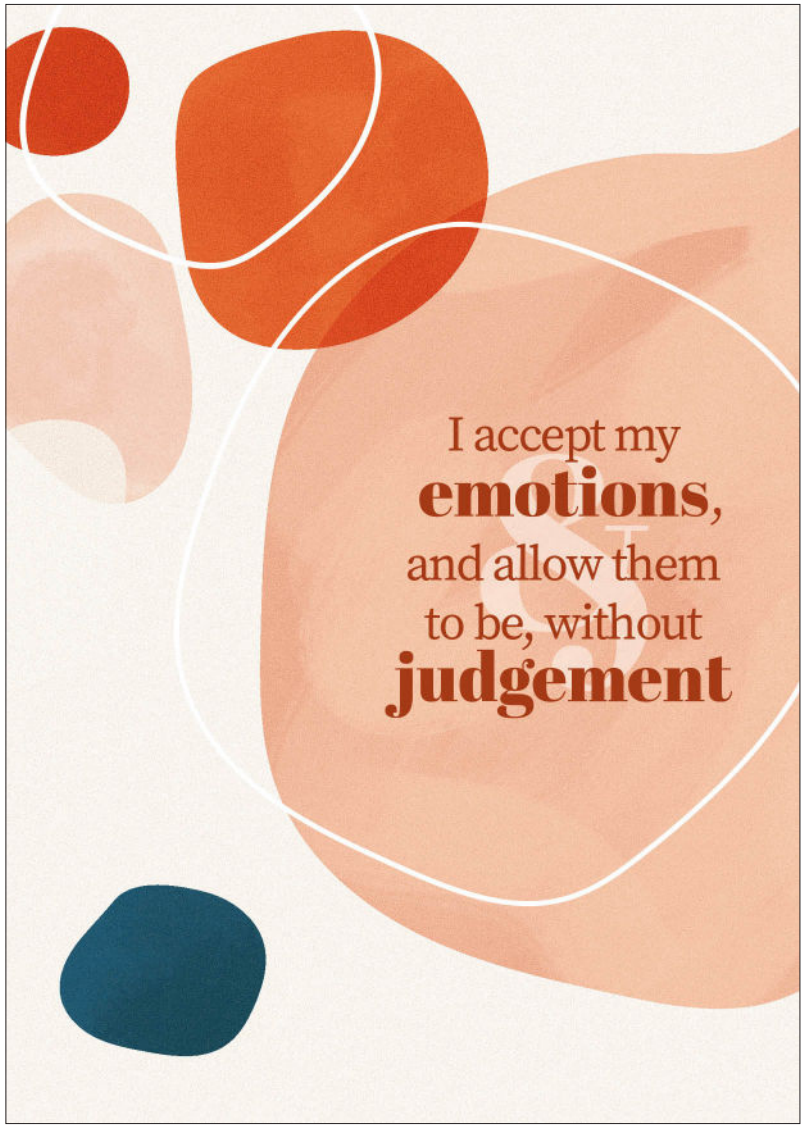


reflect

WRITE IT OUT

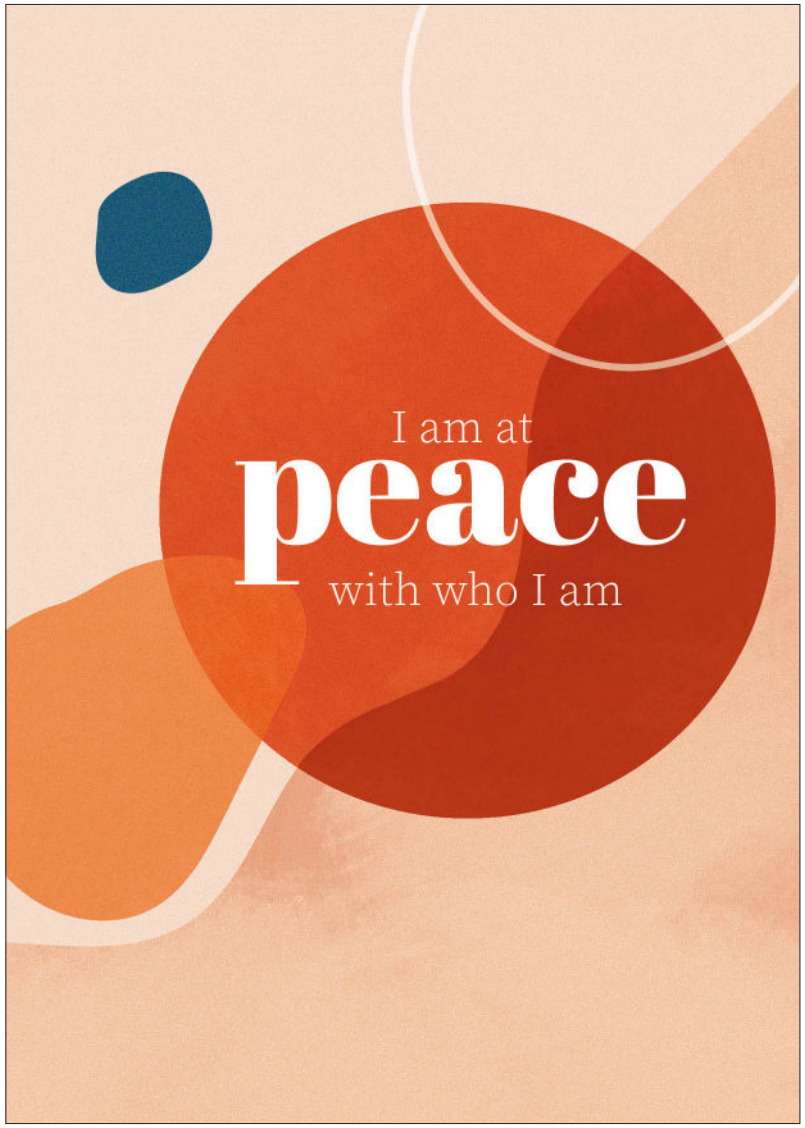
Experiment with these journaling techniques to explore your emotions

1. **Be the observer.** Allow your feelings to come and go, and take note of them – particularly ones you've not focused on before.

2. **Define your feelings.** Choose different emotions (e.g. happiness, fear, sadness, pride) and describe them by reflecting on a memory associated with them, any physical senses you feel with them, and any sensory experiences.

3. **Change of view.** Try writing about the emotion or situation as if someone else is experiencing it. This can allow you to see objectively, without judgement.

4. **Stream of consciousness.** Spend 10 minutes writing whatever comes to mind, with no structure. Allow yourself to be completely free.



R reflect

LIVE IN THE MOMENT

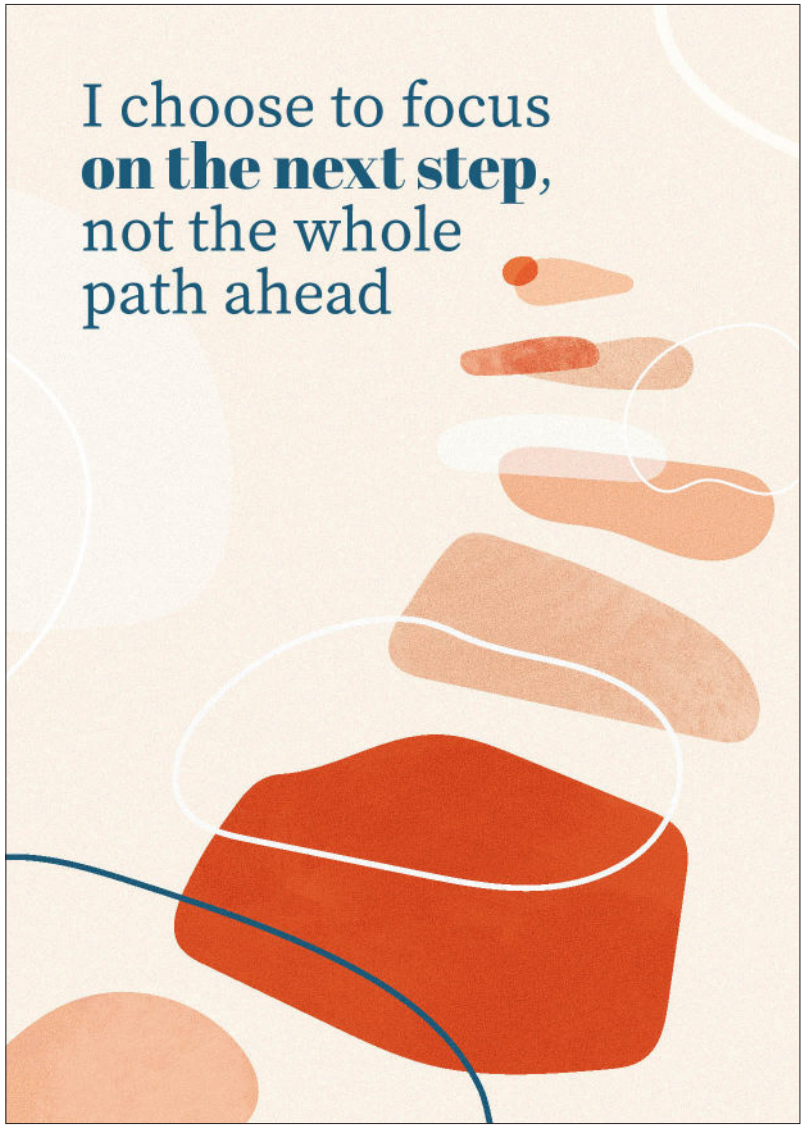
Create a sense of calm and serenity with these four activities

1. **Mindful awakening.** First thing in the morning, sit up and take three deep breaths – in through your nose and out through your mouth. Ask yourself what you intend to achieve today.

2. **In-tune with you.** Pick a song you've never heard before, and really *listen* to it – with no judgements or labels regarding the genre. Get lost in the music and the journey of the song.

3. **At your own pace.** Find a quiet space to slowly pace back and forth. Focus entirely on each step, how it feels in your body, and all sensations.

4. **Focus on the flame.** Light a candle, sit comfortably, and simply spend some time watching the flickering, the flame dancing, the wax melting, and savour the aromas in the air around you.



R reflect

GROUND YOURSELF

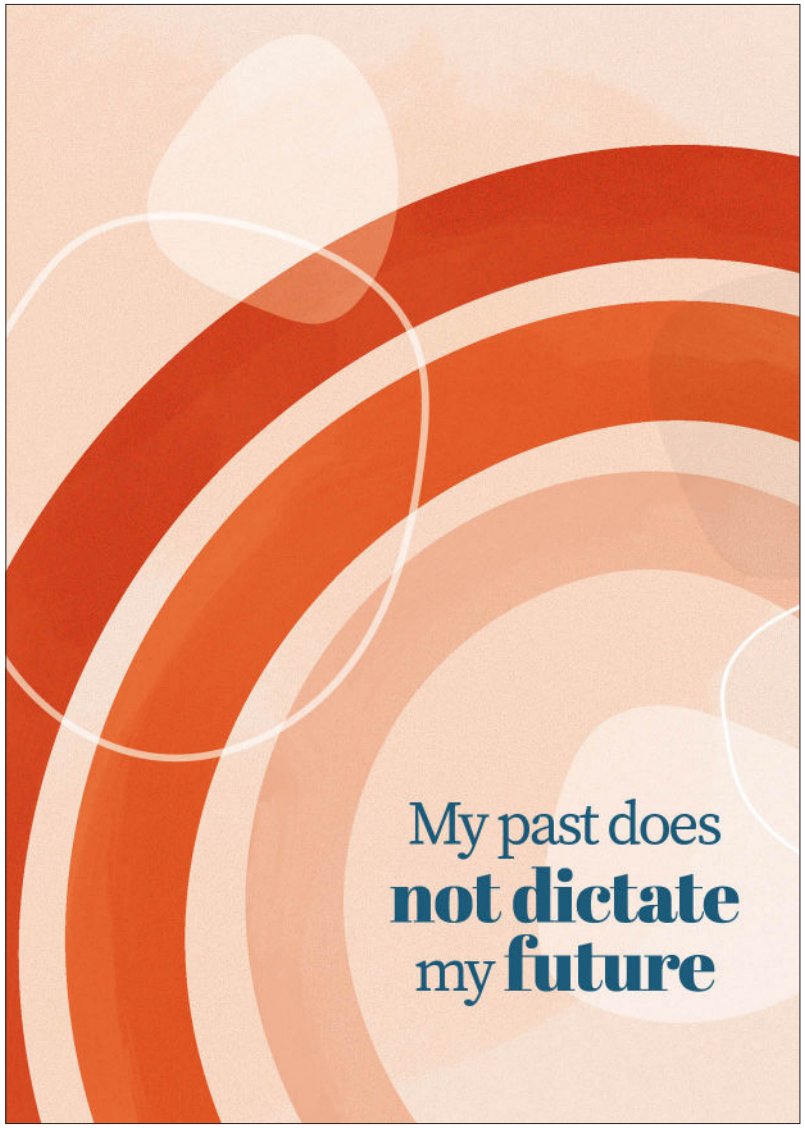
Try these ideas to bring you back to the present moment

1. **Boxed breathing.** Breathe in for the count of four, then out for the count of four, and repeat.

2. **5, 4, 3, 2, 1...** Identify 5 objects, 4 sounds, 3 textures, 2 smells, and 1 thing you can taste. This will draw your focus to the here and now.

3. **The alphabet game.** Go through the alphabet, naming something for each letter – it could be places, objects, or people.

4. **Best foot first.** Use your imagination to pick a pencil colour, and visualise drawing around your feet on the floor – around your heel and each toe.



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GIVE THANKS

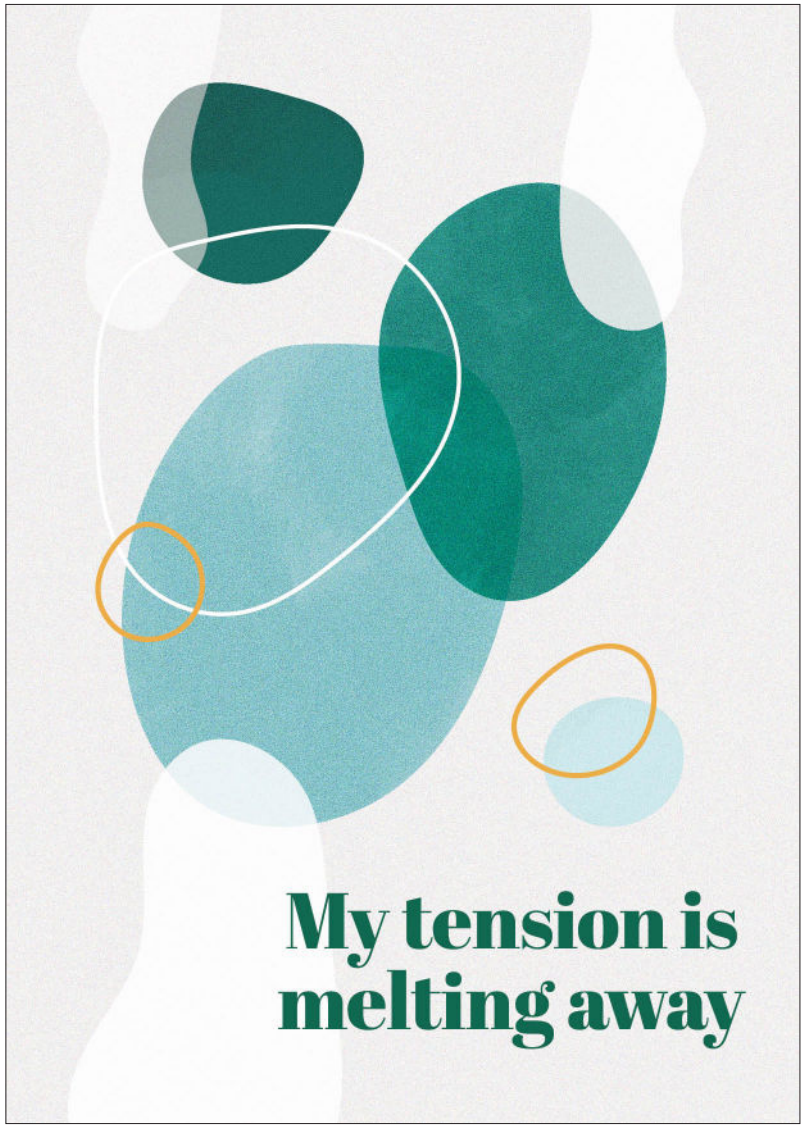
Put gratitude on your list of priorities with these four exercises

1. **Start your day right.** Pick an activity, first thing in the morning, to appreciate the moment. It could be the warmth of your coffee, the quiet before the day starts, or the potential the day holds.

2. **Savour and reflect.** At the end of each day, write down three things that you're grateful for on slips of paper, and put them in a jar. Whenever you need a positive reminder, open it up and read them.

3. **See the positives.** Keep a journal to note down the things that went well that day, what you achieved, and how you felt. The small wins soon add up!

4. **Share the love.** Make a special effort to see and appreciate the things loved ones do for you – and let them know it.



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COUNTDOWN TO CALM

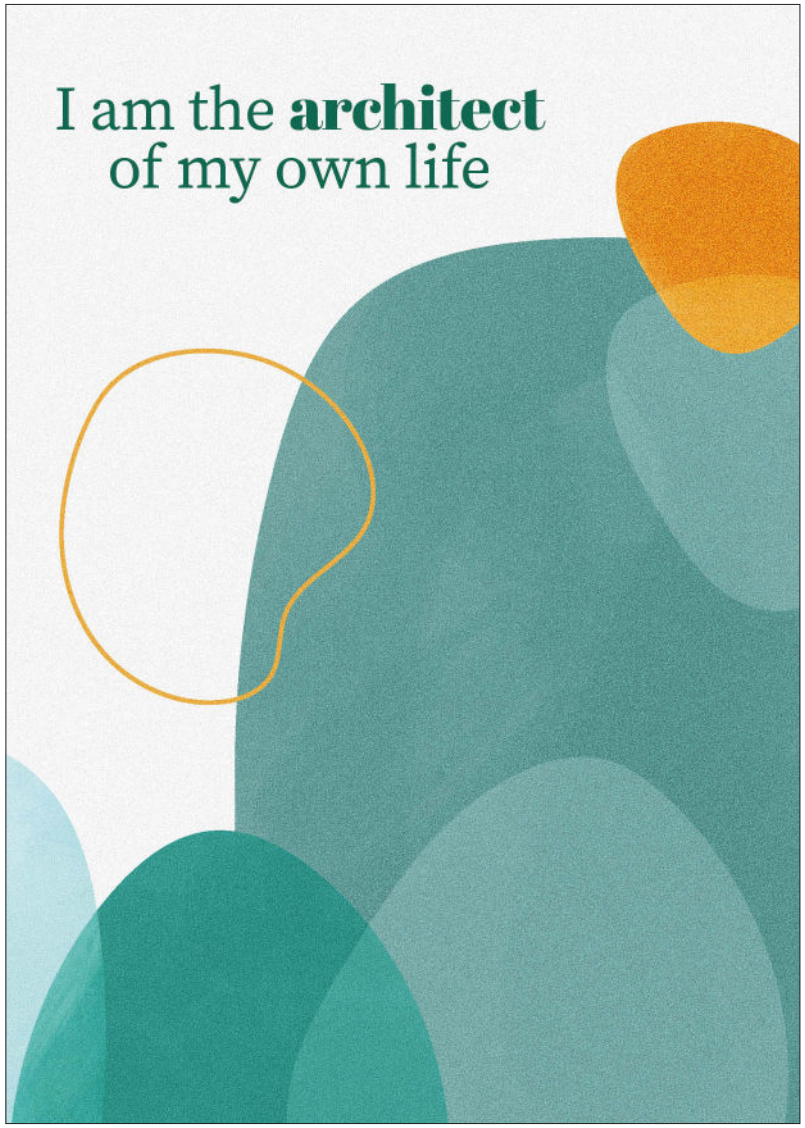
Feeling stressed? Try these simple activities to soothe you

1. **Find your rhythm.** Doing a repetitive exercise, such as walking or running, not only boosts endorphins, but can help you get into a meditative state.

2. **Dance party.** Classical music can reduce blood pressure and stress hormones, but any music can boost your mood – especially if you dance it out.

3. **Try the WOOP technique.** Ask what your WISH is right now? What is the ideal OUTCOME? What OBSTACLES might be in your way? Then make a PLAN – if this obstacle arises, what action could you take?

4. **Picture perfect.** Take a moment to visualise a place or scene that calms you. This could be from a memory, or something imagined, but immerse yourself in that world and how it makes you feel.



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TAKE CHARGE

Picture the life you want, and take steps to make that happen

1. **Envision this.** Create a vision board of what you want your life to look like, and to serve as a reminder of what you're working towards every day.

2. **What's your ideal 'average' day?** Describe your routine, your work, who you're with. Reflect on any patterns, and start making this a reality.

3. **You've won the lottery!** Write down what you'd do, and what your life would look like. Then repeat this, halving the monetary amount each time, to drill down to your core values and goals.

4. **Make a bucket list.** Have some fun thinking of all the things you would love to do, experience, places you'd go – no limits. Have this as something you can refer to, and start ticking off. Adventure awaits!



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SEIZE THE DAY

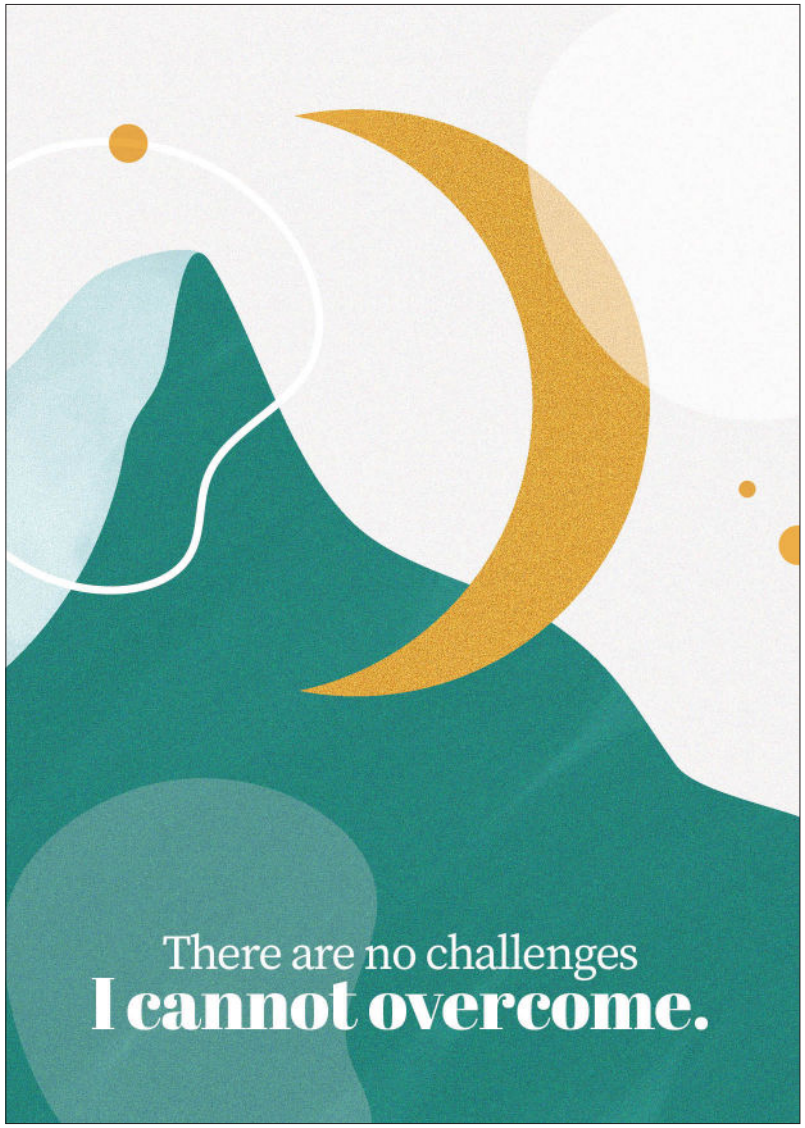
Embrace action with these productivity hacks

1. **Batch job.** Group together similar tasks (such as responding to emails, writing up notes, paying bills) so that you can storm through them.

2. **The pomodoro technique.** Break things down into bitesize chunks by working for 25 minutes (one pomodoro), then take a five-minute break. After four pomodoros, take a longer breather.

3. **Ditch the distractions.** Amend screen-time limits in your phone settings, and Boomerang for Gmail allows you to set times when emails can be received.

4. **Track your wins.** Keep a note, or ticked off list, to reflect back on all you've achieved each day. You are likely to have done a lot more than you realised, and that can motivate you to crack on again tomorrow!



BELIEVE IN YOURSELF

Have these tools in your back pocket to boost your confidence

1. **Show some self-compassion.** Recognise your inner critic's voice, and think about how you can reinterpret this constructively. If it says that you're going to fail, think: "What if I succeed?"

2. **Create a compliments file.** When someone says something nice, write it down so you can refer back to it as a reminder of how remarkable you are.

3. **Mirror image.** Every day, look in the mirror and say something different you like about yourself. You'll quickly see all the wonderful qualities that perhaps you haven't focused on before.

4. **3:1 ratio.** Before you go to sleep, write down three positives from the day. Then think of one thing you want to work on. This maintains a positive mindset, while also helping you grow and develop.