

# **Working Mind**

## **Four-week**

### **Skills Enhancement Course**

This course is designed to support you to practice the four key Recharge techniques and three key Reboot techniques for a week at a time. The course contains a range of tools to support your progress.

This document contains practice journals. Feel free to print the necessary pages if you'd like to monitor and record your progress.

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Skills Enhancement Course 110124.

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# Health Information & Disclaimer

It is possible that you may feel drowsy after practicing the techniques used in this program. On completion of any technique ensure that you fully externalize and feel thoroughly grounded, awake and alert prior to undertaking any subsequent activity.

Do not listen to the techniques whilst driving or working with dangerous equipment.

The techniques used in this program may not be suitable for those with particular physical or mental health issues. If you have any concerns or feel discomfort at any stage, please discontinue the program and consult your doctor or an appropriate health professional immediately.

Working Mind Resilience Training is not responsible for any health condition, illness, injury or mishap that may occur to any person using this program, or to any person using the program techniques without approval.

# Introduction

*I run on the road long before I dance under the lights.*

~ Muhammad Ali

Self-management theory, techniques and strategies are great: they work, but only if you put them into practice.

This Skills Enhancement Course is designed to support you to build your resilience – to actually make it happen. The course contains a range of tools and techniques for you to explore when the time is right for you. However, the only way to discover whether these strategies work is by giving them a go over a period of time.

## Content Outline

### Recharge Technique Download Instructions

This course includes four Recharge techniques. Three versions of each technique (of approximately three, 10- and 20-minutes duration) are available to you in mp3 audio format through the Working Mind app, and via our website.

### Recharge Practice Guidelines

How to get the most out of the Recharge techniques. Includes hints on when and where to practice, and overcoming obstacles.

### Phone and Email Contact

This program includes unlimited phone and email contact with the facilitators. We're here to support you to get the most out of this program. Our contact details can be found at the front of this document.

# Recharge Practice Guidelines

*Who are the learned? Those who practice what they know.*

~ Muhammad

These guidelines are designed to help you get the most out of your Recharge practices outside of the contact sessions. Please read them carefully.

## **Practice the techniques**

- This is the most important thing! The only way to reap the benefits of practice is to actually do it. There is no substitute for this. Remember that you are aiming to create new habits. The only way to do this is to practice.

## **The body**

- Wear loose, comfortable clothing and make sure that you are warm enough, but not so warm that you become drowsy.
- Practice with the eyes closed whenever possible. This helps to minimise distractions and creates a deeper experience.
- All of the techniques in the program may be practiced lying down or sitting in a chair. Please honour your body and practice according to your needs. Make the body as comfortable as possible – use mats, cushions and other supports to achieve maximum comfort. When sitting ensure that your back is upright and straight. When lying on the floor you may like to place a rolled-up blanket beneath the knees to help support the lower back. The more comfortable the body, the less distracted the mind. However, be aware that if you decide to practice in bed you may well fall asleep!

## **The breath**

- Aim to breathe in and out through the nose during all the techniques. Nasal breathing helps to quieten the mind.

## **Practice without strain**

- Aim to cultivate an attitude of acceptance towards your body and mind, and avoid straining and striving for results. The amazing thing about these techniques is that the less you strive the more you will benefit.
- Take your time! Avoid rushing through a practice session in an attempt to complete the entire practice. Far better to complete half a practice in a relaxed way than a full practice in an agitated way.
- Please ensure that you practice without strain at all times and take rest as you need. Avoid any practice that is not suitable for your body. If pain is experienced then modify or discontinue the practice.

## **Place of practice**

- Create a space that you feel comfortable with. Free yourself from commitments and take the phone off the hook. Let those around you know that you need some quiet time without interruptions. Make this YOUR time. This is, after all, an investment in your physical and psychological health.

### **Time of practice**

- The techniques can be practiced anytime and anywhere. The mind is particularly alert and receptive first thing in the morning – the practice can be used to prepare you for the day ahead.
- Practicing straight after work can be effective for releasing the stresses of the day.
- You may like to practice before going to bed, to encourage a good night's sleep.
- If these times are unsuitable then choose any other time that works for you. If possible practice on an empty stomach.

### **How often to practice**

- Aim for at least one 10-20 minute practice each day. The benefits can only be experienced with regular and consistent practice. Remember that the more you practice the greater the benefits will be.

### **Create a routine**

- Practice regularly and, preferably, at a similar time each day, particularly once your preferred pattern of practice emerges. Regularity encourages the formation of new habit patterns. The more you practice, the more you benefit.
- Rather than making large lifestyle changes to suit the practice, aim to create a routine that suits your current lifestyle – simply create the time to practice and allow the changes to happen.

### **The wandering mind**

- Sometimes you will find it difficult to concentrate – the mind races and refuses to quieten – and you may feel that you are not 'doing it right'. Rest assured that it is the nature of the mind to wander. That's what the mind does – it thinks! Whenever you realise that the mind has wandered, gently bring it back to the practice. If the mind wanders 100 times, then bring it back to the practice 100 times. Some days the mind won't calm down at all. So be it!
- Your ability to concentrate will improve with practice. To experience the benefits there is only one thing you need to do – practice. Follow the instructions as best you can and practice regularly.

### **Do what works for you**

- Guidelines can be useful. However, when they're taken as rules they immediately become restrictive, something we feel we *must* do, or are *supposed* to do, rather than something we simply *like* to do. Our suggestion is to treat this program as an experiment and then go with whatever works for you. The results and benefits will happen naturally; they are a built-in component of the self-management process. All you need to do is begin.

## Skills Enhancement Course:

# Week One

### Your tasks for this week:

- Practice the *Squeeze & Release* reboot technique.
- Complete the *Squeeze & Release* in everyday life exercise.
- Read the Recharge Practice Guidelines above.
- Practice the *Progressive Muscle Relaxation* recharge technique as often as you feel to, and record your observations in the Practice Journal.
- At the end of the week complete the Week One Review.





## Recharge Technique: Progressive Muscle Relaxation

Progressive Muscle Relaxation (PMR) is a practice of progressively tensing and relaxing various muscle groups, and then observing the feeling of relaxation that the practice brings.

PMR systematically relaxes the major muscle groups of the body in a conscious and deliberate way allowing us, through the mind-body connection, to release tension from the mind.

PMR teaches us to recognise the difference between tensed muscles and relaxed muscles. In this technique we give our full attention to the feelings of the muscles when they are contracted. Then we consciously relax the muscles and observe how they feel when they are relaxed. In so doing we learn to recognise when we are stressed and when we are relaxed by the presence or absence of muscular tension. By developing the ability to feel this difference we can, at the first sign of increased muscle tension, choose to switch off the SNS and regain our sense of balance and calm.

**Note:** A 2011 study published in the *Journal of Occupational and Organizational Psychology* found that office workers who practiced PMR for 20 minutes during their lunch break sustainably reduced their cortisol levels. The study also reported that the workers' cortisol levels were still reduced on waking the next morning. (Krajewski, Relaxation-induced cortisol changes within lunch breaks - an experimental worksite field study., 2011)

### PMR - Practice Notes

Please refer to the General Practice Guidelines earlier in this module in addition to those below.

#### The body

- PMR may be practised lying down, as per the diagram below, or in a chair. If comfortable, practice with the eyes closed to minimise distractions.



#### The breath

- Breathe in and out through the nose. Always tighten the muscles on an in-breath and release the muscles on an out-breath. Ensure that the breath is not held in at all. Simply tighten on the inhalation and soften on the exhalation.

#### Practice without strain

- Remember to practice without strain – the aim is simply to notice the difference between tensed muscles and relaxed muscles, and to develop the ability to release tension on command. Feel free to tense and relax each muscle group more than once – the mp3 is simply a guide to get you started.

## PMR – Practice Steps

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<b>Step 1:</b>	Lie on the floor or a bed as per the diagram above, or sit comfortably in a chair.
<b>Step 2:</b>	Close your eyes.
<b>Step 3:</b>	Take a moment to notice how your body feels. Scan down the body from the crown of the head to the tip of the toes. Notice any areas of tension, tightness, aches or pains. Simply observe how the body feels.
<b>Step 4:</b>	Take three slow, deep breaths. On every out-breath allow the whole body to soften and release.
<b>Step 5:</b>	Tense and relax the muscle groups in accordance with the following sequence:
<b>Toes and feet</b>	As you breathe in scrunch up the toes (feel the tension). As you breathe out release the toes (feel the relaxation).
<b>Calves</b>	Point the feet away from the body, then release.
<b>Shins</b>	Draw the feet back towards the body, press out through the heels, then release.
<b>Thighs</b>	Squeeze and tighten the muscles of the thighs, then release.
<b>Buttocks &amp; pelvic floor</b>	Clench the buttocks and tighten the pelvic floor, then release.
<b>Abdomen</b>	Push the belly outwards until it's comfortably full, then release.
<b>Chest and shoulders</b>	Take the shoulders down towards the feet and tighten the muscles of the chest, then release.
<b>Arms and hands</b>	Clench the hands into fists and tighten the arm muscles, then release.
<b>Neck</b>	Draw the shoulders up towards the ears and tighten the muscles of the neck, then release.
<b>Forehead</b>	Draw the face into an angry frown, then release. On a second breath (keeping the eyes closed) open the face into a surprised, wide-eyed stare, then release.
<b>Whole face</b>	Scrunch up the whole face as tightly as possible. Tighten the forehead, eyes, cheeks, purse the lips, and clench the lower jaw, then release.
<b>Whole body</b>	Tighten the whole body – the face, neck, arms and hands, chest, abdomen, buttocks, legs and the feet, then release.
<b>Step 6:</b>	Continue to maintain awareness of the whole body – soft and relaxed – for a few moments. Feel what it's like to be deeply relaxed. Be aware that YOU have created this feeling within your own body, and you now have the ability to recreate this feeling at any time.
<b>Step 7:</b>	Begin to breathe more deeply and use your breath to awaken and energize your body. Awaken and move your body in any way that you like. When you feel ready, open your eyes.

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## PMR Practice Journal

Day, date, time, & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice
Mon 20-03 7.30am Lounge-room floor	Lethargic, unmotivated, not really wanting to do the practice ... Kids screaming ... felt stressed Looking forward to it more today ...etc	Great, very relaxed. Mind calm and quiet. Thoughts don't seem so important. Body feels loose, heavy, light, drained, energised ... etc. Experienced deep peace and contentment afterwards. Felt tingling throughout whole body... etc.	Loved it! Really aware of body during practice, felt huge difference between tense muscles and relaxed muscles. Slept well afterwards ... Sat in a chair today – much more relaxed and comfortable Used technique when got stressed at work. Felt more in control Asked my partner to mind kids today – much better! etc..

Skills Enhancement Course

PMR Practice Journal cont'd

Day, date, time & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice

# Week One Review

## Section 1: Practice routine

This week I practiced *PMR* on \_\_\_\_\_ days.

The best place for me to practice was \_\_\_\_\_

The best time for me to practice was \_\_\_\_\_

## Section 2: Integration

Situations where I used *PMR* (or aspects of it) in my everyday life included \_\_\_\_\_

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Good triggers to remind me to *Squeeze & Release* were \_\_\_\_\_

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## Section 3: General Observations

I noticed the following things about my muscle tension \_\_\_\_\_

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I hold most of my stress in these muscle groups \_\_\_\_\_

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My observations about my mind-body connection, thoughts and emotions are: \_\_\_\_\_

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The effects of practicing *PMR* and *Squeeze & Release* for a week were \_\_\_\_\_

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## Skills Enhancement Course:

# Week Two

### Your tasks for this week:

- Practice the *Take Five* reboot technique.
- Complete the *Take Five in everyday life* exercise.
- Practice the *Breath Awareness* recharge technique as often as you feel to, and record your observations in the Practice Journal.
- Practice *Alternate Nostril Breathing* whenever you feel to.
- At the end of the week complete the Week Two Review.







## Recharge Technique: *Breath Awareness*

### *Breath Awareness* - Practice Notes

Please refer to the Recharge Practice Guidelines earlier in this module in addition to those listed below.

#### The body

- Ensure that the body is warm and comfortable. The body temperature will drop during the practice.
- *Breath Awareness* can be practiced from a lying or seated position. When you feel comfortable, practice with the eyes closed.

#### The breath

- Aim to breathe in and out through the nose.

#### Avoid strain

- Aim to breathe in a smooth and comfortable way. Avoid shortness of breath and practice comfortably within your lung capacity so as not to damage the lung tissues.
- In *Abdominal Breathing* the aim is to breathe in an exaggerated way, but without strain. On the inhalation, avoid over-filling the lungs with air – make the lungs comfortably full. On the exhalation breathe out fully, but again without strain – make the lungs comfortably empty.
- **At no time should the breath be forced or strained.**

#### Use your hands

- Placing the palm of one hand on the chest and the other on the belly is a great way to increase awareness of your breathing patterns.

### How to practice *Breath Awareness*

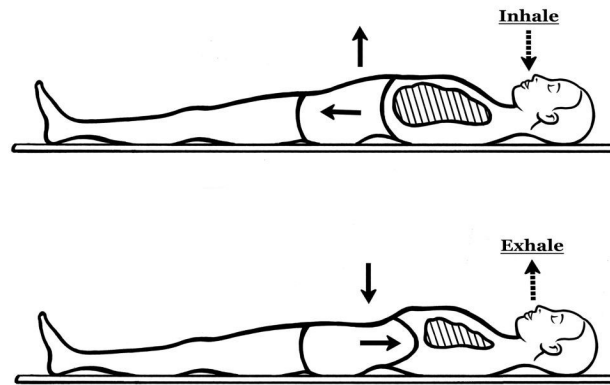
*Breath Awareness* combines four distinct breathing techniques:

1. **Natural Breath Awareness:** this technique involves being aware of the natural breath as it is, without variation or manipulation. It trains us to get into the habit of observing our breath in everyday life. Simply by doing this we switch off our SNS and calm and regulate the mind.
2. **Abdominal Breathing:** this technique is not practiced during the contact session. However, it forms part of the lying-down version of *Breath Awareness*.

This technique trains us to breathe more deeply and can be performed lying down or sitting up. Chest breathing is associated with the SNS. Diaphragmatic (belly) breathing is associated with the PNS. *Abdominal Breathing* is a conscious, deliberate, exaggerated breath into the belly only and works to activate the PNS. In this practice the chest remains as still as possible and the diaphragm muscle is used to breathe.

Please refer to the diagram and instructions on the following page.

*Abdominal Breathing* is practiced as follows:



- Maintain awareness of the abdomen and, for a few moments, continue to observe its natural rise and fall.
  - Place one hand on the belly and the other on the chest.
  - On the inhalation slowly and gently expand the abdomen until it's comfortably full.
  - On the exhalation gently draw the abdomen inwards (towards the spine).
  - Continue breathing in this way for a few minutes.
  - Notice that the hand on the belly moves up with the inhalation and down with the exhalation. The chest, shoulders and opposite hand remain as still as possible. The breath is into the abdomen only.
3. **Counting the Breath:** this technique helps to keep the mind focused during the practice. As you will discover through practice, being focused has a whole range of mind-management benefits.
4. **Alternate Nostril Breathing (mental variation):** this technique activates the left and right hemispheres of the brain and exercises the corpus callosum (the channel between the two hemispheres) improving brain connectivity. The technique works to create a sense of relaxed alertness, balancing the SNS and PNS. The technique involves **moving your attention** in a particular way, and is practiced as follows:
- Sit comfortably with the eyes closed, and the spine upright and straight.
  - Become aware of the breath, and the entrance to the left nostril.
  - As the body inhales move your attention (awareness) along a path up the left nostril to a point at the eyebrow centre.
  - As the body exhales move your attention down the right nostril.
  - On inhalation move your attention back up the right nostril to the eyebrow centre.
  - On exhalation move your attention down the left nostril. This completes one round.
  - Continue to move your attention in this way for up to 10 rounds. It's as if your attention is tracing an inverted 'V' shape up and down the nostrils.
  - On completion spend a couple of minutes observing the effects.

**Note:** The physical variation of this technique (practiced in the full-day program) has been shown to rapidly reduce heart rate and blood pressure, and significantly improve problem-solving ability (Subbalakshmi, 2005).

## Breath Awareness Practice Journal

Day, date, time, & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice
Mon 20-03 7.30am Lounge-room floor	Lethargic, unmotivated, not really wanting to do the practice ... Kids screaming ... felt stressed Looking forward to it more today ... etc.	Great, very relaxed. Mind calm and quiet. Thoughts don't seem so important. Body feels loose, heavy, light, drained, energised ... etc. Experienced deep peace and contentment afterwards. Felt tingling throughout whole body ... etc.	Loved it! Really aware of body during practice, felt huge difference between tense muscles and relaxed muscles. Slept well afterwards ... Sat in a chair today – much more relaxed and comfortable Used technique when got stressed at work. Felt more in control... Asked my partner to mind kids today – much better! ... etc.

Skills Enhancement Course

Breath Awareness Practice Journal cont'd

Day, date, time & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice

# Week Two Review

## Section 1: Practice routine

This week I practiced *Breath Awareness* on \_\_\_\_\_ days.

The best place for me to practice was \_\_\_\_\_

The best time for me to practice was \_\_\_\_\_

## Section 2: Integration

Situations where I used *Breath Awareness* (or aspects of it) in my everyday life included

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Good triggers to remind me to *Take Five* were \_\_\_\_\_

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## Section 3: General Observations

I observed the following things about my breathing patterns \_\_\_\_\_

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I noticed the following differences between my breathing patterns when stressed and my breathing patterns when relaxed \_\_\_\_\_

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The effects of practicing *Breath Awareness* and *Take Five* for a week were \_\_\_\_\_

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## Skills Enhancement Course:

# Week Three

### Your tasks for this week:

- Practice the *Stop. Notice. Focus.* reboot technique.
- Complete the *Stop. Notice. Focus. in everyday life* exercise.
- Practice the *Mindful Movement* recharge technique as often as you feel to, and record your observations in the Practice Journal.

**Important note:** *Mindful Movement* is not practiced during the contact session. Please refer to the guidelines and instructions on the following pages prior to practicing the technique.

- At the end of the week complete the Week Three Review.





## Mindfulness Technique: *Stop. Notice. Focus.*

**Stop. Notice. Focus.** is an extremely simple mindfulness technique that takes just five seconds to practice, and can be literally done hundreds of times throughout your day. All you need to do to successfully practice this technique is:

- **Stop:** whatever you are doing. This works to intervene in your current pattern of thought and helps you to realise that you *were* stuck in your head.
- **Notice:** notice what you were thinking about, then notice (become mindful of) a single aspect of your internal or external surroundings (the breath is a great one, but you may also like to try a sound, smell, image, object, taste, movement or sensation)
- **Focus:** bring your awareness back to your activity or task.

This wonderful technique trains you to realize that you have become caught up in your thoughts, release any build-up of stress, and bring yourself back to the present moment.

The key to this technique is to as mindful as possible of the totality of the experience; notice sensory inputs (smells, sounds, tastes, touch and sight) and your thoughts and emotions. Aim to do this without judgement or reaction ... just observe. Practice being totally 'there'.

Any activity can be used to practice this technique, for example:

- having a shower
- eating food
- brushing your teeth
- climbing stairs
- after a disagreement
- typing on a keyboard
- after a meeting
- walking down a corridor
- opening a door
- making a coffee
- starting your car
- exercising at the gym

As with all the techniques in the Building Your Personal Resilience program, the key to success is practice. Why not make **Stop. Notice. Focus.** a regular part of your everyday life. You might be surprised at how efficient AND relaxed you become.



## Recharge Technique: *Mindful Movement*

**Please note:** *Mindful Movement* is not practiced during the half-day intensive contact session. However, it forms an important part of the overall Building Your Personal Resilience program and this Skills Enhancement Course.

The mp3 audio package includes three versions of the technique, and the guidelines and instructions below include all the information necessary to practice the technique safely. Please contact us if you have any questions about the technique.

*Mindful Movement* is a series of extremely gentle physical exercises performed slowly and with full awareness of the body and the breath. As the name suggests, *Mindful Movement* is about being mindful of the movements of the body. It is not about turning yourself into a human pretzel, although your flexibility will improve! Nor is it about giving your body an intense physical workout, although you will feel refreshed afterwards!

*Mindful Movement* trains us to be less reactive to our thoughts, feelings and cognitive associations, and, therefore, to be more present. We practice observing the movement and sensations of the body; every time we realize we have become absorbed in our thoughts, we bring our attention back to the body and continue. This trains our mind to remain aware of what we are actually doing as we move through our everyday lives, thus providing a specific opportunity to change the habit pattern of becoming involved in the drama of our thoughts (ruminating about the past and worrying about the future). The more we practice not reacting to our thoughts the more it becomes our habit.

The practice also works to release accumulated tension from the muscles and joints, and helps to counter the negative effects of prolonged stress. The physiological benefits include:

- release of muscular tension – relieving chronic soreness and pain
- exercising of all the major joints of the body, and maintenance of joint mobility
- increased flexibility
- improved circulation
- release and elimination of toxins
- increased energy levels and stamina, and
- stimulation and balance of all the systems of the body – including the nervous, endocrine (hormonal) and immune systems.

Regular practice of *Mindful Movement* is an excellent way to release bodily tensions and soreness, particularly for those of us that spend time driving, flying or sitting at a desk.

## ***Mindful Movement* – Practice Notes**

Please refer to the Recharge Practice Guidelines earlier in this module in addition to those listed below.

### **The body**

- Practice with the eyes closed as soon as you feel comfortable with the techniques. This will help to minimise distractions.
- *Mindful Movement* can be practiced from a sitting, lying or standing position – whichever is most convenient for you. If sitting, ensure that the spine is upright and straight. Use as many supports as you need to create maximum comfort.

### **The breath**

- Aim to co-ordinate the movements with the breath. Practice flowing with the breath. As you learn to create rhythm and grace in the body you will begin to create rhythm and grace in your life.

### **Mindfulness**

- Practice keeping your awareness (your attention) focused on the body and the breath. Each time the mind wanders, simply re-focus your attention and continue with the practice.
- Allow the body to rest between postures and feel into the relevant body part or joint. Observe any sensations or other experiences. If there are no sensations then that is the experience to be observed. Observe also the reactions of the mind. Simply notice what the mind does – how it behaves – then continue with the practice. This rest period is as important as the movement itself. It allows the body to settle and provides an opportunity to practice mindfulness – to observe, but not react to, any sensations, thoughts or emotions that arise.
- There is no such thing as a ‘right’ or ‘wrong’ experience, sensation or thought. Things simply are as they are!

### **Avoid Strain**

- Remember to honour your body. Practice without strain and take rest as you need. Skip any practice that is not suitable for you. If pain is experienced then modify or discontinue the practice and move on. Work comfortably within your range of movement. The primary aim is to move with mindfulness, rather than to increase flexibility.

### **Visualizing the practices**

- If you find that a practice is unsuitable, you might like to try visualising, or imagining, yourself making the physical movements. Our instinctual brain cannot tell the difference between real and imaginary experiences, so when you visualise yourself moving in a calm and relaxed way the brain receives the benefits.

## Mindful Movement – Practices

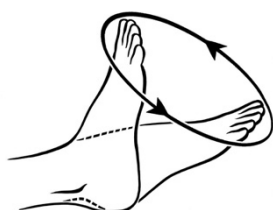
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### Toe Bending



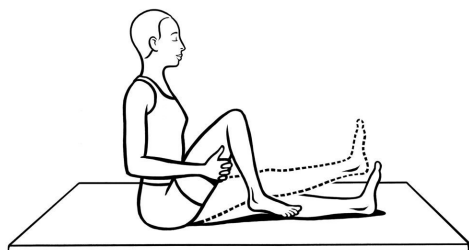
- Inhale – draw the toes gently back towards the body and separate them widely apart (move only the toes).
- Exhale – slowly curl up the toes. This is one round.
- Complete 3 to 5 rounds.
- On completion of the rounds, release the practice. Remain aware of the toes and observe any sensations that arise.

### Ankle Rotations



- Check that the feet are relaxed and together. Draw the feet back towards the body. This is the starting position.
- Exhale – rotate the feet out to the right side, in a clockwise direction, and down towards the floor.
- Inhale – rotate the feet out to the left side and back up towards the body. This is one round.
- Complete 3 to 5 rounds in this direction and then practice in the opposite direction.
- Observe any sensations that arise.

### Knee Bending



#### Sitting variation

- Bend the right knee and bring the knee towards the chest.
- Interlock the fingers behind the knee.
- Keep the right foot slightly raised off the floor throughout the practice.
- Inhale – straighten the leg and press out through the heel, bringing the foot back towards the body.
- Exhale – bring the knee back towards the chest. This is one round.
- Complete 3 – 5 rounds and then release the leg along the floor.
- Then practice with the left leg.
- Observe any sensations that arise.

#### Lying down variation

- Lying on the back, raise the thigh to a vertical position and interlock the fingers behind the mid-thigh.
  - Inhale - extend the knee, raising the lower leg to vertical. Exhale – bend the knee, bringing the lower leg slowly down to the starting position.
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### Hip Opening



### Sitting variation

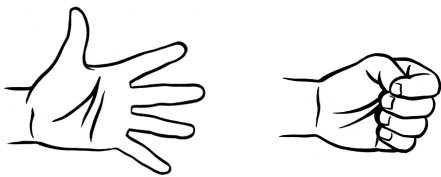
- Bend the right knee and bring the knee towards the chest. Place the foot on the floor.
- Take the knee out to the right side and lower the knee towards the floor. Cradle the knee in the right hand and place the left hand on the right ankle.
- Inhale – gently draw the knee up towards the chest.
- Exhale – lower the knee back towards the floor and place a gentle downwards pressure on the knee. This is one round.
- Complete 3 – 5 rounds.
- To release out of the posture bring the knee back towards the chest and then release the leg along the floor.
- Then practice with the left leg.
- Observe any sensations that arise.

### Lying down variation

- Lying on the back, practice with the palms down on the floor or with the hands anchoring the hip bones.
- Inhale – raise the knee towards the vertical position. Exhale – lower the knee out to the side and towards the floor.

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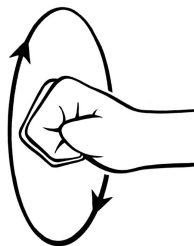
### Hand Clenching



- Keeping the elbows on the floor raise the forearms to vertical.
- Curl the fingers around the thumbs forming loose fists.
- Inhale – slowly uncurl and straighten the fingers and thumb, and separate them widely apart.
- Exhale – bring the thumbs back into the palms and curl the fingers around the thumb into loose fists. This is one round.
- Complete 3 – 5 rounds and then lower the hands to the floor.
- Observe any sensations that arise.

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### Wrist Rotations



- Keeping the elbows on the floor, raise the forearms to vertical.
- Curl the fingers around the thumbs forming loose fists.
- Flex the wrists and bring the hands back towards the body. This is the starting position.
- Exhale – slowly rotate both wrists in a clockwise direction taking the hands down towards the floor.
- Inhale – continue the rotation bringing the hands back up to the starting position. This is one round.
- Complete 3 to 5 rounds in this direction and then practice in the opposite direction.
- Observe any sensations that arise.

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### Elbow Bending



- Start with the arms on the floor alongside the body or out to the sides with the palms facing up.
- Exhale – bend the elbows and bring the fingertips to the shoulders.
- Inhale – straighten the arms along the floor. This is one round.
- Complete 3 – 5 rounds and then lower the hands to the floor.
- Observe any sensations that arise.

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### Shoulder Rotations



- Start with the arms on the floor alongside the body or out to the sides with the palms facing up.
- Bend the elbows bringing the fingertips to the shoulders then bring the elbows towards each other in front of the chest.
- Inhale – raise the elbows above the head and out to the sides of the body. The arms may be in contact with the floor at this point.
- Exhale – swing the arms down towards the feet then in front of the chest. This is one round.
- Complete 3 to 5 rounds in this direction and then practice in the opposite direction.
- Observe any sensations that arise.

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### Neck Movements – stage 1



- Inhale – slowly and smoothly raise the chin towards the ceiling. Aim to tilt the head, rather than bend the neck.
- Exhale – gently draw the chin down towards the chest. This is one round.
- Complete 3 to 5 rounds.
- Observe any sensations that arise.

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### Neck Movements – stage 2



- Exhale – slowly and smoothly tilt the head to the right taking the right ear towards the right shoulder.
- Inhale – bring the head back to centre.
- Exhale – tilt the head to the left side.
- Inhale – bring the head back to centre. This is one round.
- Complete 3 to 5 rounds.
- Observe any sensations that arise.

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### Neck Movements – stage 3



- Exhale – slowly and smoothly turn the head to the right as if you're looking over the right shoulder.
  - Inhale – bring the head back to centre.
  - Exhale – turn the head to the left side.
  - Inhale – bring the head back to centre. This is one round.
  - Complete 3 to 5 rounds.
  - Observe any sensations that arise.
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## Mindful Movement Practice Journal

Day, date, time, & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice
Mon 20-03 7.30am Lounge-room floor	Lethargic, unmotivated, not really wanting to do the practice ... Kids screaming ... felt stressed Looking forward to it more today ... etc.	Great, very relaxed. Mind calm and quiet. Thoughts don't seem so important. Body feels loose, heavy, light, drained, energised ... etc. Experienced deep peace and contentment afterwards. Felt tingling throughout whole body ... etc.	Loved it! Really aware of body during practice, felt huge difference between tense muscles and relaxed muscles. Slept well afterwards ... Sat in a chair today – much more relaxed and comfortable Used technique when got stressed at work. Felt more in control ... Asked partner to mind kids today – much better! ... etc.

Skills Enhancement Course

Mindful Movement – Practice Journal cont'd

Day, date, time & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice

## Week Three Review

### Section 1: Practice routine

This week I practiced *Mindful Movement* on \_\_\_\_\_ days.

The best place for me to practice was \_\_\_\_\_

The best time for me to practice was \_\_\_\_\_

### Section 2: Integration

Situations where I used *Mindfulness* in my everyday life included

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Good triggers to remind me to *Stop. Notice. Focus.* were \_\_\_\_\_

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### Section 3: General Observations

I noticed the following things about my mind (thoughts) \_\_\_\_\_

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I observed the following things about my physical body \_\_\_\_\_

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My observations about *mindfulness* are: \_\_\_\_\_

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The effects of practicing *Mindful Movement* and *Stop. Notice. Focus.* for a week were \_\_\_\_\_

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## Skills Enhancement Course:

# Week Four

### Your tasks for this week:

- Practice any or all of the Reboot techniques
- Complete the *Reboot Techniques in everyday life* exercise.
- Practice the *Self Awareness* recharge technique as often as you feel to, and record your observations in the Practice Journal.
- At the end of the week complete the Week Four Review.





## Recharge Technique: *Self-Awareness*

*Self-Awareness* is a technique for developing the practice of mindfulness, and for cultivating self-acceptance. It is based on the Yoga Nidra technique developed by the Indian yogi Swami Satyananda Saraswati in the 1940's.

The full practice contains seven distinct sub-practices which encourage conscious awareness of, rather than blind reaction to, our internal processes (emotions, sensations, breathing, bodily functions, cognitive associations, habitual patterns of reaction, stories etc.) and their relationship with the world around us. With practice, this approach decreases our tendency to be 'lost in' or 'fused with' the thinking mind and become more aware and accepting of our internal and external environments *as they are in this moment*.

*Self-Awareness* encourages participation in the flow of life. It assists us to move away from the **tendency to dwell**, to worry that things aren't 'right' or how they 'should be'. We still take action to change what we can, but without the worry. And we more easily recognize when things are outside of our control and move on.

The sub-practices are:

1. **Internalisation.** This is an essential part of the technique. Internalisation prepares the body for the following stages and involves calming the mind by focusing on various objects including clothing, sounds, the breath etc.
2. **Resolve or Goal.** *Self-Awareness* is a practice that accesses the subconscious mind (consciousness of things that are normally outside of our awareness). In this deeper state the mind is particularly receptive to suggestion. During the extended practice you are twice given the opportunity to formulate and state a personal resilience goal, resolve or affirmation. The key to success with any resolve is to make it simple, personal and achievable, and to state the resolve with clarity and purpose.
3. **Body Rotation.** This sub-practice works to still the mind by giving it plenty of objects to focus on in a short amount of time. The mind is so busy trying to keep up that it has little time to wander. The body rotation also serves to enhance body awareness and self-acceptance through the practice of observing without judgement.
4. **Counting the Breath.** This technique is also found in our Breath Awareness practice. Counting the breaths helps to maintain focus in preparation for the following stages and encourages awareness and acceptance of our breathing processes as they are in this moment.
5. **Opposites.** The recollection (remembering or re-living) of various feelings, sensations and memories (e.g. heavy & light, cool & warm) works to bring unconscious, associated feelings, sensations and memories into the conscious mind. As the body, by this time, is in a deeply relaxed state, we can practice allowing these experiences to arise and pass away without clinging to, or avoiding, any of them. We're essentially training ourselves to remain equanimous and accepting of our reactions to the events of everyday life.
6. **Visualisations.** Through deliberate auto-suggestion of a range of mental images, we again encourage the subconscious to reveal its associative impressions and reactions. This supports us to remain calm and balanced when similar associations occur during the course of our everyday lives. As with the previous stage, it trains us to remain calm when we inevitably experience ordinarily subconscious impressions through the conscious mind.
7. **Externalisation.** This component supports exiting from the practice in a safe and comfortable way. *Self-Awareness* can be a deep practice, and it's possible for unpleasant or unwanted experiences to arise. A thorough externalisation following a consistent pattern can help us to emerge from the technique and reconnect with our surroundings in a relatively gentle way.

## ***Self-Awareness – Practice Notes***

Please refer to the Recharge Practice Guidelines earlier in this module in addition to those listed below.

### **The body**

- Practice with the eyes closed as soon as you feel comfortable with the techniques. This will help to minimise distractions.
- The technique can be practiced from a sitting or lying position – whichever is most convenient for you. If sitting, ensure that the spine is upright and straight. Use as many supports as you need to create maximum comfort.

### **Your experiences**

- During and after the technique it's possible to experience unfamiliar or unexpected thoughts, feelings or memories. If at any time you feel unsafe or unsure of what is happening, bring yourself back into the sensory world by opening your eyes or feeling the floor or chair beneath you using your fingertips and hands. Re-engage with the technique whenever you feel ready.
- There is no such thing as a 'right' or 'wrong' experience, sensation or thought. Things simply are as they are!

## ***Self-Awareness Summary***

- ☑ *Self-Awareness* is a deep-relaxation and mindfulness technique.
- ☑ Regular practice of the technique is a wonderful way of releasing stress and training the mind to remain calm in unfamiliar, unwanted, uncomfortable or unexpected situations.
- ☑ *Self-Awareness* gives the mind deep rest and allows it to recover, revitalise and rejuvenate in preparation for the challenges that inevitably lie ahead.



## Self-Awareness Practice Journal

Day, date, time, & place of practice	How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)	How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)	Comments on practice
Mon 20-03-07 7.30am Lounge-room floor	Lethargic, unmotivated, not really wanting to do the practice ... Kids screaming ... felt stressed Looking forward to it more today ... etc.	Great, very relaxed. Mind calm and quiet. Thoughts don't seem so important. Body feels loose, heavy, light, drained, energised ... etc.  Experienced deep peace and contentment afterwards. Felt tingling throughout whole body ... etc.	Loved it! Really aware of body during practice, felt huge difference between tense muscles and relaxed muscles. Slept well afterwards ...  Sat in a chair today – much more relaxed and comfortable Used technique when got stressed at work. Felt more in control Asked my partner to mind kids today – much better! ... etc.

Skills Enhancement Course

Self-Awareness Practice Journal cont'd

<b>Day, date, time &amp; place of practice</b>	<b>How did you feel before practicing? (Notice thoughts, emotions and bodily sensations)</b>	<b>How did you feel after practicing? (Notice thoughts, emotions and bodily sensations)</b>	<b>Comments on practice</b>

# Week Four Review

## Section 1: Practice routine

This week I practiced *Self-Awareness* on \_\_\_\_\_ days

The best place for me to practice was \_\_\_\_\_

The best time for me to practice was \_\_\_\_\_

## Section 2: Integration

Situations where the technique helped me in my everyday life included \_\_\_\_\_

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I remembered to *Reboot* when \_\_\_\_\_

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## Section 3: General Observations

This week I observed the following things about my physical body \_\_\_\_\_

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This week I noticed the following things about my thoughts and emotions \_\_\_\_\_

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The effects of *Rebooting* and practicing *Self-Awareness* for a week were \_\_\_\_\_

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