratitude Journal.



MENTAL FITNESS

Much as we need specific physical exercises and movement to build bodily strength, agility, and resilience; we can also benefit from exercises — or practices — to strengthen our minds, mental performance, and well-being. We can tap this immense potential to experience greater courage, confidence, composure, clarity, and creativity, the 5 Cs of mental strength we need to cultivate happier, healthier, and more rewarding lives.

Your mind is a muscle — together, let's flex it.

Attached is a guide to help you build mental fitness.



7 TIPS FOR BETTER SLEEP

A good night's sleep is so important for our physical and emotional well-being, but it's not always easy to come by. Here are 7 tips:

1. Support your circadian rhythm.
2. Limit light before bed.
3. Eat for better sleep.
4. Exercise for better sleep.
5. Create a relaxing sleep environment.
6. Meditate.
7. Have a wind-down ritual.

[Click here](#) to download Calm's Sleep guidebook.



POSITIVE AFFIRMATIONS

“Our words have power. They impact others, but they also impact us.” – Michael Hyatt

Positive words, also known as affirmations can program our brains, our thinking and ultimately the outcome of our thinking can be actually seen in our lives in reality. Telling yourself positive thoughts such as “I am getting stronger everyday” or “I choose to be positive” can release you from negativity, fear, worry and anxiety.

Words are powerful. What are you telling yourself everyday?

HOW TO STAY KIND

These are difficult times: frightening, painful, groundless. There are plenty of reasons to feel tight and scared right now. But how do we stay kind and connected when it seems like the whole world is falling apart? Here are three simple steps.

1. *Sit with your feelings: There is tremendous power in just sitting down and feeling what you're feeling.*
2. *Imagine Kindness: Imagine someone you love, someone close to you, and imagine giving them the things that bring them joy.*
3. *Act: Keep things very small and manageable. Text a friend, say something kind to your partner or greet a neighbor.*



TRAINING YOURSELF TO MONOTASK

A 2009 study out of Stanford University found that multitaskers— those who work with several streams of information at once—fall short at attention tasks, memory tasks, and completing tasks.

This is where mindfulness comes in. Because when you practice mindfulness—when, for example, you bring your attention back to your breath again and again for ten minutes—you are retraining the brain to monotask.

Want to try a new way to monotask? Check out [Caveday](#), a focus community that hosts structured monotasking sessions.



FEELING YOUR EMOTIONS IN THE BODY

Anxiety, for example, often shows up as a buzzing energy in the chest. Sadness can feel like a heaviness in the heart. Anger can be accompanied by a tension in the arms, neck, or shoulders. These are just examples, of course. Every body is different, and how you feel may be totally different. That's fine.

You can try this right now. Check in with how you're feeling, emotionally: settled, anxious, calm, bored, sad, restless, whatever. Now inquire: how does that feel in your body?

As you get to know how your body manifests different emotional states, you might check in first with the body to see what's going on for you emotionally. Your body becomes a barometer of your emotional state, which is especially helpful when you feel overwhelmed.



HAPPINESS TAKE PRACTICE

Research has shown that the key to happiness lies not in changing our genetic makeup (which is impossible) and not in changing our circumstances (which is ineffectual) but in undertaking daily intentional activities that promote it. Happiness is a practice.

What works? Devoting time to family and friends. Cultivating and expressing gratitude. Experiencing 'flow' states, in which you are completely absorbed in what you're doing, in either work or leisure. Building resilience for when stress and even tragedy strikes.

"If you want to be happy, practice compassion," as the Dalai Lama says.



TOO BUSY TO BE MINDFUL? TRY THIS.

Most people have unbelievably full and fast-paced schedules -- we barely have time to fit in the basics. Not only are we quite busy, but most of the time we're multi-tasking: getting dinner on, responding to work emails, contemplating lunch for the next day, deciding it's finally time to fix that drip in the kitchen sink, thinking about how to respond to the text message that just came in... all at once. And yet, a lot of us yearn to bring mindfulness into our lives.

Rather than prompting yourself to be mindful throughout the day, collect that time and effort into one period of concerted practice in the form of meditation: one period of five or ten minutes to stop everything, sit down, and practice becoming aware of your breath, body, mind, heart, and surroundings.



THE DIFFERENCE BETWEEN PAIN & SUFFERING

There's a saying in meditation circles that *Pain is inevitable. Suffering is optional.* Pain is all the things we can't necessarily control about life: illness, old age, construction work on your block, the slow guy in line in front of you at the grocery store...

Suffering is the tension we create around the pain: lamenting that you have the flu, hating your gray hair, complaining incessantly about the noise of the jackhammer outside your apartment window.

When we push pain away, we expend our energy in resisting things we can't usually control. It would be nice not to have jackhammering all morning while you're trying to work, but creating tension around it is not going to change the city's construction schedule. Next time, try meeting your pain with acceptance instead of resistance to prevent suffering.



HOW TO BE A BETTER LISTENER

Becoming a better listener may sound simple, but it's not easy. It takes practice: we need to train ourselves, with mindfulness and other practices, to notice when we're operating from our habitual tendencies.

1. *Stay curious. Curiosity means that we are interested in learning. Learning requires humility; we must be willing to not know. To comprehend anything, we need to put aside our preconceived ideas and be open to new ways of seeing.*
2. *Stay grounded in what you care about. Care is the second essential ingredient. We don't pay attention to things we don't care about, and we don't care about things we don't pay attention to.*

THE RISK OF HONESTY

Many of us have a habit of withholding the truth for one reason or another. We withhold sharing our love, we withhold our vulnerability, we withhold expressing what's true, we withhold our curiosity, we withhold our anger and our sadness. The list is so long. We withhold especially when we encounter difficulty, because we become frightened of risk.

But if we don't take the risk of honesty, we risk never living a life of conviction and integrity.

To be truly honest, it's essential to actually listen to what's true, instead of what we want to be true, or what we've been told is true, or what we're comfortable with. Only then can we really speak what is true from our lived experience. This is the practice of radical honesty.



CHANGE YOUR POSTURE, CHANGE YOUR MOOD

Applied to our everyday lives, defensive body postures may actually reduce stress when we're confronted with a threat. But if the coast is clear, our posture may be sending signals back to our brain that there's still a threat out there. Our brains get the message to stay in fight-or-flight mode, and we stay stressed out.

Try this quick, easy exercise. In a sitting position, notice how your legs and feet are arranged. Place both feet flat on the floor, so that your body has three stable points of support (two feet and one butt). Now notice the position of your neck and spine. Try letting them straighten, as if they were being pulled up by a thread at the crown of your head. See if you can sit so that your back is supporting its own weight. Take a few breaths. Does your breathing feel different? What about your mood? If you were feeling anxious or down, do you notice any shift? And does your mind feel any more settled?

COVID-19 SUPPORT PACK

It's not breaking news that 2020 has thrown quite a few challenges at us. Now more than ever it's important to pay attention to your mental health.

You will not have the capacity to give and care for others if you don't care for yourself first.

We have assembled a COVID-19 Support Pack to help you navigate these challenging times.
[Click here](#) to learn more.



THE FEELINGS WHEEL

The Feelings Wheel, created by Dr. Gloria Willcox, can help us put words to emotions and care for our mental health.

At times feelings may be murky, elusive, and confusing. Some times big and intense and other times quiet, buried away and hard to recognize. While words may fall short in fully capturing the essence of emotion, they serve to identify and then communicate our experience.

Sometimes, acknowledging and naming our feelings can help release us from their hold.

[Click here](#) to download the Feelings Wheel.

