

An Essential Clarity Life Coaching Guide

Keys to Positive Thinking
Tips & Techniques to Stay Balanced and Focused

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**Welcome to my Keys to Positive Thinking guide.**

Thinking positive can be a challenge when we are bombarded with negative news or feel an increased anxiety level of family and friends. How to stay positive in challenging times is a key questions many clients ask during our coaching sessions.

I answered some of the typical questions from clients in this guide. The different articles are filled with tips and techniques to help you stay balanced, transition smoother from work to family, face challenging situations with confidence, and gain a positive outlook.

I hope this Positive Thinking guide will be a resource for you to gain new ideas and perspectives and help you stay detached from the chaos around you.

With joy and clarity,
Freya

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How to Stay Positive in Tough Times

Part 1: Creating a positive environment

"Dear Freya, It's really difficult to stay positive with the economy being so shaky" writes one of my readers, John. "How can I lower my anxiety and keep an optimistic attitude?"

It's a real challenge to keep a positive outlook when we are bombarded daily with fear-loaded news, our friends are losing their jobs and everyone we know is worried and anxious.

You are influenced by two big forces: Your environment and your inner beliefs and attitudes. In this first part of the article you'll discover how to create a more positive environment by following some of my Life Coaching tips.

Choose to stay away from too much TV and news reports. You have a choice what information you want in your mind. Listening and watching negative news extensively clouds your brain and leaves little space for positive thoughts. Let go of news or TV for one week and observe the difference in how you feel.

Turn away from negative discussions. When your friends or colleagues want to get deep into the negative view of things and go into complaining mode, leave the discussion and focus on something positive. Or, ask for positive input on how to find practical solutions or give the conversation a different spin.

Let go of the things/circumstances you cannot control. We often try to influence situations we cannot control. This makes us feel powerless, frustrated and drains our energy. Invest your valuable energy in situations you can change and be rewarded with success and higher self-esteem and a positive outlook.

Surround yourself with positive people. Spend most of your time with like-minded people who support and encourage you in your tasks and interests. Minimize your time with people who tend to complain and drag you down.

In Parts 2 and 3 of this article you will find tips on how to gain a positive attitude and stay focused and balanced.

If you're having trouble letting go of your anxieties, consider getting assistance from a Professional Life Coach. You can get a free 15 minute complementary phone consultation just by calling me.

How to Stay Positive in Tough Times

Part 2: Building a positive attitude

“How can I lower my anxiety and keep an optimistic attitude in these difficult economic times?” Many readers have the same concerns. In part 1 of this article I gave tips on how to create a positive and supportive environment.

In Part 2 you’ll find Life Coaching tips on how to gain a positive attitude.

Monitor your self-talk. We are experts in negative self-talk and putting ourselves down. We often forget to acknowledge what we do well. In tough times it is vital to focus on your skills and talents and to be gentle and supportive with yourself.

Find a positive thought. When you feel fear and anxiety starting to cloud your mind and spirit, look for a positive thought to latch onto. This can be as simple as “I look forward seeing my family tonight” or a bit more stretching “I know I have great skills and I can find new work if necessary.”

Create a Gratitude Journal. Gratitude is a powerful nurturing energy that is far reaching. It helps you to see the positive things in your life and fills you with warmth, hope and the knowledge that you are taking care of no matter what. Every night write down at least three things that happened during the day that you are grateful for.

Visualize your positive future. You need a clear image of where you want to be in the future in order to make it happen. Take a couple minutes and visualize yourself in a year or five years. Whom do you want to become and how would that look like?

In Part 3 of this article you will find tips on how to stay focused and balanced.

If you’re having trouble staying positive or visualizing a positive future, consider getting assistance from a Professional Life Coach. You can get a free 15 minute complementary phone consultation just by calling me. Remember, you deserve help. You are a wonderful human being.

How to Stay Positive in Tough Times

Part 3: Staying focused and balanced

“How do I stay positive in challenging times?” is the #1 question I encounter in my Life Coaching practice. In Parts 1 and 2 I gave you tips on how to create a positive environment and how to generate a positive attitude.

Here in Part 3 you’ll find Life Coaching tips on how to stay focused and balanced.

Set new goals. Set a big goal for the coming months or year and break it down into small steps. This gives you a compelling purpose to keep moving forward and distracts you from feeling hopeless.

Learn something new. Take 30 to 60 minutes each day to learn something new, a hobby, a subject, or a skill. Learning enhances your self-esteem, keeps your mind occupied with positive thinking and fills you with excitement.

Stay motivated. Find motivational books or tapes on topics that are of interest to you. They help you to grow and keep a positive attitude. Work with a Life Coach who can cheer you on and help you to move forward in your life and achieve your goals.

Take care of yourself. Spend time on yourself every day to help you stay balanced – you’ll find it can increase your body’s energy dramatically. The more stressed or burned out you are the harder it is to think clearly and stay positive. Even 15 - 20 minutes of “Me-time” each day can make a significant difference in the state of your mind and your overall wellbeing.

Remember, you are your biggest and most essential asset in your life. Without you, everything else in your life is meaningless

If you’re having trouble staying positive or letting go of your anxieties, invest in yourself and consider getting assistance from a Professional Life Coach. You can get a free 15 minute complementary phone consultation just by calling me.

Get Grounded to Release Stress and Regain Balance

Dear Freya, "When I am stressed I feel out of kilter and un-centered. How can I stabilize myself?"

This is a typical question I hear in my coaching sessions. When we are stressed we are filled with unresolved emotions: feeling impatient, disconnected, irritated, frustrated, restless and even scatterbrained.

The energy of these emotions bounces through our body and throws us off balance. Like an electrical instrument, we need grounding or we might burn a fuse. "Burning out" in the human body translates into a weak immune system and increased risk of developing a serious disease.

One effective way to regain balance is to ground yourself – and you can do it within a couple minutes. Here's how:

Sit in a chair or stand up. Breathe calmly in and out. Direct your attention to your feet and envision them growing roots into the earth. Let these roots anchor solidly and deeply.

Imagine that the emotional energy that bounces about in your body flows along those roots, travels to the center of the earth, and then cycles upwards again into your body as integrated, grounded energy. Feel the peace that comes with the transformation of this energy.

Play the grounding game to get a better feel for centering yourself. Stand behind your partner. Ask your partner to think of some troubling issues. Then circle your arms around your partner's waist and try to lift your partner. (Be careful to not hurt yourself.) You don't have to fully lift your partner – just get a feel of his/her weight in your arms.

Next, release your partner. Then ask your partner to consciously ground him/herself and think of something joyful. Now try to lift your partner. You will find it much more difficult to lift your partner when he/she is grounded.

Feeling un-centered is one of the first warning signals that we are under stress. Grounding can help you to release some of this stress, calm yourself down, regain your balance and get in touch with your inner self.

The next step is to identify the emotions that cause you stress and release them. EFT (Emotional Freedom Techniques™) is an easy to learn technique that helps you relax within minutes and release negative emotions quickly. Read more about EFT on my web site: www.MyWellnessBridge.com or sign up for a free 15 minute evaluative phone consultation.

How to Transition Easily from Work to Family

"Dear Freya, It's really rough going from work to home" writes one of my readers, Maria. "What's the trick to really leaving work behind so I can fully enjoy being with my family?"

No doubt about it, transitions are often hard, but the key is to make these transitions consciously.

Put attention on being aware of the shift when you go from one "world" to another. You'll find this "conscious transitioning" can shorten the time to really be fully present in the new situation with less stress.

Here are four of my best tips for making conscious transitions:

1. On your drive to work think about three specific things in your family you are grateful for. Feel their love ... send a silent wave of love to your partner and to your children. Then listen to some music to enter a neutral and relaxed place. Next think about your workday: what would you like to accomplish? Pave the way in front of you by sending good thoughts to your co-workers.

2. When you leave work create a ritual. Finish your day in the office by making a to-do list for the next day. Then imagine a door that represents work and close it firmly behind you. If later that day you have to work some more, set aside a specific time in your evening schedule and consciously open the work door again. This helps you to use the time in-between without guilt and to the fullest.

3. Shift into neutral by using relaxation techniques to transition between your different "worlds" -- or even between different projects. The techniques can be brief, such as breathing deeply in and out three times or listening to relaxing music for three minutes, or just stepping outside for a breath of fresh air. If you have more time you can go for a walk, meditate or exercise.

4. Release persistent stressful thoughts that make it hard to concentrate on your family, on work or on the next task. EFT (Emotional Freedom Techniques™) can help you release these stressful emotions and relax quickly. You can find out how to use EFT on my web sites: www.MyWellnessBridge.com or www.EssentialClarity.com

If you're having trouble making transitions, consider getting assistance from a Personal Life Coach. You can get a free 15 minute evaluative Coaching consultation just by emailing me.

Starved for "Me" Time?

Are you always there for others but have little time for yourself?
Are you overwhelmed with insatiable demands on you?
Do you feel you are neglecting your inner self?

Creating space for valuable personal time is # 1 on most people's wish list. But why is finding these "Me-Time Islands" so hard to do?

For most of us, we feel guilty or selfish when we seek time for ourselves -- and so we continue to be overwhelmed with too many outside commitments. Experienced Life Coaches suggest that you adopt a fresh outlook: Taking personal time is not selfish because it recharges your batteries and makes you more effective and a fun person to be with.

Here are some tips from the Life Coaching perspective for creating "Me-Time Islands":

1. Set a specific time apart each day or each week for personal time. Let your family, secretary or co-workers know that this is a standing commitment that is a priority.
2. Find something you really want to do with this time that will recharge your batteries.
3. Develop a routine that gets you out of your office or home on time for your "Me-Time Island" appointment. After a while, taking that first step of the routine gets you on autopilot towards your goal.
4. Assemble a support team. Make firm appointments with friends or family to exercise, see a movie, take a walk or get a massage. Ask a friend or colleague to check on you, thereby providing accountability.

When you stick to your personal time commitments, you show your family and friends that you value yourself and take responsibility for your body and soul. This helps them to reconsider their own life style.

Life Coaching offers proven tools and techniques that can help you to change your perspective on the importance of personal time. A Life Coach gives you the accountability needed to implement "Me-Time Islands" and integrate them permanently into your life.

Special Life Tips Guide Offers:

Offer #1: FREE 15 min Evaluative Phone Consultation

Find out if Life Coaching is for you in a 15 min free Evaluative Phone Consultation. Discuss with Freya how Life Coaching can be personalized to help you get in touch with your strengths, achieve your goals, and enhance your personal performance. You can ask any questions you like about EFT (Emotional Freedom Techniques™), Freya's *Self Stabilizing Techniques* and the Life Coaching process and get a feel for how you and Freya can work together.

Call 866-699-6499 or email Freya to sign up for your free 15 minute evaluative phone consultation. Please tell your friends and family about this opportunity.

Offer #2: Receive \$10 off the Silver Coaching Package

All you have to do is mention **Promo Code: PT09** when you sign up for one of my Coaching Packages. More information about the Coaching Packages at www.MyWellnessBridge.com or www.EssentialClarity.com

Resources

Morgenstern, J. (2004) *Time Management from the Inside Out*. ISBN: 0805075909

Self J. (2008) *Spirit Matters: Down-to-Earth- Tools for a Spirited Life*. ISBN 0971865027 This book is loaded with easy to use tools to stay balanced and release stress.

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