

# 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. Breaking 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.
- 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:**

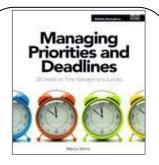
- 8. Set limits on people who waste your time
- 9. When you can't say no, say "Yes, but..."
- 10. Deal with interruptions, the quickly refocus
- 11. Be less accessible
- 12. Take responsibility—don't blame others
- 13. Drop meetings or improve the ones you must attend
- 14. Prioritize people

# **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