

Self Care – Supporting Your Parasympathetic Nervous System

1. Physical Movements to Ground Yourself and Orient Yourself in Your Body

- a. Rotate ankles
- b. Stand and bend knees, flex and straighten with attention in your legs
- c. Shoulder circles
- d. Stand twisting with free arms
- e. Inhale while raising arms & raise up off heels; exhale drop heels and hands
- f. Foot massage – with hands, or massage by rolling a tennis ball on the floor

2. Breathing Exercises to Ground Yourself and Orient Yourself in Your Body

- a. Breath Awareness/Coherent Breath – gentle, even breathing. Breathe in through nose for 6 seconds/out for 6 seconds; set a timer and repeat for a 5 minute period of time.
- b. Belly Breathing/Ferris Wheel Breath – breathe in through your nose deeply – feel your stomach push out (going up on the Ferris Wheel); breathe out through your mouth – feel your stomach go in (going down on the Ferris Wheel)
- c. Yawning – may need to go through motions a few times until you get a real one; increases cerebral blood flow and alertness
- d. 16 Breaths – use your thumb touching 4 points (finger tip and then three knuckles) on each of your 4 fingers to count 16 full ‘in and out’ breaths (this takes about 2-3 minutes)

3. Recorded Breath Practices and Meditation

- a. Insight Timer – free app
- b. TaraBrach.com – free talks and meditations.

With gratitude to Robin D. Carnes, MBA, Certified Yoga Therapist: yoganidranow.com

Managing Priorities and Deadlines

28 Choices You Can Make

Your Productivity Choices

1. Start your day with a plan
2. Make a list and check it off
3. Order your goals according to importance
4. Put deadlines on tasks, projects, goals
5. Be organized, but don't obsess about it
6. Drop activities that tax your time or no longer serve you well
7. Consider waiting time a gift

Your People Choices:

8. Set limits on people who waste your time
9. When you can't say no, say "Yes, but..."
10. Deal with interruptions, the quickly refocus
11. Be less accessible
12. Take responsibility—don't blame others
13. Drop meetings or improve the ones you must attend
14. Prioritize people

Your Pacing Choices:

15. Choose productiveness over busyness
16. Get off to a running start in the morning
17. Be decisive
18. Do one thing at a time
19. When you're stuck, just take the next small step
20. Think ahead and prepare
21. Know your personal "prime time" and ruthlessly defend it

Your Personal Choices:

22. Put "you" on your calendar
23. Think of self-discipline as a skill, and practice it
24. Ask for help
25. Be perfect only when it's necessary
26. Finish what you start
27. Take breaks
28. Think of yourself as the CEO of your time



Source: Marcia Dennis.
Managing Priorities and Deadlines: 28 Secrets to Time Management Success.
Available from SkillPath Publications, 2007.

Your Technology Choices – added in 2018

- Leave phone out of bedroom at night
- Turn off as many notifications as possible
- Install an application that limits your time
- Wean yourself from frequent checking– set a timer and gradually increase the space between checks