

# RELAXATION TIPS

## Focus - 1



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LIFE COACHING

*Find the joy and let go of the struggle!*

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*Meditation can calm your mind, relax your body and soothe your spirit. Anyone can select a meditation technique that fits their lifestyle and belief system, so here are some suggestions to get you started:*

### Immediate

- ☞ Next time you're having trouble focusing, take a couple of deep breaths and state (aloud if possible) I want to focus on ... (eg. completing this task, going to sleep).
- ☞ Thoughts are usually repetitive, so now when a thought interrupts whatever you are doing – acknowledge it and then imagine it on a piece of paper blowing away lightly on the wind.
- ☞ Repeat until your mind is clear.
- ☞ If the thought is important, either physically write it down or imagine that thought in an envelope, being sent somewhere you will deal with it – eg. to your desk at work or home.

### Five minutes

- ☞ If you are feeling overwhelmed, stop for five minutes. Find a quiet spot, place your feet on the floor and focus on your breath for a moment.
- ☞ Close your eyes and imagine your thoughts, tasks, "to do's" etc as a river raging around you.
- ☞ Slowly make the river calmer and calmer until it is a quiet, gently flowing stream.
- ☞ Once it is a gentle stream, imagine it getting smaller and trickling into a beautiful, quiet, still pond.
- ☞ Now you are ready to continue with your day – one thing at a time.

### Incorporate into everyday life

- ☞ Next time you're doing something non-urgent try breathing, relaxing and practicing focus by placing 100% of your attention on the task at hand.
- ☞ Notice what you can feel in your hands and your body, what you can see that you wouldn't normally notice, what you can smell, what sounds are around you and any noise you might be making. Allow yourself to become thoroughly absorbed in the task at hand.
- ☞ If any thoughts arise, simply allow them to come and go at will, having no affect on you.

Meditation is simple and free, requiring only your time and effort. If you're interested in achieving inner peace, give meditation a try and **keep trying**. Start with 5 minutes and work up to 15 or 20 minutes at a time. Remember it gets easier with practice.

### GEM

"Flow with whatever is happening and let your mind be free." *Chuang Tzu*

### Simplicity Life Coaching Ltd.

**Contact:** Emma-Louise Elsey

**Phone:** (604) 990-9068

**Email:** [emma@simplicitylifecoaching.com](mailto:emma@simplicitylifecoaching.com)

NB. Do not practice meditation while your attention is required elsewhere, like driving a car or operating machinery.