TOOLS FOR MINDFULNESS (with cueing)

- 1. <u>Meditation</u>. Concise steps: 1. Connect to your breath one half a breath at a time (this inhale. this exhale); 2. As you watch the breath, allow the body to feel into this moment (connecting to all the breath is connected to); 3. when the mind wanders, bring it back to the breath one half a breath at a time (step 1). Remember this is practice not perfection. If you are noticing the mind wanders too much you are doing it right!
 - a. <u>Sitting</u> posture (see below). If starting out, find a space in the home that provides you some privacy. Set timer on phone for attainable goals (1-3 mins, then increase).
 - b. <u>Walking</u> Feeling the foot touch the earth, matching your breath with your steps. Start in mountain pose (posture and breath). Then take anywhere between 2-10 steps, turn around, come back into mountain pose (to recenter/ground), walk back.
- 2. <u>3 Breaths and Grounding</u>. Standing or sitting. 3 breaths, acknowledging each inhale and each exhale. Feeling contact points with the earth. Perhaps even touching the earth. Perhaps using a mantra to bring you back to center (home base).
- 3. <u>Breathing Intentions</u>. On an inhale, breathe in a word or short phrase you want to bring into the room/current situation. On the exhale, infuse the breath with the same word or phrase. Think about infusing the breath the way a lemon infuses a glass of water.
- 4. <u>Posture</u>. Feeling connection points with earth, long spine, crown of the head toward the sky, shoulder blades on the back, ears in line with top of shoulders. Or for short, "Sit in a way that you want to be in the world" Rolf Gates.
- 5. <u>Metta</u>. May [I/they] be safe, May [I/they] be healthy, May [I/they] be happy, May [I/they] find peace, May [I/they] know freedom, May [I/they] move through the world with ease. Can be done for yourself, those you care about, those you have trouble with. Picture the person(s) in your mind as you repeat the phrase above anywhere 1-3x on the breath. Can modify phrase/make it more yours.
- 6. **Energy clearing**. When feeling exposed to transference or vicarious trauma (or in situations where you might not feel it yet, but know you have been). Wiping off the body from head to toe/as needed (like you were brushing a piece of lint off your clothing). Shake it off. Showering. Letting go of the energy.
- 7. Gratitude Practice. Notice when someone has helped you, done something well, or brought joy or happiness to your life. Take a moment to appreciate the feeling, write it down and/or share your authentic gratitude with the person and others where appropriate. Model gratitude for staff and colleagues. Consider forming a 30-day gratitude group with some of your colleagues, where you share 1-3 things you are grateful for each day amongst each other. Consider a Gratitude Journal: Write down five things that you are grateful for from your day. Try to think of some pieces of gratitude related to your senses (air, ground under your feet, smell of fresh bread) or some tied to social connection.
- 8. <u>STOP</u>. Stop, Take a breath, Observe, Proceed. A simple, brief practice you can use when dysregulated that invites you to step out of reactivity, observe and re-align with values, and proceed with intention.
- 9. <u>Mindful Speech & Listening</u>. *Speech*: Is it kind? Is it necessary? Is it honest? *Listening*: are you actively paying attention to the words of the person speaking or is your mind elsewhere?
- 10. <u>Body Scan to Bring Attention Back to Present</u>. While taking deep breaths, put your attention, awareness, and breath towards one body part at a time. For example: into big right toe, arch of right foot, right ankle, shin, calf, knee, quad, hamstring, right hip, big left toe, arch of left foot, left ankle, shin, calf, knee, quad, hamstring, left hip, abdomen, naval, rib ribs, left ribs, left collarbone, right collarbone, right thumb, forefinger, middle finger, ring finger, pinky, right palm, wrist, forearm, bicep, shoulder, left thumb, forefinger, middle finger, ring finger, pinky, right palm, wrist, forearm, bicep, shoulder, front of the neck, back of the neck, chin, lips, right cheek, left cheek, left nostril, right eye, left eye, left temple, right temple, right ear, left ear, forehead, top of the head. Take three deep breaths. Start to sense the body breathing itself and relaxation throughout the body. Repeat as needed.

<u>SUGGESTIONS FOR WHEN TO USE TOOLS</u> (the numbers referenced below correspond to numbers 1-10 above). STOP is always there as a catalyst to remind you to come back to your center.

- ❖ <u>Beginning of Day</u>: 1-10. Recommendation: here's where meditation can start the day right and keep mindfulness top of mind. Perhaps metta for yourself or those close to you.
- ❖ In the middle of your day: 2, 3, 4, 8, 9. Recommendation: posture. In tense situations, breathing intentions (for example, just before issuing a ruling).
- ❖ On a Break: 1a, 2-9. Recommendation: 3 breaths and grounding between tasks, energy clearing or metta if having just addressed with a difficult situation/individual. Perhaps gratitude to shift focus, recognizing that internal suffering is believing the impermanent is permanent.
- ❖ <u>Before a stressful or important event</u>: 1, 2, 3. Recommendation: 3 breaths and grounding/setting intentions just before event.
- ❖ <u>In the middle of stressful or important event</u>: 3, 4. Recommendation: focusing on posture (body) or breathing intentions to help maintain connection to your body and breath.
- ❖ After a stressful or important event: 7-10. Recommendation: mindful speech (to yourself). An endeavor in curiosity, not suffering. Doing a recap is helpful and we can learn from our experiences but be sure to be kind and compassionate to yourself − sometimes unpacking an event can lead to creating a negative self from stories (instead of focusing on the negative, focus on what was learned). Two questions you can ask: 1) Do I want a do-over (if not, then why fixate on the past); 2) what can I learn from this.
- **End of Work Day: 1-8.** Recommendation: 3 breaths and grounding, energy clearing, perhaps start your gratitude list for the day to finish on a positive or metta if it was a rough day.
- **❖** At Home (around others/family): 2, 3, 4, 7, 8, 9. Recommendation: breathing intentions.
- **Before Bed: 1-10.** Recommendation: gratitude list, energy clearing, metta, or short meditation.
- ❖ Middle of the Night (i.e., the 2am gremlins/panic wake): 2, 3, 5, 6, 8, 10. Recommendation: jot down what you need to worry about tomorrow, giving yourself the opportunity to address tomorrow when you are in alignment, then 3 breaths and grounding or body scan (meditation relaxing the body from toes to head).

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