



HOW TO INCREASE YOUR RESILIENCE AND LIVE A BALANCED LIFE

# **SIMPLE TOOLS** **FOR A STRESS-FREE** **LIFE**



**FUTURE MINDS**  
CONSULTING

*"A good half of the art of living is resilience"*  
Alain de Botton

# How do we define Resilience?

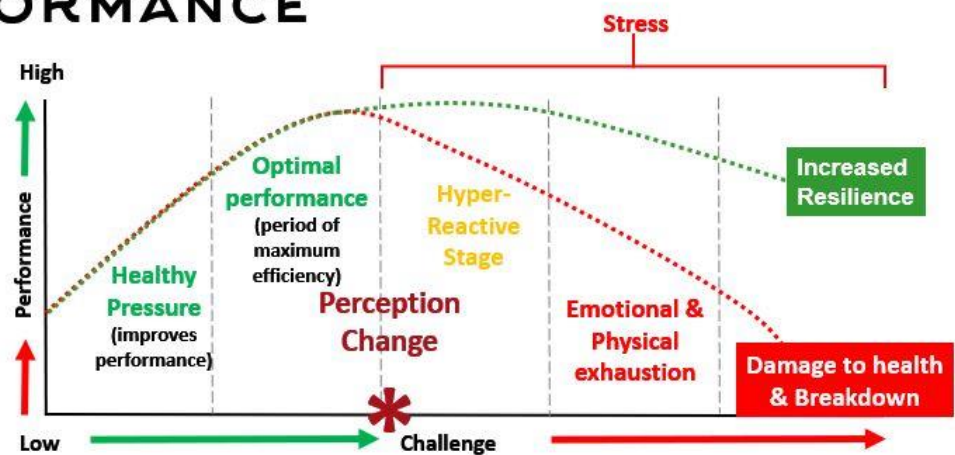
“The capacity to prepare for, recover from and adapt in the face of stress, challenge or adversity.”

“A personality trait which determines in large part how people deal with challenge, stressors and pressure .... irrespective of prevailing circumstances”



You can learn to build your resilience capacity and sustain your energy.

## CHALLENGE, STRESS AND PERFORMANCE



Source: Adapted from Yerkes & Dodson

Remember you can choose which reaction you want to have for the right outcome!



## Tool 1: Heart-Focused breathing:



- Heart Focused Breathing is a powerful and effective tool for self-regulation to minimize energy drains.
- Puts the brakes on a stress reaction in-the-moment.
- The first step in shifting to a more coherent state.
- Shifts you into a state of emotional neutrality.

### Heart-Focused Breathing Technique:

Focus your attention in the area of your heart. Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual.

*Suggestion: Inhale to the count of 5, exhale to the count of 5*

After reading the step, stop for a moment and genuinely try it for a full minute. Heart-Focused Breathing is an on-the-go technique, meaning you don't have to stop what you're doing and close your eyes to do it. Practice doing it with your eyes open! Also, try doing Heart-Focused Breathing at different times during the day and see what you notice.

### Freeze Frame Technique:

**Step 1:** Acknowledge the problem or issue and any attitudes or feelings about it.

**Step 2:** Focus your attention in the area of the heart. Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual.

*Suggestion: Inhale to the count of 5, exhale to the count of 5.*

**Step 3:** Make a sincere attempt to experience a regenerative feeling, such as appreciation or care for someone or something in your life.

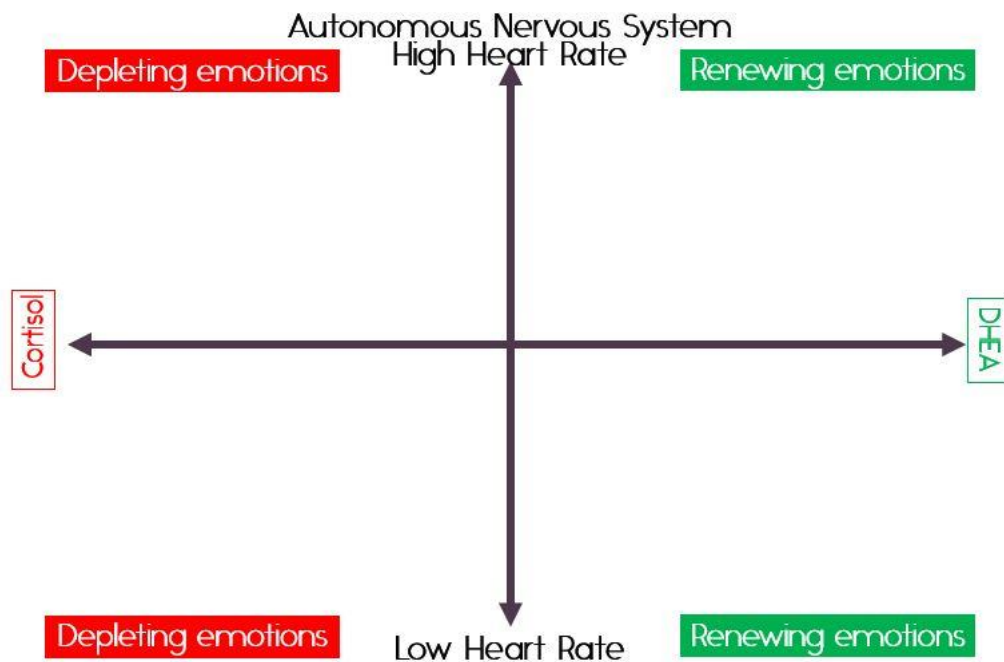
**Step 4:** From this more objective place, ask yourself what would be a more efficient or effective attitude, action or solution.

**Step 5:** Quietly observe subtle changes in perceptions, attitudes or feelings. Commit to sustaining beneficial attitude shifts and acting on new insights.

### Bonus tool for kids:

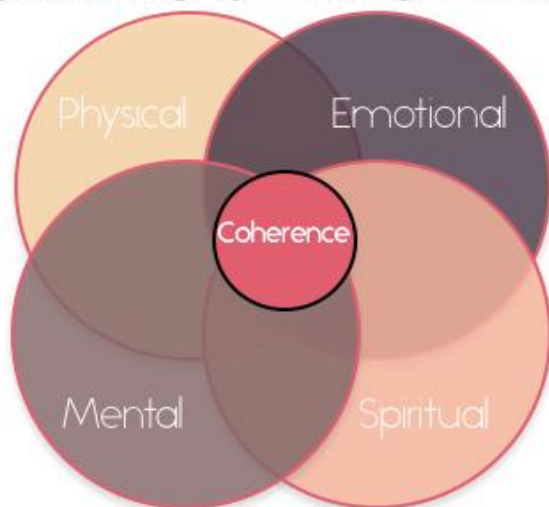
HeartMath Institute is giving 100,000 kids FREE access to its new educational program, HeartSmarts® Adventure (for kids aged 4-6), which explores emotions and breathing ([Click Here](#))

## Tool 2: Analyze your Renewing vs Depleting Emotions:



- \* In which quadrant do you spend most of your time?
  - \* Where would you like to spend more of your time?
  - \* What emotions would you like to experience on a daily basis?
  - \* What could you do to experience them more often?
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## DOMAINS OF RESILIENCE



What domain of resilience do  
I want to focus on more?  
What will I do?

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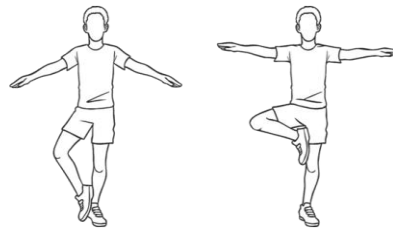
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## Tool 3: Practice your focus:

Stork stand



Concentration grid

3	9	15	1	5	36
27	8	26	25	35	14
34	16	2	22	13	17
21	33	20	28	10	23
6	29	19	31	4	11
7	24	30	18	12	32

For more concentration exercises you can visit: <http://concentrationgrids.com/grids>

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## Tool 4: Turning ANTs into PETs

What task or activity am I at risk of not doing?

ANTs – Automatic Negative Thoughts Justifications and excuses	Negative Consequences of ANTs (For you? Others? Mood and feelings?)
How confident are you that you will hit your goal? /10	
PETs – Positive Enabling Thoughts What do you need to say to talk yourself into action?	Positive Consequences of PETs (For you? Others? Mood and feelings?)
How confident are you that you will hit your goal? /10	

## Tool 5: ‘Confidence Booster Exercise’

### 1) Confidence List:

Write a list of 1-10 things that will take you just outside your comfort zone.

Then, write a:

### 2) Success List:

Write down a second list of 1-10 things/activities which you think would help you reach your current goals

(Start small with things that make you feel just a little bit anxious, or small short-term goal, and add more to each list as you think of them)

Every day for the next month, complete one of the items on either list.

And every evening, write down:

*Today I was confident, and I did...* Then add: *Tomorrow I will be confident, and I will do...*

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## Tool 6: Positive Thinking Planner

We can develop positive thinking by focusing on 5 specific areas: Optimism, Achievement, Gratitude, Social Connections and Stress

**Optimism** – list 3 positive things that happened to you last week

**Achievement** – list 3 things that you achieved last week

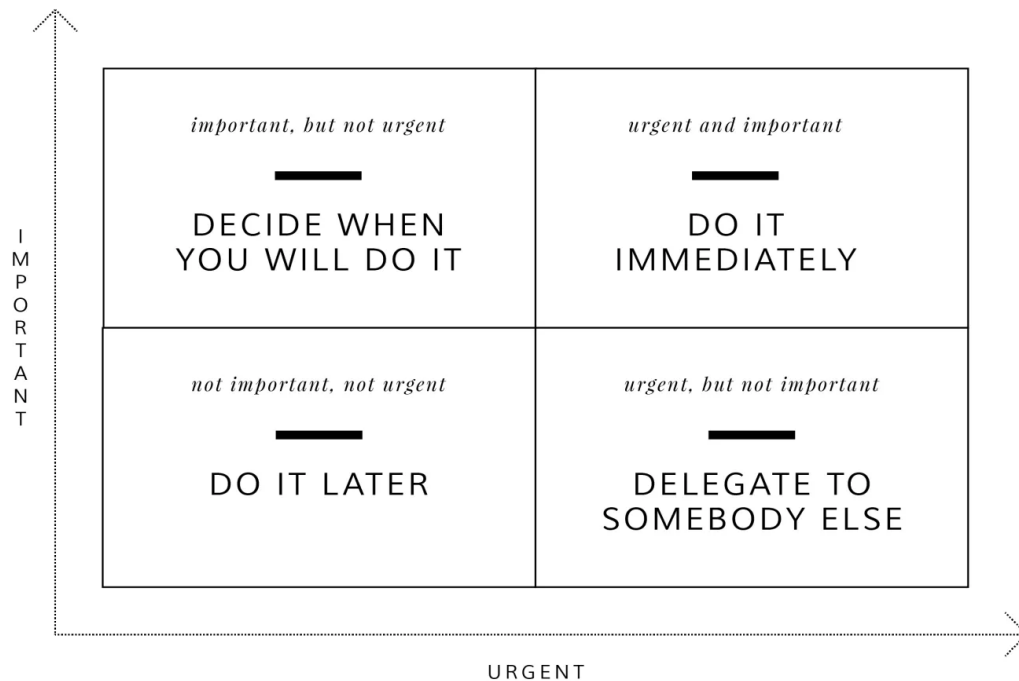
**Gratitude** – list 3 things you are grateful for

**Social Connections** – Plan and reach out to 3 people

**Stress** – What can you do this week that will make your life easier and less stressful?

## Bonus tools:

### Tool 7: Urgent vs Important Model



### Tool 8: How do you eat an elephant? – the 4-2-1 rule

Think of a major objective you have to achieve over the next X months. Work out what you must do by the end of the task if it is to be achieved. Then half way then by a quarter of your time.

Period	What has to be achieved?	What might get in the way?
End	Big Goal	
The end 100%		
50%		
25%		

## Tool 9: Not-to-do lists

Write your desired goal:

Now we will identify distractors during different segments of the day (i.e. morning, lunch time, afternoon, evening...)

Distraction (Be Specific)	Impact	My NOT-TO-DO List. I will stop...	I will instead...

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## Tool 10: Do Something Nice For Yourself

A great way to improve self-image, and in turn self-confidence is learning to love yourself, and show appreciation for yourself.

Make a list of 10 nice things you could do for yourself and try to complete 2 per week

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## WANT TO TAKE IT TO THE NEXT LEVEL?

With our coaching packages, we give you a platform for creating awareness and a judgement-free space for you to flourish. We partner with you to transform learning and insight into action, while promoting your autonomy in the coaching process.

- You want to focus on what the next step in your career should be? **Book our 6-Week Career Package** (6 x 1-hour sessions) – includes a free Strengths Profile assessment.
- You need more structure in your life so you can focus on what really matters? **Our Productivity Package is for you!** (6 x 1-hour sessions)
- You want a stress-free life and personalized tools to adapt in the face of challenges? **Get our 12 x 1-hour Resilience Package** (includes a free Mental Toughness Assessment)!

## TAKE AN ASSESSMENT

If you want to learn more about yourself and have the ability to take an honest look at your life without any attachment to it being right or wrong, good or bad, we have some amazing assessments for you:

- **Mental Toughness Questionnaire:** how effectively you deal with stress, pressure and challenge and developing the mindset related to qualities such as character, resilience and grit.
- **Strengths Profile:** a complete understanding of your strengths so you can make the most of them at work, at home and in your relationships with others.
- **EQ-i 2.0:** understanding the interaction between you and the environment you operate in, in order to increase performance, interaction with others, and leadership potential.
- **MBTI Step I:** a powerful, versatile personality type assessment that provides the foundations for a deep understanding of personal motivations and group interactions.

Are you unsure where to start? Get on a call with us, book a **free Discovery Coaching session**, and we'll guide you through the next steps!

[Book Here!](#)