



# **HOT Leadership:** **THE Energy Toolkit for Peak** **Performance**

**by Jim Bennett**

*If there is light in the soul,  
There will be beauty in the person.  
If there is beauty in the person,  
There will be harmony in the home.  
If there is harmony in the home,  
There will be order in the nation.  
If there is order in the nation  
There will be peace in the World....*

*Chinese proverb*

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## 1.0 Introduction

I first started my journey into energy management and “fearburtsing” in 1990 when I succumbed to a mystery illness that was to leave me bed-ridden and trapped in my bedroom. After time, I reached the garden gate, then progressively further and further. Eventually returning to work on a part-time basis.

ME/Chronic Fatigue Syndrome is believed to be caused by an abnormal immune system reaction to a viral infection when the body’s defences have been undermined by continued exposure to stress....

Physically and psychologically shattered I crawled back into life over a decade – this workbook contains tools I have found helpful in my “*fearbursting journey*”: to own my power and energy....

My “eternal friend” sharply reminding me about “malfunction junction” if I stray for too long outwith my safe operating envelope!

This workbook should be used as a guide and a signpost on your personal journey.  
Practice what feels comfortable and leave the rest to another day – have fun, be creative and enjoy your explorations.....



## 1.1 Riding the Wave



Have you ever known times when you were:

- Feeling healthy and in harmony with the universe?
- Setting personal best records effortlessly?
- Relating exceptionally well to family and friends?
- Unusually rested and energised after a short rest?
- Performing surprisingly well in public and business meetings?
- Quickly able to deal with problems you had been stuck on?
- Easily finding creative solutions to problems?

This is *RIDING the Wave* – being in harmony with mind, body and heart.

These are natural rhythms of the body called ultradians (pronounced ul- TRAY- dians) that pulse through us every 90 to 120 minutes, creating a cycle of arousal, peak performance, stress and rest in many of our key physical and psychological processes.

Unfortunately most of us – seduced by the world's demands and tightly organised schedules – habitually ignore and override the signs that our mind-body's systems need to swing inward to the healing, revitalizing period every hour and half or so throughout the day. We try to avoid our normal 20-minute break that is naturally calling as we regard it as an inconvenience or a weakness.

When we chronically override this need for days, months, or even years on end, we interrupt the mind-body's natural ultradian rhythms of rejuvenation. This sets the stage for fatigue, stress, and psychosomatic problems throughout many systems of mind and body....

*The energy toolkit will give you access tools to identify the areas where the flow is blocked and practical exercises to regain balance and harmony to ride the next wave.*

*"I long to accomplish a great and noble task; but it is my chief duty to accomplish small tasks as if they were great and noble"*

Helen Keller (1880-1968), US blind/deaf author, lecturer

## 2. Symptoms of Stress



When we feel stressed our predicament tends to be reflected in certain physiological and psychological symptoms, whose significance we may not fully understand. These are normal signs that we should re-evaluate our priorities - our body, or our state of mind, is telling us that something in our lives needs to change. Listed here are some of the tell-tale signs.

**Loneliness:** We may feel isolated from friends and family, or have a lasting sense of being “lonely in a crowd”.

**Insecurity:** We may suddenly feel shy or exposed around people with whom we are usually filled with confidence. Or we may believe that we are always being judged or criticised.

**Loss of concentration and memory:** We may find it hard to recall recent conversations or promises. We may often feel confused, so that understanding and retaining information could also be very difficult.

**Not answering the telephone:** We could lack interest in others and fight off their concern.

**Fatigue and sleeping difficulties:** Although we may feel constantly tired, we could also find it impossible to get to sleep.

**Tears and mood swings:** One of the most common symptoms is that we cry easily. We may also be prone to mood swings - bouts of exhilaration alternating with dejection.

**Impatience and irascibility:** We could find ourselves flying off the handle at any moment for trivial reasons; or we may snap at people, too quick to assume that they are accusing us.

**Restlessness:** We could have difficulty sitting still over even short periods of time and we may fidget with our hands, twiddling our thumbs or playing with the rings on our fingers.

**Obsessive working:** Treating work as a refuge can be a stress symptom, although stress can also manifest itself as absenteeism.

**Compulsions:** We may find it difficult to avoid over-eating, or drinking, or smoking, or buying cloths. At the same time, our routines will become more rigid, and we will find it harder to do anything new.

**Loss of appetite:** Food doesn't interest us any more. Either we don't eat, or we over-consume junk food, or whatever is in the store-cupboard or fridge.

**Fear of silence:** Silence may cause us discomfort, so that we “over-talk” when with other people or leave on the radio or television when alone. Conversely, we may be intolerant of noise.

**Appearance obsessiveness:** We may become excessively focused on our looks, exercising and dieting compulsively.

### 3. Beware of the dangers



- Increasingly, evidence is emerging of people working long hours, thereby putting health and family relations at risk.
- Pressures to compete and meet ever-increasing demands of customers (as well as the need to hang on to a job) are forcing people to spend more of their time working.
- Whilst stress does have its benefits, too much can cause errors of judgment, mistakes, accidents and damage to health.
- Some people are more vulnerable to stress from overwork than others; American researchers identified two types of managers - Type 'A' who, though thriving on stress, are vulnerable to its effects, and Type 'B' who rarely let events disturb them.
- Not only are there Type 'A' managers but Type 'A' organisations - is yours one?

### 4. Types A/B

#### Type A

- Try to do more and faster
- Concerned with speed, performance and productivity
- Tend to be aggressive, impatient, intolerant, hard driving and always hurried
- Preoccupied with time
- Start early and finish late
- Strong competitive tendency
- Always want to succeed
- More likely to have heart attacks

#### Type B

- Easygoing
- Take difficulties in their stride
- Spend time on what they're doing
- Rarely harassed
- Take time to ponder alternatives
- Usually feel there's plenty of time
- Not as preoccupied with time
- Less prone to heart attacks



## 5. The Five Stages of Burnout

### Work/Stress Connection

### Recommendation

#### 1. Honeymoon:

Excitement  
A sense of proving self  
Building coping habits on challenge

Balance energy/adrenaline need

#### 2. Fuel Shortage:

Tired, sorry for self, torn between home and work, need R+R, irritable, pushing too hard.

Understand the difference between rest and relaxation and provide for both.

#### 3. Symptoms Stage:

Sleep disturbed, frustrated, illness like skin trouble, facial and back pain, depressions, accidents.

Tell someone about your CUTBACK plan.

#### 4. Crisis Stage:

Critical symptoms, self doubt, obsessions, visible depression, escapist thoughts, reversal difficult without support.

Don't use chemical relief for stress; only for organic complaints. Use diet/exercise and relief from work.

#### 5. Hitting the Wall:

Loss of life control, crippling pain, substance abuse, mental breakdown.

Type A's: Let someone help you before reaching 4/5.

## 6. The 15 Point Work Stress test

Answer the following 15 questions by choosing one of the responses given and scoring accordingly.

### Completing the Stress Test

#### Response Scores

Does Not Apply	- 0
Never	- 1
Rarely	- 2
Sometimes	- 3
Rather Often	- 4
Nearly Always	- 5

#### How Often Do You.....

1. Find yourself without sufficient authority to carry out all the responsibilities placed on you?
2. Have difficulty getting hold of the facts and figures need to do your job efficiently?
3. Feel uncertain about the scope and responsibilities of your job?
4. Have such a heavy workload it is impossible to complete all the tasks demanded of you during a normal working day?
5. Find yourself unable to satisfy the conflicting demands of the various people in your life?
6. Not really know what your supervisor or immediate superior thinks about you or how your performance is being evaluated?
7. Worry about your decisions, which affect the lives of those working with you?
8. Fail to influence your superior's decisions or actions even though these affect you?
9. Find the demands of your job interfering with family life?
10. Believe your job requires you to do things, which are against your better judgment?
11. Feel uncertain what your colleagues or superiors expect of you?
12. Find the volume of work makes it impossible to do those tasks as well as you like?
13. Consider yourself insufficiently qualified to cope with the demands of your job?
14. Feel you are not liked or accepted by those with whom you work?
15. Be unclear which opportunities for promotion or advancement exist within your current job?

## How to Score

- A. Total your score.
- B. Count how many questions received a zero score since they do not apply.
- C. Divide your score by the number of relevant questions remaining and compare the result with the average for your particular job using the chart below.

### Example:

Total score 50. Three questions scored 0 ("Does Not Apply") = 12 relevant questions.  
Stress Score  $50/12 = 4.2$

## Stress Test Results

### Occupation/stress levels:

Professional or Technical Occupation with Normal Stress Level = 2.0

Professional or Technical Occupation with Moderate Stress Level = 2.5+

Professional or Technical Occupation with High Stress Level = 3.5+

Managerial Occupation with Normal Stress Level = 1.8

Managerial Occupation with Moderate Stress Level = 2.3+

Managerial Occupation with High Stress Level = 3.3+

**If your stress score was above average the procedures described within the Stress/Fearbursting Workshop will help you reduce it. If your score was average or slightly below average chronic workplace stress, it should not at present, be causing significant problems. It would be advisable, however, to retest yourself every few months, especially at times of rapid change.**

**Even where there is no chronic workplace stress it is still possible to experience acute stress in certain situations. Note too which questions have the highest scores. It is important to reflect on these situations and try to find proactive ways of dealing with them more effectively.**

*"Personally, I'm always ready to learn, though I do not always like being taught".*

Winston Churchill

## 7. Life Stress Questionnaire

Have you had any of the following things happen to you during the past year? If so, simply circle one of the numbers following each of those items. Score only the items, which apply, to you.

Life Event	Point Value
Change in social activities	15
Change in sleeping habits	15
Change in residence	20
Change in work hours	20
Change in church activities	20
Tension at work	25
Small children in the home	25
Change in living conditions	25
Outstanding personal achievement	30
Problem teenager(s) in the home	30
Trouble with in-laws	30
Difficulties with peer group	30
Son or daughter leaving home	30
Change in responsibilities at work	30
Taking over major financial responsibility	30
Foreclosure of mortgage or loan	30
Change in relationship with spouse	35
Change to different line of work	35
Loss of a close friend	35
Gain of a new family member	40
Sexual difficulties	40
Pregnancy	40
Change in health of family member	45
Retirement	45
Loss of job	50
Change in quality of religious faith	50
Marriage	50
Personal injury or illness	50
Loss of self-confidence	60
Death of close family member	60
Injury to reputation	60
Trouble with the law	65
Marital separation	65
Divorce	75
Death of spouse	<u>100</u>
<b>Grand Total</b>	

### Your score – what does it mean?

Your total score measures the amount of stress to which you have been subjected. A score of 150 or less is normal. With a score of 150-250, one-third of all persons will experience illness or accident. If you scored 250-300, you have a 50:50 chance of accident or illness. Above a score of 350, you may be 75 percent sure of trouble in the months ahead.

### Ways to Reduce Your Stress

- Aerobic exercise
- Affirmation
- Avoid self-medication
- Basketball
- Bicycling
- Bioenergetics
- Biofeedback
- Cry
- Dance
- Develop and maintain a positive attitude
- Do something nice for someone else
- Eat a nutritional and calorific ally adequate diet
- Early Riser Technique (maintain “work” routine)
- Floatation
- Gardening
- Get plenty of rest
- Golf
- Handball
- Hobbies
- Hot bath or shower
- Hugs
- Hypnosis
- Jog
- Jump rope
- Laughter
- Massage
- Meditation
- Muscle relaxation
- Music
- Nap
- Physical activity
- Play games
- Poetry
- Positive self-talk
- Practice temporary insanity!
- Prayer
- Progressive relaxation
- Racquetball
- Read interesting literature
- Realise your own limitations
- Roller-skate
- Schedule worry time

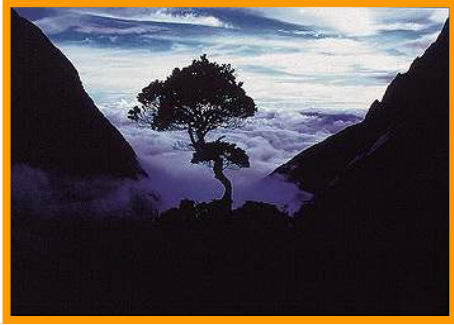


- Share your stress (friends, family, teachers, counselor, help lines, psychiatrist, social worker, church official)
- Sign a contract with yourself. Commit to it. Read the contract regularly ... and DO IT!
- Stay organised. Set priorities. Make “to do” lists. Eliminate time wasters.
- Swim
- Table tennis
- Take a class
- Take care of yourself
- Take deep breaths
- Tennis
- Time alone
- Transcendental Meditation
- Visualisation
- Volunteer Work
- Walking
- Watch a favourite movie
- Watch a funny movie
- Write things out
- Yoga
- Zen

*“When you have nothing YOU have everything.....”*

Jim Bennett – zen koan

## 8. The Alphabet of Change



**Awareness** First, become aware of what you need to change in yourself. What is preventing you from attaining contentment? What habits are blocking the way to realising your full potential? What do you want to be in the future? What is your VISION?

**Belief** Many people entertain change in their minds as a kind of fantasy. But in fact it is a reality that lies within your power. The belief that you cannot really alter your life will not stand up to challenge. It might be useful to ask yourself questions such as “What has held me back from change in the past?” and

“What are the stages by which I can bring change about?”

**Commitment** Motivation is the key to commitment. We need to want to change, rather than feel it as a duty to ourselves. Try writing down a list of commitments in the form of statements beginning with “I will”. They should come directly out of, and be connected with, your overall vision. PERSONAL POWER is released with every promise to yourself that you fulfill.

**Discipline** We cannot change unless we are able to maintain a steady course over time. Think of each sign of change as a major landmark passed. Even if we find ourselves slipping into old habits, that achievement cannot be taken away. We do not have to cover the same ground again: every time we step forward we are covering new road.

## 9. Breaking the hold of Routine



Recognise your routines. Map out your week. What spaces do you have when you cease to be governed by responsibility to work or family? What are the habits that fill those spaces? What experiments can you do to see how you might change these habits?

Question the living patterns of our week. How much of your time is spent mundanely because you are too lazy to do something different? Are you learning from each day? Does each day hold any moments of special significance, such as keeping a promise to yourself or to another?

**PRIOROTISE** the things that fulfill you most. Do you have an unrealized hopes or promises? These may be simple things, like finding time to visit an old friend. Build them into the pattern.

Wake up to your real needs, and fashion new living patterns around them - more flexible patterns that readily adapt to new circumstances and new interests.

**Key insight:** Explore the delights of “splashing in puddles” when that deadline is imminent (smile)

## 10. The Rules of attraction



If we are alert to opportunities that will satisfy our most serious vision in life, it is surprising how often those opportunities will tend to present themselves. These are the RULES OF ATTRACTION - the almost mystical ways by which a need and its fulfillment are drawn together.

**Create your vision.** *Think about how you see yourself in the future. At this point, your purpose may be intangible - you might want to become a wise or more caring person.*

**Identify your goals, objectives and tasks.** *This is a matter of expressing your general direction in more concrete terms. Your goal might be to understand Chinese wisdom; your objectives to learn the principles of Daoism, Buddhism and Confucianism by a certain time. Your tasks might be to find a teacher of these subjects and, say, to read the Dao D Jing.*

**Make yourself a magnet.** *This means having faith that you will encounter the relevant opportunities and recognize the signs they are giving you - which may not be direct. Look out for such signs with patience, and act on them when they come.*

## 11. Discovering other's Treasure...

*"The secret of building someone else's self-esteem and in the process your own."*



For too long many of us have given life to the habit of seeing the faults, weaknesses and the negative attributes of others. It seems to be a characteristic of communication in our so-called development cultures. It also means that we tend to see the same in ourselves. It is therefore not surprising that low self-esteem is a prevalent condition in the world today.

What we see is what we are - at least in the moment of seeing. So now it's time to break the habit and use the power of choice and the power of perception to consciously see the best, the positive qualities in others. This is a transformative exercise when repeated and integrated into our day to day lives. It drives up our self-esteem and is a great relationship healer. It is also incredibly simple.

### **EXERCISE:** *See it and Be it*

*Think of three people you know.*

*Write down their names on the opposite page.*

*Think about each one in turn and write down the three main positive qualities of their character or personality.*

#### **A family member** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **A work colleague** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **A friend** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Now write your name, and identify the three main positive qualities of your character which you think each of them would see in you. (If you know them well enough why not ask them!)

#### **Name:**

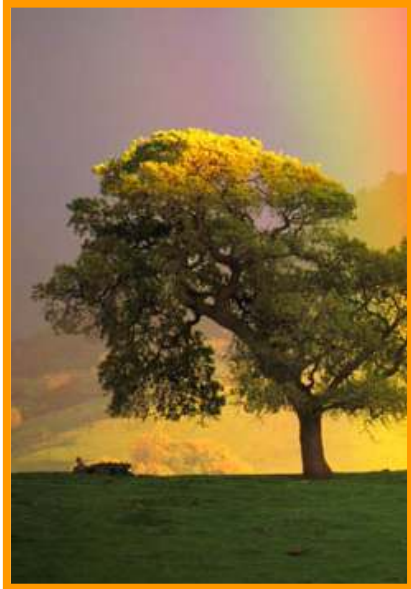
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

**Key Insight:** *"To be happy, to be content, to be at peace, are all one second away when you go inside and stop searching outside. You need no-one's permission to be happy, just be aware and let go of all that is causing your suffering and sadness and decide to be happy. Happiness is not a dependency, it is a decision."*



## 12. Realising your Goals

*"Shakespeare was dead right - all the worlds a stage and YOU are on it!"*



Perhaps one of the greatest truths was one of Shakespeare's most famous lines - "All the worlds a stage, and all men and women merely players with many parts to play".

What we tend to forget is that an actor and his or her roles are separate. As soon as we identify with or get attached to any role and define ourselves by our role, we make our biggest mistake. Our self-esteem is then tied to our role and to our success in that role, and all the trappings of power, possessions and privileges that come with it. This is a recipe for anxiety, and eventually, a great deal of pain.

So the heart of our challenge is as follows: according to our self image, so will be our self awareness and self-esteem. This in turn will affect our awareness and perception of the world around us, our thoughts about the world, our actions in the world and ultimately the outcomes and the results we achieve in the world of our relationships at work and at home. This is the reality of our creative process.

If we are serious about building and strengthening our self-esteem and creating positive outcomes in our life we must begin with our self-image or self-identity.?"

Our great mistake is we confuse role with identity. We identify with our roles and so lose our real sense of who we are. Then we play many roles through any given day and by the end of the day cannot quite understand why we are so stressed out. This is why many people suffer from an identity crisis. The solution? Play the roles, don't try to be the roles. Try this short exercise:

### **EXERCISE:** *Write Your Own Script*

Write down all the roles you currently play - husband, wife, manager, DIY enthusiast, painter, etc. Take one role at a time and profile the kind of characteristics which would be played out in that role e.g. patient, co-operative, creative, etc. In this way you are starting to write your own script, define your own characters and see yourself as the actor.

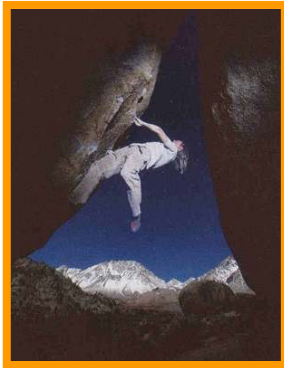
*Paradoxically, when you do this your actions become more real, relevant and relaxed because you can now differentiate between self and role. **You are able to 'play' the roles.** Doing this is not false - it is only false when you start thinking you are a role and get lost in the role - whereas you are the actor. In time you will be able to play your roles naturally, as easily as putting on and taking off your clothes. You will soon get feedback to your 'character portrayals' - people will be more attracted to you, appreciate you and want to be with you. And what may appear at first as a difficult role (new job, new activities, etc) you will begin to see as an opportunity to learn, grow and expand your repertoire.*

**Key Insight:** *"Relationships are simply opportunities to create and give of your self, which sometimes means being open enough to receive the same gifts from others, so that they may also experience the treasures of their own virtues, their own inner wealth."*

## 13. Being Proactive

*"Power has to come from inside out, not outside in".*

Chow Hung-Yuen, Master, Wing Chun Kung Fu



Karma (cause and effect) is the universal law of returns and an important self-management principle. If you want the universe around you to give you good energy, opportunities, positive feedback then it is obviously important to give out those things in your day-to-day life.

We all know this principle but in our loss of true self-awareness we forget. All too easily our behaviour becomes reactive and defensive as we perceive and interpret the world and people around us as threatening. And as our life progresses it seems that we are increasingly surrounded by more and more threats. Both the perception of threat, and the responses to perceived threats become habits.

Now is the time to change this habit - and it's easy. Before you respond to any situation give yourself some 'space of time' so that you can interrupt your own reactive response. There are many ways to do this, e.g. count to 5, ask the person to repeat what they said, pause for thought and say "I'd like to think about that". In this space you have the chance to use your creative process consciously. Eventually you will create a new set of positive response patterns and in so doing reduce both your internal (self created) tensions and external frictions. You will also become very attractive to others due to the positive energy which you are now able to radiate, regardless of what is happening around you.

### **EXERCISE:** *Rehearsing New Responses*

Ultimately, to be free of any self-erected barriers you will realise nothing can hurt you. It is only what you hold on to which can be threatened and damaged - but the essential 'you' cannot. When you realise this eternal truth your nature will be 'fore giving' all the time.

**Try this 'rehearsal exercise' and raise your awareness to the possibilities of being proactive:**

#### **My current Reactive Patterns include**

*(Identify and describe three recurring situations in which you find yourself reacting negatively)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **My strategy for creating 'space of time' is**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### **The ideal response would be**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Key Insight:** *"It costs you nothing to give the gifts of peace, of love, of hope, of happiness, of joy to another. In fact, you discover that the more you give the more you experience these things in your life. We all know this basic principle behind successful living, but we forget it, and we are then easily influenced by others who appear to be happier by breaking it. But remember, happiness is not defined by what we do or what we have, it is defined by what we are and experienced by what we give. The standard we set is the standard we get."*

## 14. The power of affirmations

*"Your subconscious is totally obedient - whatever you put in must come out."*



Many of carry a set of beliefs that can be fatal to the fulfillment of our true potential. They are beliefs about ourselves that we have probably absorbed and empowered at an early age. “I am no good”, “I am not capable”, “*I am always wrong*” or “*I can’t*”. Hidden deep within our sub-consciousness, these beliefs affect our thoughts and our outcomes without us being aware. Cultivating our self-awareness, and even just listening to our own self-talk, will help us see what these beliefs are. It is equally important that we consciously create and empower a new set of self-beliefs. Affirmations is one way to create such beliefs.

Affirmations always begin with **"I AM"** not will be, or I want to be. In this way we instruct and programme ourselves by repeating and experiencing the affirmation. Now is your opportunity to write down a set of affirmations for yourself, and then select one or two each day to consciously empower your new self-belief.

**For example:**

I am a strong and powerful person  
I am at peace with myself  
I am relaxed and healthy.  
I am a flexible and creative person.  
I am enthusiastic and radiate happiness and energy to others.  
I am empowered to take action.  
I am committed to achieving my goals.  
I am a loveable, capable and worthwhile person.

### EXERCISE: *Affirming Your Self*

## Now write some for yourself

[illegible]

**Key insight:** “We help ourselves to build our self esteem by affirming specific attributes of our own inner happiness and our value to others. Now we don’t need to be needed, but we know the value of nurturing others and sharing ourselves with others. And of course, the more we do that in our interactions, the stronger we become ourselves internally. We are no longer dependent, and yet we have a healthy awareness of our interdependence.”

## 15. Identifying your Values

*"Are your goals and actions aligned to your values or someone else's values?"*



Have you ever considered what your VALUES are? Have you ever taken time out to identify what you 'care about the most' in your life? Few of us do, such is the non-stop roller coaster of modern life, and we seldom step off, sit still and meet ourselves. If we do, we usually escape into some distraction, which we call entertainment. As a consequence we do not choose our values consciously, and allow them to inform our goals and activities - instead we will likely allow someone else's values to define our life choices.

There is a neat paradox in this process of working out what we value. While most people pursue material possessions and physical experiences, and thereby demonstrate their values to be predominantly material, behind the pursuit is the desire for something deeper. We want the movie; the meal, the mate and the music because we think these things will give us a moment of happiness, love or peace. The paradox is that we already have what we seek because those three things are the core qualities or virtues of every human being. As we look at our world in conflict at all levels, these qualities are rarely evidence, but if we step inside and restore our self-awareness we will find them in abundance.

When that actually happens in someone's life, it changes their life profoundly. The search is over, the tension disappears, the struggling ends. Your deepest values are also your highest virtues. They are ever-present within but disconnected from your awareness. When you share these qualities, which include Honesty, Openness and Trust with those around you will realise your own beauty and value to others.

### **EXERCISE:** *Values to Goals*

**Write down the ten things you "value" most in your life**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

*Identify which ones are Innate and which are Acquired*

*Prioritise them*

*What goals do you have for each value?*

*Decide how you will achieve each goal*

**Key insight:** “A goal is like a vision, to set a goal you must create a picture of your future achievement on the screen of your mind. As soon as the picture is focused, and as long as you sustain it, then the events, circumstances, people and energies are already on their way to you to make it happen. Sometimes we call this magic. To dream the impossible dream is to.....”



## 16. Control yourself

*"At the heart of all effective leadership is the personal capacity for tremendous self control."*



One of the deepest false beliefs *that we inherit is that we can control other people*. Becoming upset at another person, whether they are five feet or five thousand miles away is a demonstration that we are trying to control what we cannot control. It is a deep illusion that sets up a powerful behavioural pattern. And then we use all kinds of rational explanations to justify our upsetness and our self-inflicted failure. *The truth is, we can influence others* but the more we try to control them the less influence we will have.

The secret of success in all relationships at work and at play is entirely based on self-control. As you walk into any scene or situation be aware, be proactive and non-invasive of others, even when they want to try to control you. People sense you are trying to control them and automatically raise the barrier of resistance. This immediately reduces our capacity to influence. Watch what you do when someone tries to control you - up goes your barrier, you are not coming out and they cannot get in. Communication breaks down. Leadership is impossible. Whereas, when you concentrate on controlling yourself and all your responses are proactive you will be more attractive to others and therefore have greater influence. Try it - experiment and you will find your ability to influence increases.

### **EXERCISE:** *Control and Influence*

Use this exercise to build awareness and your ability to respond positively and influentially in real life situations. It is also a good process to reduce stress.

1. **Brainstorm** all the current situations which are upsetting your.

2. **Identify** the one which seems to be upsetting you the most.

3. **Describe** that situation in full in one or two sentences. The description should contain what is happening and how you are feeling.

4. **Create** two columns first column is 'What I cannot control' and the second column is headed '***What I can control***' and then to break the situation down so that you identify all the aspects of what you can control and all the aspects which you cannot.

5. **Stop** trying to control what you cannot control, and that is likely to be something to do with other people, and then to start controlling your self, which is the only thing you have total control over 100% of the time.

6. **The greyer aspect** in the middle, or what you might call '***areas of influence***'. Now think about how you can influence the situation, not control or manipulate but influence. And if the issue is involving other people then remember the paradox of control. The more you try to control someone the less influence you will have. Whereas the less you try to control someone the more influence you will have. Experiment with this principle - it transforms relationships.

**Key insight:** *"Each one of us is a living radiator, we radiate energy out into the world according to the quality of our thoughts and our feelings. Depending on the quality of that energy so will the openness or the resistance of others."*

## 17. Continuous Learning

*"If you are not growing it is likely you are diminishing - there is no standing still.....life is a wheel."*



We live in a world that seems to change faster by the hour. As individuals we are challenged to change ourselves. We can no longer expect stability at work. We can no longer predict what may happen tomorrow with any degree of certainty. So now is not the time to get stuck on one point of view or attached to old behaviour patterns. And it is certainly a time to stop allowing other people to upset us. If we do, we consign ourselves to a life of tension and frustration, and the feeling that we are perpetual victims. Changes is in the air and that means I must be aware and awake to make the changes I need to make to myself. Self-change is driven by continuous learning. Yes, life is a major drama in which we all get the opportunity to play many roles, but it is also a school which offers precious lessons. Each day is a **masterclass** in living, and each moment carries a lesson on life. We only have to be aware.

If we are humble enough to acknowledge that the source of any pain/stress/discomfort is entirely within ourselves, we will also be on the lookout for learning opportunities. We will seek out the wisdom and the knowledge to help us manage ourselves more effectively in our interactions with others. Continuous learning will be one of our primary values.

As we bring this series of presentations to a close, perhaps I can share one formula for transformation, for waking up, for dispelling our accumulated ignorance which is the basis of all our pain.

**A+B+C+D+E = Transformation. Simple isn't it!!**

**A is for Awareness** - I need to become aware of myself as a soul, not body, not just as a theory but as an experience. This frees me from attachment to and identification with the possessions, positions and labels which are at the heart of all separation and fear. It is not that we throw out our possessions or give up our position; it is how we relate to these things. Everything which comes to us, or which we acquire is for 'use' - not for possessing. This 'relationship of detachment' with the objects we hold and the roles we play is the basis of real freedom.

**B is for Belief** - which means challenging old, false and fatal beliefs, replacing them with new self-empowering beliefs. (The first belief is 'I can change') This means it's good to spend a little time to see what are the deep subconscious beliefs which lie at the roots of our attitudes and behaviours. If we don't we are little more than slaves to learned beliefs from our parents and our education - many of which are either fatal or at best misguided.

**C is for Commitment** - and the first commitment is to myself. Make one or two promises to yourself and keep them. If you don't your integrity will disappear, self respect will subside and self-esteem will diminish. Fulfilling our commitments to ourselves builds integrity, confidence and personal power. Begin modestly.

**D is for Discipline** - not the discipline which means you 'have to' do something. The real meaning of discipline comes from the Latin word 'disciplina', which means learning. Only continuous learning can sustain continuous self-change and transformation. Challenge yourself to learn something new every day. Be a student of life. Turn your life into your personal workshop.

**E is for Empowerment** - and the need to empower your self in the process of transformation. Some of that power comes through learning and waking, some comes through the experience and insights of others. However, the greatest resource is from the source of all soul power - the supreme source - the gear architect of the world.....

**F is for Fun** - yes life is a drama, it is a school and it is a creative workshop. But perhaps most of all it is a playground, and despite the suffering and the sorrow we may see in the world it is essential that we have fun. Not fun at the expense of others, or superficial frivolity, but the kind of joy and happiness which comes from inside when our soul sings to what is true and right, when our hearts reach out to

*touch other's hearts, and when our creative process produces successful outcomes.*

## 18. The body at rest and Motion

### 18.1 THE FLOW OF CHI



Increasingly, the West is looking to Eastern philosophies and therapies to complement, expand and counterbalance its own traditional views. In the Chinese book of wisdom, the *Dao de Jing* (6th or 5th century BC), the author Lao Zi describes how everything is made from nothing. The energy that flows between yin and yang is known as *qi* (alternatively spelt *ki* or *chi*). In Chinese and Japanese medicine, *qi* is believed to flow through all things, both animate and inanimate.

Chi is thought to pass through twelve main channels or meridians in the body. Each channel is associated with a different bodily organ, and along each are points that may be accessed or stimulated to treat physical and mental disorders caused by blockages to *qi*. When *qi* flows easily through our bodies, we feel relaxed. But when *qi* becomes blocked (for example, by negative thoughts or self-doubt), its flow is hampered and this may cause stress, ill-health, arguments and accidents. Two of the main meridians are those of yin and yang. If *chi* is blocked in either of these channels, we have a yin and yang imbalance - believed to be a main cause of stress.

Although many people remain sceptical about unconventional medicine, we should remember that Eastern methods have been successfully practised for centuries. Finding a local practitioner is the best way fully to benefit from the natural therapies of the East, as he or she will be able to talk you through the process of harmonizing with your body's energy. However, the Japanese therapy *shiatsu* ("finger pressure"), a massage technique in which static pressure is exerted along the meridians of *chi* to free the energy flow, can be practiced alone or with a partner.

## 18.2 SHIATSU FOR STRESS



**Connection** shiatsu can deal with shallow breathing and shortness of breath caused by stress. Lie on your back on the floor and ask a partner to place the palm of one hand on your abdomen and of the other on your breastplate. Hold still for one minute. The flow of chi between your lungs (breath) and kidneys (the “seat” of anxiety) will be made easier, helping you to breath more deeply.

**Dispersal** shiatsu can be used to free the energy flow in the neck and shoulder, where the physical tension of stress often occurs. Lie on your front and ask your partner to disperse the blockages in your neck and shoulders by rocking (pushing the flesh forward and back while pressing down), circling (moving the balls of the hands in a circular motion over the flesh while pressing down), squeezing (gripping and letting go) or stretching (moving the hands in opposite direction as they pull and press down on the flesh) the muscles in this area.

**Finger pressure** shiatsu to the centre of the right palm, and just below the ball of each foot, will calm the mind and emotions. Ask your partner to exert gentle pressure on these points in turn, as you lie comfortably. This will aid the flow of chi to your mind, sending the energy coursing through your body, and leaving you in a peaceful state of relaxation.



## 18.3 REIKI



This simple hands-on art of energy renewal was re-discovered a century ago by Dr Mikao Usui of Kyoto, Japan. Following a prolonged meditation he found the hidden secrets of Reiki and discovered he could achieve amazing results.

These results included a pervading sense of inner calm; relief from stress, fatigue and low spirits and the release of tension from the muscles and the mind. Since this rediscovery of Reiki, reports of physical healings include cessation of bleeding, burns that do not blister, bruises that fade overnight and swift recovery from illness and accident. So as a first aid measure it is invaluable, particularly where nothing else is available.

Reiki (Japanese for *universal life force*, Chinese: *ling chi*) is experienced as a tingling, warmth or heat, a distinct chill, or as tremors, pulsing, weight or weightlessness, in the hands (palms and fingers) of the practitioner and/or in the body of the receiver - who can be oneself or another. Unlike tai chi, qi gong and yoga, the life force enhancement in Reiki is of external origin, coming in via the crown of the head and permeating the tissues via the energy pathways which parallel the nervous system. It does not require exercise, special breathing, mantras or a set environment and can be practised as part of your daily routine. As the energy is activated, the brain wave pattern automatically slows down to the 8-10 hertz range, as in meditation, with a consequent de-stressing of the vital functions.

Thus, Reiki is far more than a physical healing modality; it also enhances mind, emotions and spiritual awareness, bringing the four aspects into balance.

The body is a metaphor for the psyche and every 'dis-ease', indeed every 'accident', has a meaning. As the increased flow of the life force aids rapid regeneration on the physical level, past negative experiences and mindsets are released from the cellular level. It becomes easier to understand that the body is a hologram and that the brain is not the sole repository or origin for memory and behaviour.

Imagine you could press an 'erase button' and wipe cell memory as easily as you can do a floppy disc or videotape! Many counselling therapies are effective on the mind/emotions but the body and the spiritual aspect can be left in limbo. Powerful metaphysical insights are given in the teaching of Reiki, according to its original tradition.

Reiki was introduced to the western world by Hawayo Takata in the early 1970's, from Hawaii and Japan where she had practised and taught her Japanese followers since before the Second World War. Mrs Takata, a trained naturopath, had received extensive training to teach Reiki from Dr Usui's successor, Dr Chujiro Hayashi, who conducted a Reiki clinic in Tokyo. Reiki has been in Australia since 1983, when it was introduced from California by Rev Beth Gray, the first Caucasian Reiki master (teacher). Beth Gray was the first Caucasian Reiki teacher trained by Hawayo Takata.

Many people practise Reiki professionally, offering an hour or hour and a half session for much the same fee as a massage or other form of bodywork. Sometimes it is used simultaneously or as an adjunct to other hands-on healing systems. However, most people who have experienced the benefits of Reiki eventually are drawn to acquire it for themselves.

### How do you learn Reiki?

You learn the first level, Reiki I (direct contact, hands on), during a day seminar. You receive 'energy transfers' from teacher to student in an attunement process which can be likened to 'adjusting your life force antenna and enhancing your power source' just as one might strengthen the reception of a television or radio wave-length. Another analogy is that of an iron bar which has been magnetised. Iron filings will only align in a pattern where there is a magnetic field, otherwise they remain chaotic. To magnetise an iron bar it must be put in direct contact with another iron bar or magnetiser.

The 'fine tuning' procedure is a little mysterious but, practised faithfully, it works and your hands will give you confirmation. The attunements in Reiki are given according to the original Usui method; and following the energy transfer you have access to Reiki for the rest of your life, and no further classes or fees are required, unless progressing to the advanced level, which is optional.

In the meantime, students are shown a step-by-step procedure to introduce Reiki to the areas of the body containing the vital organs: the abdomen, the head and the back. The emotions which correlate with the vital organs and the metaphysical meaning of dysfunction are also imparted, so that the progressive effect of Reiki on the body's innate healing process is understood in all aspects.

Reiki is no different than any other holistic healing modality - it does not cure in itself. It enhances the life force so that the innate healing intelligence is supported to achieve optimum vitality. As with homeopath, fasting, acupuncture etc, a healing crisis or healing opportunity is always possible as toxins deposited in joints and soft tissue are released rapidly.

Hawayo Takata recommended a four day intensive program of Reiki as the best way to help reverse the dis-ease process. This involves applying the hands progressively over each of three basic areas of the body until the perception of energy flow ceases, for four consecutive days, by which time a healing crisis in the form of an emotional or physical release may result.

### **The Advanced Level in Reiki**

Reiki I, or Basic Reiki, is the form of Reiki practised by direct contact, hands-on, as described above. There is an optional Advanced Level, or Reiki II, which allows the practitioner to increase the potency of the energy flow at will, so that it takes about half the time to achieve a similar effect as in Reiki I, by direct contact or by distance transmission (absent healing).

The Advanced Level of Reiki is taught in a two day (or evening) seminar and most practitioners feel better prepared by allowing a time lapse of some months to gain experience in Reiki I and the energy perception via the hands.

### **Teaching**

Teaching is a vocation which requires long-term study in a form of apprenticeship and participation with a qualified master teacher, who provides certification or endorsement.

Some teachers include many other non-related modalities in their teaching format so it is best advised to ask teaching format so it is best advised to ask what are the topics covered, how long is the course, over what period of time did the teacher train to teach and with whom, in order to assure yourself of the course content.

**Key Insight:** *Reiki is a superb complementary tool with western orthodox medicine and is used freely in the east by children for first-aid...*

*"Gratitude is the key of life"*

Master Wei Chi, Tibetan Reiki Teacher

## 18.4 TAI CHI

### *"The Supreme, The Ultimate"*



Tai Chi is the popular abbreviation for T'ai Chi Chuan - pronounced tie chee chuwan (ti che choowon). It is translated as "The Supreme Ultimate Boxing System". It is a Chinese system for total self-development and improvement. When done correctly, it affects the body, mind and spirit. It is an exercise for the body, a preventative and curative system of Chinese medicine, and a martial art. For the mind it is an exercise in concentration, will power and visualization. T'ai Chi Chuan is also a system of spiritual meditation and a type of Chinese Alchemy.

The name T'ai Chi Chuan is taken from Taoism. The T'ai Chi - "The Supreme Ultimate" or "The Grand Terminus", is a symbol of the eternal Tao. It is composed of a circle containing one yin<sub>1</sub> and one yang<sub>2</sub> harmoniously interconnected. It signifies everything in creation which is manifested and the duality that is contained in all. The work Chuan means "fist" or "fighting system". Thus T'ai Chi Chuan can simply be defined as the supreme ultimate system of boxing or martial art. Chuan also means control. This control implies both self-control and control over a given situation. T'ai Chi Chuan therefore, may be given yet another definition: the supreme ultimate system of self-control in any situation.

Tai Chi has always been renowned for its therapeutic benefits and is practiced by many people for this purpose alone.

It can have positive effects on daily life, not only due to the improvements in one's health, but also in dealing with everyday situations. By using the principles of Yin and Yang many problems can be overcome. For example an attack can be verbal as well as physical. When something of this nature occurs, it is better to listen; accept what is said, if true. If not, after hearing the other persons point of view, you can explain your side of things. By listening, you are yielding, and not just waiting to have an argument. Yielding must not be seen to be giving in. On the contrary; it is a way of accepting situations as they are and dealing with them in a calm and controlled manner. To resist is to simply indulge in a trial of strength, whether this verbal or physical. Using Ying and Yang in this way can relieve much of everyday stress.

Tai Chi can be practiced on many levels. This depends on the individual and to what extent he or she wishes to practice. It is very deceptive in that it looks easy to do but in fact is difficult to do well – great progress can be made with diligent practice.

It is important that a competent master be found to aid in your training – books alone are inadequate to convey the subtleties of the art and bring the student to full potential.

*"Before the struggle, the victory is mine"*

Mitsugi Saotome, Zen Master.

## 19.0 “Turn left a thousand feet from here”

*What I really want to give you I can't.*

*Yet all day long I try painting maps on the sky  
With bright, tender sounds.*

*That say,*

*“Turn left a thousand feet from here,  
Just pass that next hill.*

*Then make a sharp right  
As soon as you see that big rock  
That looks like an egg,  
There you will find a decent tavern.”*

*I am like a wise friend.  
If you come close to me*

*I will write down the address  
Of the Woman who will ravish you most.*

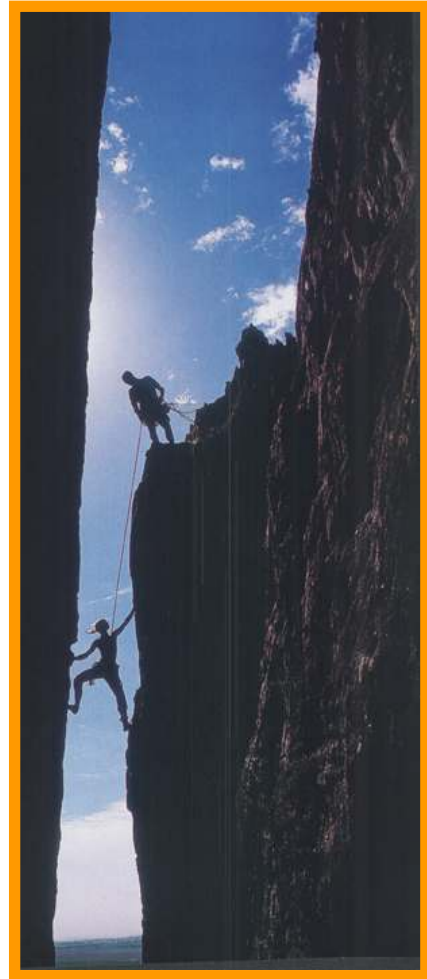
*Hafiz never wants to offend,*

*So in anything I ever say  
You can always freely switch the gender.*

*Com close to me,  
I will whisper in your ear*

*A secret about the One who  
Has made us all  
Nuts.*

**Hafiz**



## 20.0 Exercises

Exercise 1	Stress Ballooning
Exercise 2	Silencing the Buzz
Exercise 3	Breaking the Chain of Blame
Exercise 4	An Imaginary Balloon Ride
Exercise 5	Aroma - Soothing
Exercise 6	The Sleep Experiment
Exercise 7	Drawing the Face
Exercise 8	Spotlight on the Self
Exercise 9	A Five-Step Meditation
Exercise 10	Breathing to Defeat Stress

## EXERCISE 1: STRESS BALLOONING

*This exercise is designated to help you to free yourself from habitual stress responses and to programme new responses to the situations that trigger your stress. Two balloons and a felt tip pen would be useful, but if you do not have access to them, do the exercise in your imagination.*

1. What so you think are the triggers of your stress - work, a relationship, a change in domestic circumstances, worries about ageing? Rank the various stressors in order of severity.
2. Think about the most potent stressor. Remember your usual stressful response, and imagine you are blowing it into the first balloon.
3. Now take a large pin and burst the balloon. In the explosion, the old response has gone.
4. Take a second balloon and blow it up. Imagine positive energy filling it breath by breath. Write your new response on the balloon's surface.
5. What would your new action or though pattern look like? Symbolize it visually on the balloon.
6. Tap the balloon gently into the air and keep it afloat a while as you fully absorb its message. Next time you face the situation, recall this balloon and the message you put on its surface.



## EXERCISE 2: SILENCING THE BUZZ

*Free-floating anxiety is, for many of us, a constant companion. We may have become so used to hearing the background buzz of worry that we do not even acknowledge its presence. This visualization exercise is designed to help you to identify this hum, and banish it - at least temporarily, until the next time worry starts to invade your outlook.*

1. Sit comfortably and close your eyes. Imagine that you are walking down a path in a serene forest. Soon, you come across a clearing. Walk slowly to the centre of the glade and sit down.
2. As if from nowhere, animals surround you. They mean no harm, but each represents a concern. The larger the animal, the greater your anxiety. For example a fleet-footed gazelle may represent a work deadline, a roaring lion, trouble within a relationship.
3. In one part of the glade is a beehive. Bees swarm near by, making the hum of free-flowing worry.
4. Gently, touch each of the animals. As you do so, they quieten and disappear into the forest. The only sound left is the buzz of the bees.
5. Imagine all your tiny worries one by one entering the hive, until the glade is silent. Your worries are still, your concerns will be dealt with another day. All around is peace.



### EXERCISE 3: BREAKING THE CHAIN OF BLAME

*From time to time we might feel tempted to pass the blame to someone else in apparent vindication of ourselves - even though at least some of the fault may lie at our own door. In this way we risk initiating a "chain of blame". Such chains are conduits for negative energy: it is always more constructive to break the chain, even though this might involve us in admitting more responsibility than we feel. Stand back and look at yourself as a caring grand-parent. The following questions provide a good basis from which you may evaluate any situation in which blame plays a part. Adapt them to suit your purpose.*

1. What is the apparent cause of the conflict? Is there really something else at issue, beyond the ostensible reason? Perhaps there is an ulterior motive, driven by a grudge or jealousy? Can you break the blame chain by explaining this motive away?
2. If you are not the first in the chain of blame, why would others see fit to blame you? If you are not at fault, how might you diffuse the situation?
3. What would you lose if you accepted responsibility for the conflict? What is the worst-case scenario; what is the best? Would it matter if you failed to pursue your feeling of guiltlessness? Would your self-esteem suffer?
4. How might peace be declared? Can the whole issue that is at stake be side-stepped or ignored? What would happen if you proceeded as if the blame chain did not exist?





## EXERCISE 4: AN IMAGINARY BALLOON RIDE

*This visualisation should bring about a more relaxed mood. Record yourself reading it aloud, slowly, clearly and softly. Elaborate the story with your own images. Then, sitting comfortably set the tape running and close your eyes. Conjure up each image as vividly as possible. If there is a sound include that. If there is a sensation make that vibrant. If there are pleasant aromas, trees, fresh cut grass, dandelions..*

1. You are walking along a country lane. The sun beats down on your head and shoulders. To your left is a beautiful forest; to your right, a field, into which you turn. Ahead of you is a hot-air balloon ready for flight.
2. You approach the balloon and step into the basket. The balloon begins to rise very slowly. As you look down, you can see a village, a lake, and some mountains. When you look at the sky, you see a bird glide past you. There is absolutely no noise. Silently you rise higher and higher.
3. Beneath you everything becomes a swirl of blue and green. You can see no borders or boundaries, just one world, as you have never fully realised before. As you understand this, the balloon begins its descent.
4. The details gradually return into view and the balloon comes to rest in the middle of the field. You step out of your basket, walk down the path through the village to the lake that you could see from the air. The water on the lake is absolutely calm and still - just how you yourself feel.



## EXERCISE 5: AROMA – SOOTHING

*We all know how soothing a scented bath can be, or a room filled with the fragrance of essential oils. However, we tend to rely on the labels of bottles to guide our choice toward the most appropriate aroma, forgetting that our own sense of smell is the best guide of all.*

1. Throughout the day, try to become aware of the many and various smells that surround you. As you become conscious of a smell, ask yourself what associations it has for you. What other sense impressions, if any, does it conjure up?
2. Isolate a few smells that you find calming. These need not be obvious - you might, for example, find the smell of burning wood comforting and the smell of lilies cloying. There are no orthodoxies - the smells that you find most soothing are likely to be particular to you.
3. Seek out one of these smells (you might find appropriate aromatherapy oils, or else find them in nature). Sit or lie quietly, focusing on the smell to amplify it in your perception.
4. Now become aware of your breathing. Breathe from your abdomen and not your chest: this way, your breathing will be deep and calming and you will fully appreciate your aroma. Think of the aroma as a relaxant that you draw into the centre of your being with every inhalation. Blow out your stress with every exhalation.



## EXERCISE 6: THE SLEEP EXPERIMENT

*Making sure that we get the right amount of sleep is no less important than eating when we are hungry and drinking when we are thirsty. This exercise will help you to find your own sleeping cycle, which you can then follow as a programme for health and well-being.*

1. Mentally prepare yourself for sleep. Register the fact that between now and the moment you drift off, nothing can hinder your calm thoughts. Banish any nagging worries by meditating on the strengthening sleep ahead.
2. Go to bed when moderately tired. Make a note of the time. Listen to gentle music, read a soothing book or do another meditation just before sleep. Don't set your alarm: instead, sleep until you awaken naturally. Make a note of the time when you become fully awake. How long did you sleep?
3. Repeat this exercise for as many nights as it takes for the pattern of your sleeping and wakings to become broadly regular. This is your natural and most restful sleep cycle.
4. If you have to wake up at a specific time, make sure nothing deters you from going to bed when you feel tired (for example, ask friends not to call after a certain time). Try to wake less abruptly - for example, you could ask your partner to rouse you gently; or you might consider an alarm clock that plays soft music.



## EXERCISE 7: DRAWING THE FACE

*Most of us find it hard to close our eyes and create a sharp mental image of our face. If we run our fingers over our face, we can sharpen this mental image and give ourselves a complete facial massage. Once the image is crystal clear in our mind, the massage is complete.*

With your index fingers, trace the outline of your face: begin at the centre of your forehead and move your hands downward and away from each other. Bring them together at your chin. Do this three times.

1. Using your index fingers again, trace circles around your eye sockets. This ten times.
2. Now place both hands on your face so that your little fingers meet at the tip of your nose. Smooth both hands over the contours of your face, gently stretching the skin as you move your hands away from one another, giving you a sense of the plains and hollows in your face. Do this five times.



3. Smile softly to accentuate the creases of your cheeks between your nose and the corners of your mouth. Trace out these crease, top to bottom, with your index fingers. Then, when you reach your mouth, follow the line of your top lip. Now trace out the shape of your smile by moving your fingers over your whole mouth. Your mental picture should be complete.

## EXERCISE 8: SPOTLIGHT ON THE SELF

*A state of relaxed alertness will yield optimum results in an interview. To relax, you need to defuse all sense of confrontation, instead seeing the meeting as a friendly fact-finding exchange and an opportunity to talk quietly of your achievements. Your skills are being sought, and the questions asked of you will be designed to elicit their precise nature. You have only to answer them truthfully and articulately to present yourself to good advantage.*

1. Think of your interviewer as someone with whom, very soon, you might find that you have a great deal in common - perhaps not a friend but someone you enjoy talking to.
2. If the interviewer seems very formal, this is because (s)he is doing his job the way he believes it should be done. Imagine that he is nervous and concentrate on putting him at ease.
3. If the interviewer seems unfriendly, say to yourself: it is because he or she has difficulty with the situation. Respond calmly and pleasantly.
4. Imagine the interviewer doing something else: jogging in the park or cooking dinner, or riding a horse.
5. If the questions become difficult, think of a friend who is spectrally in the room - perhaps standing behind the interviewer. Imagine this friend urging you on, applauding your handling of the situation, willing you to succeed.



## EXERCISE 9: A FIVE-STEP MEDITATION

*A first step in meditation is to be able to introspect without fear or compromise. This exercise takes you through an open door into the vast labyrinth of your unconscious so that you may begin to appreciate and love who you are. Sit comfortably in a pleasant room and close your eyes. (You may like to recite the exercise onto a tape so that you don't have to remember it.)*

1. **Withdraw** energy mentally from everything around you - not to reject or resist, but to turn your attention inward. You might think of how a tortoise withdraws into its shell to detach itself from the outside world, but carrying the experience of the world with it inside its shelter.
2. **Create** a point of consciousness. Focus on the centre of your forehead. Think of this point as a radiant star. This will transmit positive energy, making you feel good about yourself.
3. **Affirm** this positive energy through positive thoughts and images about yourself, such as "I am a conscious being living in the moment", or "I am powerful and creative", or "I am becoming healthier and healthier each and every day" or..... Use words and phrases that are in the present tense.
4. **Focus** your energy on peace, and let this become the object of your meditation. As you focus, you will give peace life, turning a thought into a feeling.
5. **Experience** this feeling by "watering" it with your full attention. This is the beginning of self-realisation through meditation. Nurture your inner garden.



## EXERCISE 10: BREATHING TO DEFEAT STRESS

*Make a list of the times during the day when you tend to feel least relaxed. Your stress may be triggered by a place, a person or an event. Carefully judge each daily activity in terms of stress levels. You may need to think about this over a few days - take as long as you need, and each time you are able to identify a particular “stressor” (trigger of stress), note it down. Also make a list of forthcoming events that you feel especially anxious about.*



1. Devise visual reminders *and place them strategically*. You might decide to draw a star on some cards, placing them where you will see them at the times of stress in your list. If your times include traveling or walking down a busy street, you could use, say, your thumb or ring finger as your trigger. Decide on the prompt and concentrate on it for a few minutes to fix it as a reminder. This may sound silly, but your mind will readily accept the mental nudge.
2. Breathe deeply *and evenly whenever your prompts are brought to your attention*.
3. Imagine that your tension is released for ever. Eventually, you won't need reminding to begin relaxed breathing - it will become natural, even at times of stress.

## 21.0 Internet Links

### **The Stress Assessment**

<http://www.stress-less.com/AboutSL/StressTest.html>

### **International Stress Management Association**

<http://www.isma.org.uk/>

### **UK Health and Safety Executive - Occupational Stress Home Page**

<http://www.hse.gov.uk/stress/index.htm>

### **Relaxation Centre**

<http://www.relax7.com/>

### **Reiki**

<http://www.reiki.com.au/>

<http://www.threshold.ca/reiki/home.html>

### **Shiatsu**

<http://www.shiatsu.org/>

### **Tai Chi**

<http://www.taichifinder.co.uk/>

### **Jim Bennett's Speaker Website**

[www.jimbennettspeaker.com](http://www.jimbennettspeaker.com)

### **Yoga Search**

[http://www.metta.org.uk/yoga/yoga\\_search.asp](http://www.metta.org.uk/yoga/yoga_search.asp)

### **Zestco: executive coaching**

<http://www.zestco.com>



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*"We are what we repeatedly do. Excellence, then, is not an act, but a habit"*

Aristotle

## 23.0 e-book information

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## Jim Bennett

*A leading motivational speaker on*  
**Leadership, Managing Change and Peak Performance**  
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Jim Bennett is a dynamic speaker on Leadership, managing change, peak performance, and personal discovery. A truly unique thinker whose ideas, initiatives and philosophy have guided people worldwide to make positive change and create personal success.