

7 Techniques for a Balanced & Effective Mindset ^(c)

The Balance Tree





WELCOME

Thanks for taking the time to download the **7 Techniques for a Balanced & Effective Mindset**^(c). We have put this together to help you gain the clarity and balance you need to start living a balanced and effective life.

A positive or success mindset is critical for our day-to-day survival; not just in times of stress, anxiety or overwhelm. We developed a Balanced & Effective Mindset through our Life Coaching & NLP Training - both of which changed our lives - and we want to share these methods to change your life too!

We are Jaye & Ricci Barros, married for over 30 years with 3 adult children and 3 grandchildren. Coming from Corporate backgrounds we now run our own online business to help others gain clarity, unlock their true potential and live their dream plan. We want this for you too!

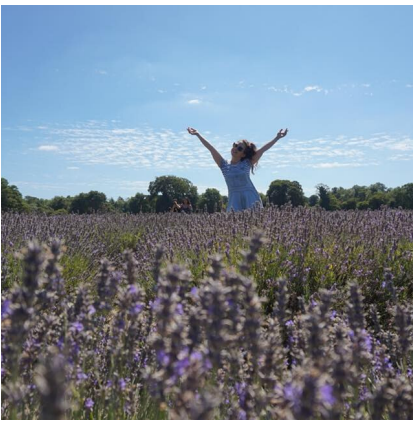
Enjoy following the Techniques. We know they will improve your life!

Jaye & Ricci Barros
Your Effective Life Team

For our full services go to www.thebalancetree.com.au/

MINDSET

1 Realistic Optimism



This isn't about popping on your rose-coloured glasses and trying to tell yourself that everything will work out. Realistic Optimism is about understanding the reality of the situation and pulling out the positives. It's about recognising the gaps and problems and being proactive to find a solution. It's about understanding that these gaps and problems are not in your control and being able to find reconciliation around letting it go. Your attitude towards these problems are important – do they cause you stress or do they make you stronger?

Action:

- Write a list of all the things you are feeling positive about. Next to them write down your feelings around each one.
- Then write down a list of all the things you are worried or anxious about. Highlight the ones you have control over and note how you can take action to turn them into a positive.
- Now look at the ones you feel you have no control over.
- Can you learn more about the topic, talk to someone, let it go? Perhaps you could write it on another piece of paper and rip it up, burn it, or bury it in the garden – i.e. get rid of it!
- Can you see, that even when you think you have no control ... you do!

MINDSET

2 Resilience



The definition of resilience is “the capacity to recover quickly from difficulties; toughness*” or “the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress**”. We like to call it the “Bounce Back Effect”.

Many people perform better under a little stress. Think about when you have visitors coming over. You suddenly start cleaning the house, wiping down the BBQ, mowing the lawn – whatever it might be for you.

Perhaps you’ve got a project at work and then suddenly the completion date is made a month earlier than planned, yet you still manage to get it over the line.

A little stress sparks action in us. It motivates us! We need to recognise that we CAN bounce back from stress and create a positive outcome.

The problem arises when we let the stress overwhelm us. These are the times you need to become self-aware - remember the times when you did achieve, make sure you are learning from your mistakes, and read Realistic Optimism above! Every time you overcome and bounce back, your resilience builds. You are able to cope better, have more self-confidence, gain more clarity and a greater perspective on the situation.

When you have resilience you become stronger and more flexible. Like a tree with strong roots, you withstand any weather, bend with the wind, let go of what no longer serves you (the dead wood, dried up leaves, nasty rot!). Now you can grow and thrive!



Action:

- List the positive things you do when you are under a little stress. Then remind yourself to apply these when there is more stress.

*www.lexico.com | ** www.dictionary.com

MINDSET

3 Self-Love



Self-love often gets confused with self-care. Though they are both fantastic and needed for a positive mindset, let's be clear of the difference.

Self-care is your day-to-day care package. Time out for yourself to do the things that make you happy or re-energised – a walk, a movie, a massage, a bubble bath, etc.

Self-love is your eternal connection with your higher self. It is knowing who you are, enhancing the best of you, getting help for the areas where you are struggling or confused, removing the baggage from your past, filling yourself up with positive resources, having resilience and realistic optimism!

Action:

- Write down what you can do for yourself today that falls into the Self-care category?
- Write down what Self-love areas you find overwhelming to action. What resources can help you – books, people, workshops, etc. We also have our Passion Purpose Plus Coaching Package which will help you address that inner critic and help you improve your life.

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4 Taking Authority



Listen very carefully – you are in total control! Taking authority of yourself is *your* choice!

We looked at part of this in Realistic Optimism, now let's take it further. Do you realise you always, always, always have a choice? Look at that again – you ALWAYS have a choice.

Most of the time it IS up to you to choose what you do or don't do. Sometimes, you may be in a place where you MUST take a certain action that is not pleasing. However, remember this: it is up to YOU to CHOOSE what you THINK.

Although you may HAVE to do some things, it doesn't mean you HAVE to have negative thoughts around it. You can THINK whatever you want. For example, You can THINK you are working from the beach instead of actually being in your office at home, you can THINK of all the positive steps necessary for an amazing outcome instead of being caught in a meeting listening to boring content!

Nobody can tell you what to think. Start thinking positive, happy, amazing, life-generating thoughts - nobody has claim over that. Start raising your energy levels to create the mindset you need to thrive and advance.

Action:

- Grab a notebook and put it somewhere in easy reach. Every time you are feeling stuck, overwhelmed, bored (or whatever it is for you), start writing down all the choices you actually have. Unleash your creativity, positivity and take authority!
- How can you change the way you're THINKING about the situation? Once you finish this task, can you reward yourself? Can you CHOOSE to see the positives and find motivation through that?

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5 Understanding Your Mind



The mind is certainly a complicated piece of anatomy. Let's have a quick look at two areas in particular: Pre-frontal Cortex and the Amygdala.

Pre-frontal Cortex (PFC) looks after your critical thinking, logic, reasoning, processing and creativity. It regulates your reactions to stress.*

Amygdala detects stress in your environment, ultimately triggering a series of events within your body to produce the fight, flight or fright response.*

When you're in a negative mindset, stressed or anxious the Amygdala kicks off your fight, flight or fright response. This can cause rapid and dramatic loss of the abilities usually assigned to your PFC – logic, reason and calm! Suddenly you can't think straight, your brain is foggy, you're not being logical ... sound familiar? You need to find ways to let your PFC do its job. Doing things that make you happy (e.g. exercise, movement, positive relationships, self-care, self-love activities) to produce a sense of calm and regain your positive mindset.

Action:

- Make a list of thoughts, actions and activities that bring you a sense of calm – understand your mind!
- Have these easily accessible next time you're stressed or anxious (when your Amygdala kicks in) and affirm yourself.

* <https://kids.frontiersin.org/article/10.3389/frym.2017.00071>

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6 Gratitude



We hear a great deal about gratitude these days. Why is it so important and why is it important for a balanced and effective mindset?

We believe it is two-fold. Firstly, when I ask you to tell me what you're grateful for (outside of your family, health, home and all the other immediate or material answers), it is highly likely you will pause, be still, and think inwardly about your answer.

That in itself is a good thing! We need to rest our mind and think on a deeper, more holistic and intentional level.

Secondly, when you do acknowledge and voice what you are grateful for there is an overwhelming expression of optimism and appreciation. It opens our eyes to all the wonders and blessings that are in our immediate and extended world.

The amazing thing is, the more you do this the easier it gets and the greater your positive energy becomes. It is contagious!

Action:

1. Before you get out of bed, tell yourself what you are grateful for. You could start with something as simple as "I am grateful that I had a good night's sleep" or "I am grateful that I have a positive home environment where I feel loved and needed".
2. When you get up, look at yourself in the mirror. Look yourself in the eye and tell yourself something you are grateful for about YOU! It's OK to be challenged by this. It could start with "I am grateful for my friendly smile" or "I am grateful that I can cook the best quiche on the planet!" Do it every day for at least a week. Make sure you say it out loud, while looking yourself in the eye.
3. Take time each day to think and thank. If it is a person who you are grateful for, please take time to tell them. Gratitude takes on a whole other level when you share it with someone else.

7 Mindfulness



In the last two techniques we talked about the importance of being calm and still. We appreciate that sometimes this is easier said than done. We hope this activity will help you.

Action:

1. **YELL OUT** at the top of your voice, **REALLY QUICKLY** your answers to the following:

- 5 things you can see
- 4 things you can hear
- 3 things you can feel
- 2 things you can smell
- 1 thing you can taste

2. This time say it at your normal voice volume and a little slower. You can say the same things again or choose different items.

3. Now with your eyes closed. Say the answers internally to yourself this time and much, much slower. The items don't even have to be in the room.

While you were doing this exercise, were you thinking about your shopping list or whether your car had enough petrol? I guarantee you were not. Your mind and state of being was focusing, slowing down and resting. **THIS** is mindfulness. Keep practicing this Action.

WANT MORE ?

FOLLOWING THIS WE RECOMMEND

LIFE WORKSHOP PPP COACHING

WHAT WILL YOU GAIN?

LIFE WORKSHOP

- clarity around the impact of past influences
- choice to get out of the drama cycle and create positive change
- the ability to identify, interrupt and change negative behaviours

PPP (Passion Purpose Plus 1 on 1 Coaching)

- find your passion and purpose
- positive resources to rebalance and empower
- opportunity to create new strategies to live a life filled with success, love and happiness

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TESTIMONIALS

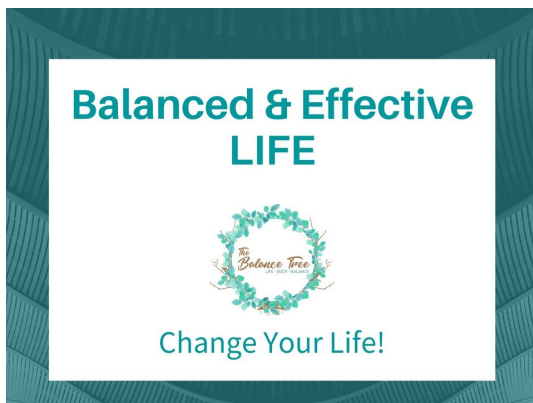


I was anxious that working through old wounds and longstanding barriers would be frightening and too confronting ... each session I came away with the feeling of burdens being lifted and a new sense of clarity.

— Helen S

I was able to release some negative beliefs and the energy attached to it. I am now able to have a more confident, equal discussion with my loved ones. I am also more confident in my own strength of character

— Sean R



It was really good. Clear, simple, with food for thought without setting expectations ... It is Do-able! And principles that can be practiced in real life situations.

— R Mason

I did the TWO courses today. They were fab, I really enjoyed them. Holding my attention in these things is not easy, I am fast-paced and bore so easily, so the split screen of visuals and Jaye on the side was great!

— Jess N