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# DECLUTTER *your* MIND

**HOW TO STOP WORRYING, RELIEVE ANXIETY, AND LEARN TO  
CONTROL YOUR THOUGHTS, OVERCOME FEAR AND SELF-DOUBT**

*in Order to Find Your Way to Happy Life*



**MIND ACADEMY**

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Learn to Control Your Thoughts, Overcome  
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Mind Academy

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## **Introduction**

Thanks for downloading this book.

Anxiety is referred to as worry that is so strong and excessive to the point that one is anxious about things they are not certain. They will likely have fears about every situation. There is nothing worse as being worried about something you are not sure about. When one is worried, they will experience breathing problems, heart rate, and fatigue, which may last for days.

Anxiety is a common thing in which people are likely to experience in their daily lives. You are probably to experience anxiety when you are asked to address a crowd of people. The reason is that you may not have the confidence to face them or even when you are not ready to speak. There are also individuals who feel worried when they undergo a test. This anxiety happens when they are not confident to handle it.

When anxiety increases, it could be a sign of a bigger problem that may need the attention of the victim. This is because if the problem is not addressed early, it might result in serious issues. Therefore, it is critical for one to make sure that when they feel like the anxiety signs are too dangerous, they visit a doctor who may determine their cause of anxiety and treat it in advance.

## **Chapter 1: Understanding Worry**

Everyone has, at one point in their lives, worried. Some people are chronic worriers. Worry is the major aspect of all anxiety depression and disorders.

The issue with worry is that it urgently demands a solution. And to find a solution, first, you need to understand it.

All of us have experienced fears, worries, and doubts. Many of us have experienced feelings of uncertainty and tense when about to speak to a group of people, attend an interview, have an operation, or start a new job.

Maybe now you're anxious about a forthcoming social event. Probably you get worried when your partner is late home. If everything goes right-your partner arrives home, or the social event is postponed, the worry will vanish with it, but until it is over, the days or weeks leading up to it can be very difficult.

Maybe you're worried about something scary happening to your children or losing your job. You might be anxious about events that seem like they're past your control, such as being attacked or never been being able to possess your home. Maybe you fear about global warming or suffering from cancer.

Whatever it is that you're anxious, it can have an impact on both your mind and body. Worry can leave you feeling uncomfortable. It can be a frustrating distraction, or it can make you vulnerable such that you cannot think anything else.

Anxiety can destroy your confidence and self-esteem, damage your friendships and relationships, and affect your ability to work and study. If, for whatever reason, you experience strong anxiety, you may find it hard to handle your everyday life. You may feel powerless and without energy.

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After some time, you might start to fear the symptoms of worry, and this can trigger a vicious circle. You might be anxious because you fear the feelings of anxiety, but then you experience those symptoms because you're experiencing anxious feelings. You think that something is wrong or might happen, and you don't know how or if you will manage to cope.

Worry is the anticipation of misfortune, adversity, or trouble. If you don't have any experience of an event or situation, you might be anxious about what might happen or how you will deal with it. But if you have gone through a specific situation and you found it hard or distressing in some way, you could be anxious about experiencing a similar circumstance in case it generates the same problems and difficulties.

Is there some difference between doubt, worry, anxiety, and fear? Of course, there is, but you must know that the feelings are very much the same.

These are emotions that make us feel, act, and think in different ways. They can trigger us to do something or avoid doing something.

All emotions have a positive intent. For example, feeling worried and anxious about doing well before an exam or giving a presentation can make you prepare well and keep you focused. However, like all other emotions, anxiety becomes a problem if instead of making you respond in a certain way that's helpful, it paralyzes you. In the case of exams, if worry overcomes you, your heart beats and negative thoughts can take over your mind. Your ability to focus, think correctly, and revise suffers.

It's not only what you think that can create feelings of worry. Again, just like other emotions, anxiety has three parts: thoughts, physical feelings, and behavior. Let's explore each of the following features in detail.

### **Physical Nature**

This aspect of worry entails the physical changes that happen in your body. In other words, the internal bodily changes you go through.

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Some of the most popular physical signs of anxiety include:

- Rapid breathing, which may make someone feel weak, shaky, and light-headed. Also, it may activate pins and needles in your toes and fingers.
- Muscle tension, which activates tension within the jaw, headaches, tightness in your chest, and throat.
- A rush of hormones, which can generate hot flushes and make you sweat.
- Regular visits to the loo
- Changes in the blood supply to your digestive system, which might trigger butterflies, sickness, and nausea.

It is easy for worry to go undiagnosed, especially if it reveals as a physical problem. Stomach issues, for instance, or urgent need to go to the bathroom can always be the feeling of being anxious about a forthcoming event, but might not be recognized.

While everyone has different thoughts when we are worried, we all experience similar physical responses. No matter the age, race, or gender, when we are worried or scared, our bodies produce hormones that spread to various parts of the body. Adrenaline causes your heartbeat to increase, and the blood flows where it's needed.

The physical changes allow your body to protect you in a dangerous circumstance by running away or fighting. This is known as the flight or fight reflex.

This response is necessary to protect you against physical dangers. But, when there are no physical dangers, you don't need to run away, the impact of adrenaline decreases and you might become agitated for a long time.

## **Behavioral Aspect**

The behavioral aspect of anxiety involves the things you do or don't do when you feel worried. The same way each of us has different thoughts about a situation; everyone behaves in different ways too.

If, for instance, you were worried before an exam, you might walk up and down the room. But someone else might sit and bite their nails as a result of anxiety. Someone else might resort to chewing gum.

The way we act when we feel worried depends on different things, including what has activated the feelings of anxiety, our ability to control the situation, and how the situation compares to our past experiences.

Rather than respond by doing something, your behavior might entail not doing something. In the exam example, you might avoid it by failing to avail yourself of the day of the exam.

Therefore, when you feel worried, it will physical, behavioral, and cognitive. Let's assume that you were worried about speaking to a group of people. Below is how you might experience the worry.

- Physical response: Increased pulse, rapid breathing, and stomach-churning.
- Behavioral response. Playing with your pen and biting your nails.
- Cognitive response. "I will stammer and not become clear, and everyone will think I'm not aware of what I am speaking."

There is no standard order in which the above properties of anxiety occur, but any other factor can impact the others: how you feel, act, and think are intrinsically related.

For instance, an anxious response to addressing a group of people can start

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with a physical reaction: increased pulse, faster breathing, and hot flushes. This may activate a behavioral reaction where you play with your pen or bite your nails.

Or you might start to play with your pen and bite your nails. This may activate a physical response. And then your thoughts will follow.

Still, your anxious thoughts might start. These thoughts may then trigger increased pulse, hot flushes, and stomach-churning. Then you can begin to bite your nails and play with your pen.

To master how the following interaction of feelings, thoughts, and behaviors operate when you're worried, outline your own example of an event that you always feel anxious about.

### **Cognitive Aspect**

What you believe, your perceptions and interpretations of an upcoming event are part of the cognitive feature of worry.

Different people may hold different thoughts about the circumstances. For instance, in the example of sitting an exam, one person might be thinking, "I am not sure whether I can do this. I might be hopeless. I could fail. However, another person might be thinking, "Suppose I forget everything I have learned?" "What if they don't ask questions associated with the topics I have revised?"

Overall, what is always included in your thoughts and concerns about a given situation are the thoughts you might have concerning how you'll feel or act once you're experiencing that situation. You might say that you will:

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- Experience a heart attack and faint.
- Lose control and go mad
- Feel like things are moving so fast and that you'll be separated from your environment and the people in it.
- I want to run away and escape from the situation.

When you are very worried, you don't just think. You know and truly believe that you are hopeless, and you cannot do this.

When worry takes control of your life, instead of accepting what might happen, you tend to believe that it will happen. This is referred to as 'cognitive fusion.' You experience your thoughts as a fact and a reality.

### **Self-Sustaining Property of Worry**

Once you see, worry as thoughts, behavior, and physical feelings, it becomes easy to see how they are interconnected and how they control you. You can also understand how anxiety can be self-sustaining. One property can feed another. For instance, the more thoughts of worry you have, the more you might experience the physical feelings. This might then make you resort to unhelpful behaviors, which, in turn, make it possible to experience more worry.

You might, for instance, become worried about speaking in a public event. You become flustered and feel nauseous at the thought of being requested to speak in public. Then you become anxious about your worry showing and everyone learning that you're anxious. So you do whatever you can to skip meetings. But then you feel worried that your manager believes you have nothing to contribute, and you feel you need to work harder in other parts of your job to demonstrate that you've got something to contribute. Before you realize it, you will be trapped in a cycle of worry.

And in case you are scared about your worry and its symptoms, the feelings, behaviors, and thoughts- you might also acquire new anxieties, or discover scenarios causing anxiety.

### **Is it Nature or Nurture?**

Are you born to be worried, or do you 'learn' to be anxious?

It might be that some individuals are born sensitive and predisposed to anxiety and worry.

It might also be that you were not born anxious, but that feeling anxious might be something you learned early on in life. Close family members might have been worried and transferred their anxiety to you. Then you learned how to respond in the same way.

Past traumatic experiences, such as bullying, abuse, and domestic violence, can result in anxiety. If common childhood fears, such as a fear of the dark or a fear of being left alone, were not taken care of by parents, the child might be more vulnerable to worry later in life. If you experienced a lot of changes in your life when you were young, seeing your parents divorcing, being ill, or someone you love becoming ill, you might have been unsure about what was going to happen next. This might make you more vulnerable to worry.

If you experienced something distressing in the past, either as a child or an adult, and you struggled to control your emotions at the time, you might be anxious about the possibility of similar situations repeating in case they trigger the same feelings.

Some people can clearly identify a cause for their anxiety: a build-up of stress or having experienced a powerful life event such as losing their job or having surgery. It can be a current situation or a number of events or cumulative events that you consider stressful.

However, some people don't have an exact cause for their worry.

Anxiety, then, might be caused by one thing or various events. It could be that you were born predisposed to feeling anxious or that it's an effect of your upbringing, your current experiences. It could be a combination of any of these factors.

What is clear, however, is that there is a sum of forces in operation when you're anxious: physical feelings, thoughts, and behavior. And the following forces interact with each other. Learning this can help breakdown anxiety. It can help you better understand the aspect of anxiety-how and why it makes you feel, think, and act the way you do when you're worried.

In the next section, you will discover more about what can trigger worry and the various ways in which worry can present itself.

### **The Main Causes of Worry**

Past experiences are some of the causes which bring worry. Thieves may have stolen from you something in the street; therefore, you will be a bit worried when walking in the same street. You will always feel insecure about unpleasant things that happened to you. Always assure yourself that such occurrences will never take place, which is a means of fighting the attitude.

Low self-esteem could be another cause. You always believe whenever you do something, you always fail. You develop a negative perception and feel like something would be right if another person was to do it. This shows that you are undermining yourself, which is a bad thing, especially for people who are supposed to succeed. What one should do to eliminate that fear of failure is to believe that you can succeed regardless of the situation.

Sometimes an individual's economic and social aspects generate such vice in their body system. If one is from a humble background, you are likely to experience this attitude when you face rich guys. You will be scared that they will judge you and despise you as they are above your status. The societal surroundings also affect this attitude because one's distanced when connecting with individuals of higher ranking. Think of how you would react if the president chose to visit your house? You will, for sure, get puzzled.

Your nature sometimes betrays you when one displays such character. Some people are normally bewildered or have unsettled actions. They display an irrational fear over something which cannot be established. Such nature can be inferred to the genetic makeup of that person. Additionally, if a person is a drug addict or has mental problems, they can show those emotions regularly.

### **Types of Worries**

Any moment you experience unpredictable situations. For instance, in the business setting, you could experience the fear of investing your money in a particular investment. That is why there is a risk analysis in every business investment. In other words, this method of worrying can be handled at every angle. It causes someone to rethink their worrying nature and reflect on the necessary steps to take.

It's hard to fight a battle without learning what the struggle involves. Therefore, one has to understand the problems causing someone to panic. Excessive anxiety and worrying results in a disorder which familiar with your personality. Psychologists term this condition as mentally related. Some people fear to take part in certain activities because they believe their conscience alerts them of preceding failure. Simply put, this attitude is inferred by having the mental uneasiness of an object. To identify this condition fully, you must learn its different characteristics and types.

There is the solvable anxiety which is categorized and structured. This demonstration shows that one can extract its cause and the object related to the feeling. It is also considered authentic in the mental picture. Solvable worry or anxiety also contains a certain characteristic that one uses in resolving.

Structured feeling or worry is another type of concern. These emotions cannot be categorized, and one cannot understand their source or a specific subject of interest. Instances of a person getting naturally confused or experiencing personal disorders are some of those examples. You may ask why a certain person is anxious, but that person cannot clearly tell the reason for that behavior. Such situations require one to examine their feelings for

effective control carefully.

Generalized anxiety disorder is another form that can be connected with your worrying nature. In this aspect, you cannot explain the real cause of that feeling. You experience physical nervousness and mental tension. Some people even consider that feeling as a warning sign of a likely absurd circumstance. When an individual feels uneasy about an event, that is a sign of an unpleasant event. The most common symptoms include fatigue, irritation, unclarified speed, and many others.

Some people find it difficult to speak in a public gathering. These are people who show irrational fear when connecting to the public. These people prefer to stay alone as they feel other people will judge or condemn them. They usually disvalue themselves and their social rankings. Such people are therefore distressed of being embarrassed. That nature is sometimes known as shyness. Working with shyness requires an individual to practice speaking to people or interact with them sufficiently.

Panic attacks are a strong worrying nature. Probably at one point in your life, you experienced a rapid sense of nervousness and fear when you met something. Some people say they feel this reaction when they are sensing danger. Panic attacks can be defined as a personality disorder. It is a very strong and severe feeling that you can easily mistake it with a potential heart attack. Some of the symptoms of the following disorder consist of rapid heartbeat, trouble in breathing, excessive sweating, chest pain, or even experiencing numbness in the body.

Do you know of individuals who dislike water because they are water phobic? If you have seen one, then this is another category of worried personnel. They are, hence the specific phobias that people normally have. These emotions are similar to an allergic reaction when one faces an object. Some people are scared of insects and other animals. For that reason, they worry when they meet them. Some symptoms of the above phobias consist of the inability to control excess fear, thus experiencing limitations in performing routine tasks.

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There are situations where you experience posttraumatic disorders. These are unfavorable events in your life that caused sorrow and pain. These disorders preserve a scar in your life that you worry about when experiencing it. Imagine a lady who was once attacked in a certain location; any time she comes close to that place, she experiences strong panic.

## **Chapter 2:Negative Thinking**

Do you feel overwhelmed by your thoughts? Do you struggle with worry or stress about the duties you need to finish on a weekly basis? Have you made any efforts to stop worrying about life in general?

Everyone experiences negative thinking from time to time. But if you always feel overwhelmed by these thoughts, then it's time to closely check what you're thinking and how your thoughts affect your mental well-being.

Science reports that positive thinking can enhance mental wellbeing, reduce stress, and even result in better cardiovascular health.

The internal monologue belongs to your mental landscape. It's always present all the time, whether it's day or night, it reminds you about the groceries you need to select, and making you feel worried about current headlines, the current state, or the current environment.

Some of your thoughts are random and carry no value.

On the flip side, many of your thoughts are negative and intrusive. For example, "I feel so guilty about what I said to my brother."

Whether they are neutral, negative, or positive, these thoughts overwhelm your minds, the same way your home can get messy when you have a lot of possessions.

Unfortunately, decluttering your mind isn't as simple as throwing away possessions. It is hard to throw away thought and expect it to go. In fact, your negative thoughts have a means of returning immediately you discard them.

**Why Do We Have Negative Thoughts?**

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Now, assume your mind as a completely organized home. This is a home that is free from draining and useless possessions that annoy you. Suppose you surround yourself only with thoughts that inspire, soothe, and uplift you?

Take, for instance, your mind as a peaceful cloudless sky, and you have the power to decide what floats across. In case that cloudless mental sky is so interesting, then why do you spend a lot of time thinking, with few filters to select the positive and relevant thoughts from the random and unnecessary?

Your brain has around 100 billion neurons, with another billion in your spinal cord. The total number of connections between neurons and cells needed for processing has been approximated at 100 trillion synapses.

Our intelligent brains are constantly processing all types of experiences and analyzing them in the form of thoughts. Thoughts form what we consider as reality.

We can direct and control our thoughts, but it always appears like our thoughts have minds on their own, controlling us the way we feel. Thinking is important for solving problems, making decisions, and planning, but in between the times of proactive mental events, the mind roams like a wild monkey, pulling you through the brambles of negativity.

Your daily inner dialog distracts you from what is taking place around you, now and right here. It causes you to miss important experiences and sabotages the excitement of the current moment.

Interestingly, we assume we need to think more or harder to understand why we aren't as fulfilled as we would like. We attempt to highlight the possessions, experiences, people that might ease our unhappiness. The more we think our despair, the more despondent we become. Our thoughts make us restless, agitated, and empty as we look into the future.

Virtually, every negative thought you experience associates with the past or future. It's normal to find yourself held up in a looping cycle of regretful

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thinking or worry thoughts, even while feeling desperate to escape the never-ending tape playing in your mind.

Not only do you fight with your thoughts, but you also struggle with your inability to be free of them. The longer the negative thoughts continue to appear, the worse you become. It's almost as if there were two of you. The judge and the thinker. The person thinking the thoughts and the person aware that you are thinking them and judging how bad they sound.

This kind of thinking infects us with painful emotions. The more guilt-ridden and regretful thoughts we have, the more depressed and angry we feel. Sometimes our thoughts paralyze us with bad feelings, and it's those feelings that rob us of inner contentment and inner peace.

While our thoughts are the culprit responsible for a lot of distress, we assume there's not much to do. It's difficult to prevent your mind from thinking, right? You cannot shut off your brain at will or get rid of the mental chatter and connected feelings that restrict you from enjoying life fully.

Often, we experience random periods of mental peace and quiet. However, we try to calm the mental chatter using self-medicating with too much alcohol, drugs, exercise, and food. However, these are temporary solutions to filter the noise and reduce pain. After some period, our thoughts return, and the cycle continues.

Well, must we constantly fight our thoughts and let them drag us down with worry, anxiety, and regret? Is there a means to have a clear mind, free of pain and negativity?

You might not manage to keep your mental house free from clutter all the time, but you can affect your thoughts enough to enhance the quality of your life and general happiness in a great way. Thinking may appear automatic and uncontrollable, but most of our thought patterns are thoughtless and habitual.

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While your thoughts can seem inseparable, you do have a conscious self that can manage your thoughts. You have more control over your thoughts than you think. When you discover how to regulate your mind, you create a way to a vastness of creativity, brilliance, and inspiration that is behind the clutter of those untamed thoughts.

Through different mindfulness practices and practical habits, you can disempower your thoughts and create more space in your mind to experience inner happiness and peace.

### **The Benefits of a Positive Life**

#### ***Positive Thinkers Handle Stress Way Better***

Have you ever been at work and received a message that your boss wants to meet with you and then worried the whole day about what the meeting could entail? Maybe you failed somewhere. Maybe you've done some terrible things which you have forgotten. Or maybe a terrible story about you has spread like wildfire, and you're supposed to defend yourself. So the next few hours before the meeting, you run over every possible negative reason for the meeting. Your mind is cloudy. You are trapped in your own anxiety. Then the meeting finally arrives, and you discover that you forgot to submit some paperwork. The stress you experienced the whole day was irrelevant, and therefore a massive amount of your precious emotional energy was wasted. Most of our daily stress-just, like in the following scenario, is self-created.

Research reports that stress itself doesn't exist in an event, but instead in our thoughts of an event. In other words, regardless of what takes place in life, you have the ability to sit in the emotional driver's seat. Pessimists normally approach commonplace life situations with the mind that they have committed a mistake. In the preceding example, many people constantly assume that the only reason a boss should ever call us is that we've committed a mistake. This thinking not only generates extra stress, but denies us opportunities and friendships, and it can impact our ability to control stress in the long-term. On the other hand, optimists do not adopt sentiment based on a given situation until all the facts required to fairly examine it are

available. This doesn't mean that the optimist is imagining that something amazing is going to take place at the meeting. They're not sitting waiting anxiously, counting down the hours until their office time so they can receive a bigger prize. They're just not assuming anything at all.

In case the event is negative, the positive individual benefits from the fact they haven't been mulling over every possibility and developing million-and-one negative situations in their head. This makes them ready to control the results of the situation, less likely to overreact of pent-up emotion, and able to resolve any troubles that they are faced with. Therefore, positive people are problem-solvers and depend on handling skills rather than venting on the problem at hand.

Know from today that you have a choice to make where you invest your energy. Remember that most of the stress in your daily life can be avoided or even reduced by maintaining a positive attitude. Research shows that optimists not only create less stressful situations but also go through less stress than pessimists. As you become more optimistic, you will start to let go of negative events more quickly. This prevents stressful situations from increasing and becoming overwhelming.

You will also manage to establish a better support system because you have stopped to assume the worst about every situation you enter. When stressful situations pop up, you should manage to reach out to your friends and depend on them to help you through. When you begin to see the good things, you have better relationships and less stress. Therefore, you can let go of some of your unnecessary baggage. I believe you agree that the world can use a few more people who leave their baggage at home.

### ***Positive Thinking is Necessary for Your Health***

The Mayo Clinic discovered that negative thinking can activate your need for medical care, as well as increase your probability of heart disease. To demonstrate how powerful positive thinking and behaviors can change your health, below are three studies on how positivity impacts health.

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As part of a study at the University of Missouri, students performed positive journaling every day three times a week. After three months, the students reported to experience better moods and had fewer health center visits than those who did not journal.

A study of post-operative breast cancer patients performed by Indiana University discovered that those who lived a positive life experienced less of natural killer cells, which is a form of white blood cells that can destroy tumor cells. These cells are necessary for the long-term healing process, meaning a positive lifestyle enabled post-op patients with a strong immune system.

Researchers from John Hopkins University monitored a group of people with family histories of heart diseases for twenty-five years. Over that research period, members who lived a positive lifestyle reported a one-third decrease in a heart attack.

These are only a small sample of the hundreds of articles that connect a cheerful disposition with better long-term health. The main lesson is that optimists experience less pain, have increased heart function, longer lifespan, and a stronger immune system. It should be noted that a positive person doesn't imply you get obsessed over living a good healthy lifestyle. In fact, deciding to live your life on the sunny side of the street will cause you to make healthier life choices.

### **Simple methods to improve your health with positivity**

1. Maintain a daily journal of positive things taking place in your life.
2. Take a brief walk around your neighborhood and smile at the people you pass.
3. Every time you find yourself in front of a mirror, say something positive to yourself.
4. Call someone you love and tell them how you value them.

### ***Positivity Will Make You More Resilient***

Many people believe that resilience is a personality trait: you're either born with it or not. However, I believe that it's actually a dynamic learning process, and the research tends to support this. The more optimistic you are about yourself, the more you are able not to sweat the small stuff, and the better you will make it through the big scary, heart-pounding stuff. You must learn to analyze situations logically in times of stress and place whatever crazy event you're going through in the context of the bigger picture. This will allow you to remain focused and enable you to understand the actual need of the entire situation versus the disastrous story that unmitigated shock automatically reminds you are going on.

Also, even in saddest, and most devastating situations, there's always a silver lining. Taking advantage of skills such as self-assessment and problem-solving, you have the chance to learn and grow from every negative circumstance rather than concentrate on how disastrous the situation is turning your life in the short-term. When you do this, every stumbling block becomes a chance to grow and change.

Better resilience isn't just as simple as focusing on the bright side when bad things occur. Let's say I am having a great day. I will notify my best friends and perhaps my parents. Maybe mentioning it in a conversation with others if it pops up, but it's just a brief mention. Alternatively, if I experience a bad day, I will tell everybody. I will mention every single detail; what people are wearing, the appearance on their faces, what the cafeteria was offering that day. I could even provide sound effects to demonstrate the terror of it all.

### ***How to Develop a Positive Look***

Monitor positive things that occur in your life in a spreadsheet. When stressful situations happen, you will have a list of positive things in your life to draw on to push you through.

### ***Practical Tips to Help You Attain a Positive Mindset***

The power positive thinking is a common idea, and sometimes it can look like a cliché. However, the physical and mental advantages of positive

thinking have been proven by multiple scientific studies. A positive mindset provides you with a lot of confidence, good mood, and helps reduce the chances of suffering from depression and other stress-related problems.

Well, for those who don't know what positive thinking is, we can refer to it as positive imagery or general optimism, but these are still general concepts. If you want to learn how to think positive, you will need deep examples to guide you through the process.

### **1. Start your day with a positive statement**

The way you begin your day sets the tone for the entire day. Have you ever woken up late, panicked, and thought like nothing good happened the rest of the day? This could be because you started the day with a negative emotion and pessimistic perception that translated into every other event you experienced. Rather than allow this to continue, start your day with positive affirmations. Face the mirror as talk to yourself, even if you feel stupid. You will be shocked at how much your day changes.

### **2. Identify humor in bad situations**

Allow yourself to experience humor even in the most difficult situations. Tell yourself that this situation will probably turn out to be a good story later and try to crack a joke about it.

### **3. Focus on the good things, no matter how small they are**

Of course, you're going to face obstacles throughout the day. There's never a perfect day. When you face such a challenge, concentrate on the benefits, regardless of how small they seem. For instance, if you're stuck in traffic, think about the amount of time you have to listen to the rest of your best podcast.

#### **4. Keep away from negative people**

Negative people can be a major headache to thinking positively. They can trigger anxiety and self-doubt. Sometimes, it can be described as crowd-mentality, so don't fall victim to it.

The actions of negative people will eventually affect your behavior. If you want to be more confident and positive, it is important to select friends wisely. Choose individuals who not only speak with confidence and positivity but demonstrate those qualities.

#### **5. Concentrate on the present**

Forget what your boss said five minutes ago. Forget whatever he might say five minutes from now. Concentrate on this moment. In most cases, you will realize it's not as bad as you thought. Most sources of negativity arise from memory of the recent event or a possible future event. Remain in the present moment.

#### **6. Transform failures into lessons**

You are not perfect. You're going to commit mistakes and experience failure in multiple jobs and contexts. Rather than concentrate on how you failed, consider what you're going to do the next time. Transform your failure into a lesson.

#### **7. Think of the repercussions**

For instance, if you have a deadline for a particular assignment, and it becomes clear that you're not going to meet it, think of what might happen. If you complete it on time, it will not be as good as you expected. If you spend more time, it might result in other problems.

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This is the best time to ask yourself whether your negative thinking is generated by perfectionism. It is either important not possible to be perfect. The best thing you can do is to do the best job that you can do. Virtually, it is possible to keep changing something, but you have to request whether the improvements that would be realized are significant for the long term results of delaying competition.

Again consider the solutions. For example, you can request an extension to the deadline, or you might be able to delegate some of the work. There are usually different options available. By taking advantage of the repercussions, you can remain positive and in control.

## **Chapter 3: Emotional Stress**

Emotional stress can be challenging and painful to handle than other types of stress. Discussing a solution or thinking about a solution can easily extend into rumination and co-rumination, which are not important and effective in solving problems. Rumination is dangerous because it can increase your stress levels, so it's important to have a healthy method for handling emotional stress and diverting yourself from rumination and avoidance coping and inclining towards emotionally proactive methods to stress management.

### **What Causes Emotional Stress**

Relationship stress carries a large percentage on our emotional lives and develops strong emotional responses because our relationships can highly affect our lives for better or for worse. Healthy relationships can trigger good moments, as well as act as resources in times of trouble. However, bad relationships full of conflicts can make us worse off in our emotional lives, and even affect us physically.

Relationships are not the only major cause of emotional stress, unpleasant work environment, financial crises, or a host of other stressors can activate emotional stress, which sometimes attracts us toward unhealthy coping behaviors to escape the pain, especially when the circumstances appear hopeless. Probably one of the more challenging parts of dealing with emotional stress is the feeling of being unable to change the situation. If we cannot regulate our stress levels by removing the stressful situation, we can work on our emotional response to it.

### **Stress Management**

While you may think like there's nothing you can do to control stress at home and work, there are steps that you can follow to relieve the pressure and regain control.

Stress management entails taking charge of your thoughts, emotions, lifestyle, and the way you handle problems. Regardless of how stressful your life appears, there are steps you can take to relieve pressure and recover.

## **Dealing With Emotional Stress**

Luckily, while it's hard to correct these situations overnight, you can relieve the emotional stress you experience, and the damage this stress causes to you. Below are some exercises you can try to effectively handle emotional stress:

### **1. Distract yourself**

Most people believe that if you don't show every emotion you feel, the emotion will reveal itself in a different way. In one way, this is true: there are advantages to confirming our emotional states to discover what our emotions are trying to inform us, and in unhealthy ways, this can generate other problems. However, research has shown that distracting yourself from emotional pain with emotional healthy ways can reduce emotional pain and allow us to feel better.

### **2. Practice meditation**

Meditation is key for handling different stressors, and emotional stress is one of the categories of stressors that meditation helps. It enables you to take a break from rumination by actively redirecting your thoughts.

### **3. Practice mindfulness**

When you suffer from emotional stress, you experience physical pain. A strong feeling in your chest, a dull headache, an unsettled feeling in the stomach. It's usual to escape these feelings, but it can be necessary to get deeper into the experience and apply mindfulness to discover where these emotional responses are physically felt. Some people report that pain is always intense before they practice mindfulness.

#### **4. Schedule some time**

If you realize that emotional stress and rumination interfere with your awareness, and distraction doesn't work, try to schedule some time where you can allow yourself to reflect on the situation fully and discover solutions. Journaling is a powerful method to try. Talk to your friends concerning the problem, if you'd like. Fully immerse yourself. And then adopt healthy distractions. This method works well for two reasons:

If you really want to obsess, this helps you satisfy that craving in a short-term plan.

You might find yourself feeling more relaxed the entire day because you understand that there will be a time to concentrate on your emotional situation.

#### **5. Speak to a therapist**

If you discover your level of emotional stress distracting your daily activities or threatening your general well-being, you might consider seeing a therapist for help working through emotional problems.

#### **6. Think clearly**

Adopt Cognitive Behavioral Therapy practices. This one stresses clear thinking, taking action, and balanced feelings.

#### **7. Be open**

Remain open to your experiences, whether negative or positive, don't block them. It is the continual link with unresolved problems that generate the unhelpful thoughts and feelings that affect you. Over time, you will discover shifts in your response. This is the path to inner peace. You concentrate on what is relevant to you, keep in touch with the things that engage your attention, and allow you to regain your stability.

## **8. Step back**

Take a step back from the distressing situation. Keep in mind that this is not easy because thoughts trigger reactions within us, whether critical reactions and emotional reactions. Some methods you can apply to step back include:

- Picking cue cards to read important ideas to yourself.
- Practice breathing exercises like paying attention to the rise and fall of the diaphragm in breathing to steady yourself.
- Establishing space that reduces your immediate reactions and allows you to concentrate on what you're doing at that time rather than feeling overwhelmed. This space allows you to process distressing thoughts.

## **9. Pause and self-soothe**

Even a small break connects you back to longer periods when you've had more time to take a broader perspective. You begin to discover things like how worry feelings cause tension in certain parts of your body. How long do they last? Do they shift over time or stay the same? Can you reduce that effect by changing your attention to the present moment or breathing into the tension or blockage to develop a separate response like more space or even a healing response? Self-soothing is a great skill to learn.

## **10. Accept all thoughts that come into your mind**

Intrusive negative thoughts and emotions are both a part of everyday experience and a feature of depression and worry. They tend to creep in and out in normal experience but are more disturbing when your mood is low.

The answer is to accept all thoughts that constantly creep your mind. Alternatively, you can learn to slow down your mind and body to allow healing from within.

## **Chapter 4:Decluttering Your Life**

Do you ever feel overwhelmed by all the things you're hanging on to? It is difficult to get organized? Do you feel like your life is packed with obligations, things, relationships, or even a career that doesn't fit the person you have grown to become?

Deliberately discovering who you are now and where you want to go with your life can allow you to cut through all the clutter and create an environment and a lifestyle that feels comfortable with the best parts of you.

Releasing the things that no longer rhyme with the person you have grown into helps you in so many different parts. Not only is it easier to remain organized when you have fewer things in your life, the act of purging can allow you to re-evaluate what is critical to you and achieve better clarity about your values.

The more we have on our plate, the less energy and concentration we have for every activity. Deep interaction results in not only the satisfaction but also the enjoyment of it. A scattered mind is not a happy mind.

Decluttering doesn't just create happiness, but it improves performance as well. When we choose to declutter our lives, often, it's because we hope for some kind of order, some peace, or even some relief from inner and outer chaos. Something transformational always happens when we get into the process of decluttering. We begin to discover ourselves. And if we proceed with it on levels, decluttering can become a place of deep growth.

Decluttering makes us confront some major relationships we have to our things, and to the world around us. We discover that clutter normally represents procrastination and denial patterns, and if we are to focus on the clutter, we must change those patterns. We start to understand how much weight we place on objects. Our belongings can provide us with a sense of identity. They can provide us with a sense of security or comfort. They

represent our hope for the future or past memories. But as we discover our connections to things, we also learn how to let go. This requires a lot of mindfulness, and the realization that we have happiness within us, and letting go of objects is an act of that realization.

One of the best things about decluttering is that it forces you to ask a great question:

### **What is Significant to Me?**

As you deal with a pile of clothes, a shelf overflowing with books, a cluttered desktop, there's no way to eliminate clutter without answering that question. To toss anything out, you have to take into consideration what you feel is important and what isn't. Simplicity involves identifying what's critical and letting go of the rest.

This is when you hit the required question of what you value the most. Some examples of this include:

- Loved ones
- Service
- Meaningful work
- Healthy life

When you start to become conscious of your values, something wonderful happens, you begin to live in alignment with those priorities.

### **Organization in the Workplace**

Having an organized workplace, free of clutter, and inviting can easily simplify your day, giving you the inner and outer space to complete more tasks and free yourself from stress generating distractions. If you've put off correcting the mess because of some reason, or you don't just have the energy to make choices about your things, here's the way out.

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Do yourself a favor and remove all the junk and unnecessary possessions that don't add any value to your life. These are items that you own that limit negative emotions and destroy your emotional well-being.

### **1. Clean out one place at a time**

The first step to decluttering is to clean out your living room. Yes. Deep clean your living space. It might sound daunting and onerous to declutter all the junk in your living quarters, but here is a simple hack to get it done.

Rather than try to go through your whole apartment or house at once, just select one area, and clean it. Clean the area thoroughly and keep some items there.

In most cases, when you try to clean an entire house, you will skip some places or sections. But, when you maintain the focus on one area at a time, you shouldn't miss any spots.

When you're going through your stuff if you find yourself thinking that you may need to use a certain item in the future and it has been sitting there untouched. Throw it away.

### **Be Choosy on What You Allow Into Your Life**

Now that you have removed some items out of your life, it is important to be selecting what you let into your life.

Think long and hard on the relevancy the item will bring to your day-to-day life. Hopefully, you will come to the realization that really, you don't need a lot to live your life, and all this superfluous thing is harsh to your health.

Being choosy on what you allow into your life will allow you to avoid getting into the vicious cycle of reorganizing things you never use. Break the cycle of "organizing" and "decluttering" just to own a lot of things by being selective on what you want to allow back into your life.

## **Cleaning up Your Life**

Decluttering doesn't involve throwing things out. Decluttering is more about establishing an environment that promotes productivity, happiness, and peace of mind in your life. In the end, your happiness and peace of mind are all that is important. A lot of clutter can represent a lack of control. And the most worrying thing is the kind of clutter that can block the neural networks. This form of clutter will be slower and less efficient in processing information.

In general, clutter can negatively affect your work, health, performance, and possibly even your relationships.

## ***Techniques to Declutter Your Life, Eliminate Stress, and Clear Your Mind***

### **1. Develop a decluttering checklist**

Decluttering is a major problem for many people, probably because of fear. Suppose I throw away that pair of pants and regret that decision even if they were uncomfortable, and I disliked them? What if I need to fix a problem someday, but I deleted the manual? You get what I mean.

One way to eliminate fear is to understand that removing the clutter from your life doesn't mean living a life without any items you like. You'll be decreasing the number of things you own? For instance, do you want to have a closet full of blankets? You probably need one lighter one for when it's warm and thicket comfort for the colder seasons.

To assist you in getting started, develop a decluttering checklist. It can simplify this process and provide you a visual representation of what you need to be cut down.

## **2. Does it create joy?**

If you know Marie Kondo, then you should know this tip. However, for those who don't know her, it's pretty simple.

Anytime you're cleaning your workplace or home, physically touch the item that you're deciding about. Next, ask yourself the following question, "does it trigger joy?" Well, it's not a must to ask that literally. But, the point here is to reflect on what you feel as you hold the object. For instance, Kondo didn't want to discard an old and ragged t-shirt from an event she attended because when she held the shirt, it rekindled good memories.

What if the object doesn't trigger such feelings? Then you should part ways with it.

## **3. Apply a no-freebies policy**

We've all been in this state before. You attend a conference and come with a ton of free swag.

It might appear like a good idea at first. However, the truth is more stuff adding into your clutter-and its stuff you really don't need. While this definitely requires some will power, you should avoid accumulating these freebies.

## **4. Don't overwhelm yourself, start small**

Let's be honest here. How likely are you going to organize and clean your whole home, office, or life in one day? That would be so ambitious it would tire you, and possibly prevent you from ever getting started.

Instead, take small steps. Probably set aside five minutes every day to pave way a small area like a desk drawer or your car. After setting up some momentum, set aside more time. Commit one afternoon to get your office back in order.

## **5. Perform a calendar audit**

Clutter doesn't entail the items taking up physical space. It can also be the entries you have included in your calendar. Typically, a calendar audit involves minute activities and anything that you do automatically like brushing your teeth. Other examples would be irrelevant meetings and recurring events that no longer fit into your schedule.

Check your calendar and remove these tasks and events from it. Moving forward, start saying "yes" to less and use a scheduling assistant. You need to also share your calendar with others to avoid double bookings and scheduling conflicts.

## **6. Unsubscribe and remove**

Trying to stay up to date with your inbox is a waste of time. It's a distraction that is affecting your productivity and eating into your happy life. With that in mind, one of the easiest means to deal with your inbox is to unsubscribe from the emails that you never read. The same idea applies to magazines and newspapers that you never opened.

## **7. Automate**

Here's a simple method to clear your mind; automate. Examples include scheduling social media posts or setting out-of-office auto-responder emails.

## **8. Create a social event**

Sometimes, it's interesting to do fun things with others. And that is fun when it comes to decluttering.

Apart from spending time with your family or friends, they can also help you know what to throw away and what to keep. Just remember to return a favor.

### **9. Try mindfulness**

One of the best methods to clear your mind and decrease stress and anxiety is to try mindfulness meditation. Why mindfulness works is because it redirects your attention and thoughts to the present. You will stop being consumed by the future, past, and negative self-talk.

### **10. Simplify your goals**

It is important to set goals. Goals direct you on what you need to do and allow you to monitor your progress. But, targets are only useful if you have established a small number of specific goals and objectives.

Revise your goals to ensure that they're not too broad or unrealistic. From there, create a plan on how you'll follow through with them. Write down your steps if you might need to do it.

### **11. Get rid of toxic people from your life**

Evaluate all the people in your life. And then, keep off from people who are not worth the time and energy.

### **12. Unplug and unwind**

Your brain deserves time to recharge and rest. This will help you to become more productive and less depressed.

Schedule constant breaks throughout the workday and get away momentarily. Unwinding your mind allows you to cut down the amount of media that you take in. Overall, you want to discover new information and skills. However, a lot of it can block your brain.

## **Declutter Your Key Values**

### ***Step 1: Highlight Your Core Values***

To understand why certain things are wrong, you must develop a strong grasp of what is right for you.

What do you want to be, and how would you want to live your life?

If you have never listed your values, you are living a life without a compass. You're letting the winds and storms define where you need to go and accept the results without question. Even if you have defined them for a long time, it doesn't hurt to revisit them because your values can change over time.

Once you have created a list of values that match your goals, re-evaluate them daily, and ensure that the actions you take match the desired results. You may want to concentrate first on your personal values and then on your professional values. Or you might select one value from each and start there.

Regardless of what you select, make sure you start with the area of your life where you feel there is a huge disconnect. This is the point where you feel the most internal pain and mental agitation. Revise your action list daily so that you can make changes and boundaries that limit you from mindlessly wandering away from your values again.

Even small changes can create a massive, positive change in your attitude. You'll develop a sense of direction and purpose that appears authentic to you, even if you can't act on it right away. This is a huge feeling.

Still, you will have moments of transition and challenges, but these practices will offer you tools to overcome all the obstacles in life.

## ***Step 2: Define Your Life Priorities***

Once you have outlined your key values, then these values will help you complete an exercise that will improve your life. Define your life priorities so that you can spend your time, money, and energy.

Without understanding our priorities, we let the pressure of life to guide our actions and decisions. An attractive offer comes, and we purchase it. Someone interrupts our workflow, and we permit it. When we don't know the bigger "why" of our lives, there are no boundaries to help us.

Below is an exercise to help you determine where you are spending money, energy, and time.

- How much time per day do you think you waste on irrelevant activities not connected to your main values?
- How are you connecting with people you care about unconsciously?
- How do you make life decisions?
- How are you using money unconsciously?
- What obligations, tasks, and connections are you letting in your life unconsciously?
- How are you neglecting other critical parts of your life that you tend to have no time for?

Now that you have a rough idea of how much you are using your energy and concentration, let's explore the right way you'd like to prioritize the critical areas of your life.

Let's look at seven sections of your life that will help you determine your priorities and how you want to use time and money.

If you want to eliminate any of these areas, feel free to do so if they don't

apply to you.

The areas of your life include:

1. Family
2. Marriage
3. Self-improvement
4. Leisure
5. Life management
6. Career
7. Health and fitness

If you sleep 8 hours a day, you are going to be left with 16 waking hours. Now, let's set aside 2 hours for personal hygiene activities and eating. Then you will be left with 14 hours. In a week that translates to 98 hours per week.

In a typical world, how can you prioritize those seven areas of your life? How many hours in a week are you ready to commit to each sector?

It's good to start with the priority that can make the most positive difference in your life or where you feel the most imbalance. You might find this section reflecting one or more of your values that you aren't honoring.

For instance, you may have a core value associated with family and life priority of spending enough time with your family. Start small by making the decision to include an extra hour a week spending time with your family.

Of course, this will affect some other tasks, but you should ensure it affects tasks that are not a big priority.

Keep adding weekly time to your life priorities until you have them

reorganized to match your ideal.

Sometimes, altering a priority can be hard. If you want to spend more time with your kids and wife, will that affect your work schedule? If yes, what do you need to take charge of any fallout?

If you want to concentrate more on your health and fitness, you will need to develop challenging habits to make sure you follow through on this priority.

If you want to experience a healthy marriage, you might need to give up time in front of the TV or the computer, which might be hard at first.

Simply defining your life priorities isn't enough. You need to take the difficult actions necessary to make the changes you want to see in your life. However, the closer you come to your real goal, the less internal battles you will feel.

As time goes, you won't miss those old habits, behaviors, and choices. Your life will flow more easily because you are living authentically, true to your priorities and values.

### ***Step 3: Concentrate on Mindful Goal Setting***

A natural result of setting priorities and having values is thinking about how they apply to your life in the future. While worrying about the future leads to an unsettled mind, planning for the future is a critical and valuable aspect that can set the stage for true satisfaction for the years to come.

Well, it's possible to look forward to a better future and still remain happy with your life right now? Can you be satisfied and change at the same time? We know it's possible to concentrate on the future while still learning how to enjoy the current moment.

The realities of our lives are constantly pushing us into the future. We are anxious about paying the bills, how our children will turn out whether we

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will remain healthy. And the way of setting goals is future-oriented.

Longing and fighting against what causes suffering. Hoping for more, for something different, for something better at the expense of contentment in the current status denies us of life.

But remember that change will come whether or not you choose to focus.

Change is a must, whether we are sitting or wringing our hands about some imagined future results. So we might as well define our futures mindfully.

Once you acknowledge the truth that contentment and change can take place simultaneously, you decrease the tension between wondering it's an either-or proposition. There's a means to create a balance between self-creation and mindfulness.

You can check the process of creating and fulfilling your goals as a place for happiness and contentment. Instead of holding back happiness while you wait for a result, enjoy every stage along the path. Every small effort toward your goals should be celebrated.

Let's see how to create and strive toward your goals in a manner that supports the bigger "why" of your life.

When you first sit down to reflect your goals for the future, keep in mind to have your main values and life priorities handy as points of reference. As long as your values and priorities remain valid, they should be the guide for your goals. If not, get ready for a future of regrets and unhappiness.

#### ***Step 4. Define SMART Goals***

The easiest way to focus on what is important in life is to define SMART goals.

Set goals for each quarter instead of a yearlong goal that usually takes you out of the current moment.

Your goals should be Smart, Measurable, Achievable, Relevant, and Time-bound.

#### ***Step 5: Connect Goals to Your Passions***

Most people live desperate lives. They wake up with a low-level sense of anxiety. At work, they feel underrated and undermined. And when they arrive home, they feel physically and mentally tired, with just enough energy to cook, take care of the family, and spend a few hours watching television. Then they sleep and wake up to do the same thing.

While this may not describe you exactly, you can still relate. We all accept less than our dreams. We remain in jobs that don't motivate us or make us happy. All this adds to our mental clutter.

Life has a means of eating us, and before we discover, we're already far down a path that doesn't look what we want for our lives. By the time we discover it, we have duties that add yet another reason to maintain the status quo-even if we hate it.

The fact is that your mental health can be destroyed when you feel unsatisfied with your work. Consider the amount of negative mental energy you have subjected to a bad boss or a career move you regret. We spend a lot of time working. Therefore, the decision you make about your job will have the ability to make or break your general happiness.

If you get a job that you love, not only will this free your mind from oppressive thoughts but will also feel energized in parts of your life.

## **Well, What Does it Mean to Live Your Passion?**

It can be defined using a few examples.

- You have a high sense of self-confidence and motivation about what you're doing because it is best for you.
- You feel like you are in the best place, doing something in your work or life that feels authentic to who you are and how you're wired.
- Your entire life is better, and your relationships are happier because you are more self-directed and present in your work.
- You attract interesting, like-minded people in your life and work.

Discovering your passion and making it part of your life isn't something that takes place overnight. It is not like teaching you how to follow a recipe, or drive a car. It involves different actions and experiments to figure everything out.

## Chapter 5: Techniques to Analyze Worry

We all feel worried from time to time. Some worries are minute, but others become our darkest nightmares. I am sure no one thinks that her or his worries are the ones that are lesser than the others. Regardless of how rich you are, how accomplished you are, how good looking you are, how successful you are, you still worry about things which may appear useless to others, or should not be a thing to worry about at all.

The worst part of worrying is that you never achieve your full potential.

However, there is also the best part of worries. Worries can be entries for our strategies. Worries can be our edge cases. Worries can be obstacles to be avoided. Worries can save us instead of prance in minefields. Worries can make us make arrangements for our future, make us save money for a hard time, make us have a spare tire in the trunk, and make us set aside emergency funds.

As a result, worries can make us prepare for all the worst cases.

Therefore, don't get overly angry when a ton of worries hit you. However, break down your worries and try to analyze them. Try to outline the root sources of your worries. Make sure your worry is worth the time wasted reflecting on it. Sometimes, we might not be aware that we are worrying, but our heart is as heavy as a wet blanket. For that reason, we need to be vigilant of the kinds of worries that are lingering above our heads.

Once you have filtered the real worries, you can begin to plan ahead.

Worries are the first means of defense for possible threats, unpleasant things, and problems. For that reason, they help you in the process of laying down strategies to overcome possible disasters. Worries will create all types of worst-case scenarios that will be in your blind spot if you ignore your current

situations.

For that reason, worries should only act as assists in your plans.

As a result, when you discover that something is beginning to disturb you, take a deep breath and lock that worry on your drawing board. Determine the source of this worry, the possible solutions, and, most importantly, the worst-case scenarios. The most pessimistic individuals sometimes live longer. Yes, there will be instances where your worries become a reality but keep in mind there will be multiple cases in your life where your worst nightmare slip away quietly all because of your plans. We like to recall bad things more than good ones. It is normal, and there is nothing wrong with it. So isn't it better to expect the worst and begin to reduce the effect when it finally occurs?

So from now on, whenever you face a situation where you have to worry about something, take this thing as your leverage to improve your problem-solving skills and your ability to see the worst-case scenarios.

“Everything will be fine.” That’s wrong. Some things will be fine but not others. But you must develop a mindset not to criticize and fear one and embrace and expect the other.

Human beings could have lived their entire lives, always scared about tigers and lions ripping them off when they left their caves. But we use our worries to climb to the top of the food chain by planning and innovating. We should never stop worrying and take advantage of those worries to develop innovations and acquire problem-solving skills. Only then we will manage to survive and live in this universe.

## **4 Questions to Help You Analyze Your Worries**

### **1. What is the problem?**

This question tries to help you determine what problem is causing anxiety and worry. Sometimes we worry about things that are invisible, especially when our thoughts start to imagine future uncertainties where we don't know

what the future hold for us.

## **2. What is the root cause of the problem?**

It is necessary to highlight the cause of the problem; for instance, causes can include uneducated decisions, bad habits, or even wrong advice taken from illiterate people.

## **3. What are all possible answers?**

Outlining all the possible answers will enable you to think beyond the box and ensure you remain efficient in using your resources solving the problem, it also makes you think and become creative plus the more possible solutions you can list down the less worried you become.

## **4. What is the best answer?**

You will easily identify what is the best answer for you because you are naturally inclined towards your resources and efforts in solving the problem with the lowest costs.

## **Techniques to Deal With Worry**

### ***Change How You Think***

Self-talk happens. We all have it. Therefore, if you experience thoughts rushing through your head, you may as well convert them into positive instead of negative. So, the next thing is to change how you think to get out of negative thinking.

Well, how do you replace irrational and disempowering beliefs with more realistic and empowering ones? If negative self-talk had an off switch, then you could flip it. But that is not the case. It requires some effective techniques, practice, and effort to dispute negative thoughts and replace them with more helpful ones. But you can achieve it, and it is worth the effort.

### ***Overcoming Your Self-Talk***

To challenge your self-talk requires that you challenge the negative and useless features. By doing this, you are able to understand whether your view is reasonable and, if not, identify a more helpful means of thinking. You can then move on to respond to events in a helpful manner.

There are three main challenging questions you can ask yourself.

1. Questions regarding the reality of your thoughts. How much of what you think can happen is real and true instead of imagination.
2. Questions regarding perspective. How much of what you think and believe relate to and measure against other possibilities, taking everything else into account.
3. Questions regarding alternative explanations. Other methods of interpreting and explaining things.

### **Questions Regarding Reality**

- What is the evidence for what I believe will happen?
- In what way is it helpful for me to think like this?
- What is the evidence against what I think?

### **Questions on Perspective**

- What is the best thing that might happen?
- What is most likely to happen?
- What is the worst thing that might happen?
- Is there anything good about this situation?

### **Questions Regarding Alternative Explanations**

- If the situation was reversed, what positive things can I say to a friend if they were the ones thinking negatively about this?
- How would a more positive friend think about this?

### ***Distortions Using Positive Self-Talk***

When you feel worried, it's not easy to stay positive. But you can replace negative thoughts with positive thoughts.

Imagine a time when something didn't turn out as you expected: a job, a holiday, a friendship, or a project. What were your thoughts? List them down. If they were negative, what other, more positive thoughts might have been possible instead?

Make the positive thought something that looks believable to you. Otherwise, your mind will not acknowledge it as a real possibility.

It is critical to understand that neither negative thinking nor positive thinking is more true or real than the other. Either means of thinking could be true or real. However, what makes one means of thinking more real is the one you decide yourself.

### ***Control Your Brain***

Everything and anything can be described in a positive or negative way. The secret is to select the most positive explanation and to remind that yourself. Then consider sensible reasons why the positive explanation might be rational, logical, and true.

What if, for example, you were an impatient type of person. The negative style to consider impatience is to see it as an inability to accept or wait for the

delay. To push for things to take place quickly. But it's also true that if you are impatient, then you move things forward, and you do make things happen and get things done.

By changing your style of thinking, you can positively determine how you respond to situations. This is the foundation behind Cognitive Behavioral Therapy.

CBT relies on the idea that the way you think about situations can impact the way you feel and behave. If you interpret a situation in a specific way, you will respond accordingly.

With CBT, you identify and challenge any negative patterns and behavior which might be causing difficulties. This can then regulate how you feel about situations and allow you to change your behavior in the future.

### ***Transforming Positive Self-Talk Into a Habit***

It is important if you can list down your more positive thoughts, especially when you start replacing negative thoughts with positive ones. Write the positive thoughts down to anchor the ideas in your mind.

You can still create a list of useful, positive responses for the things you know you always say to yourself. You can write your positive responses on little coping cards, or text them to yourself so you can examine them when you need to.

You have to decide which way to think. It's a choice. Only you can make that choice. No one can force you to think more positively.

When you become aware of a negative thought, accept it, but don't get frustrated with yourself for thinking in this way. But instead, think of a more positive response. A better way of looking at things and direct your attention to that. Direct your thoughts on things that are good and positive. Allow yourself to think of the best that might happen.

### ***Create Your Thoughts in Positive Words and Language***

Simple changes in the words you use can make a huge difference to your self-talk.

Instead of saying, “I won’t get there for another hour,” you can say, “I will get there in an hour.”

Learn to use ‘and’ instead of ‘but’ in your statements.

Another word that you can train yourself to say is could instead of should. Using the word ‘could’ instead of ‘should’ implies that you do have a choice as to whether you do something or not. This change in the words you use is a kinder and more flexible method.

### ***Embrace Uncertainty***

People who think they deserve certainty and predictability always use worry to gain some sense of control over the future. Those who belong to the following category need to recognize that uncertainty is part of life and that no level of worrying will ensure the result that they want.

### **Below is How to Embrace Uncertainty**

- Understand that uncertainty is neutral. Something wrong might happen in the future, or something great may happen. You may not receive what you want, or you may get something even better. Uncertainty is not necessarily bad. Rather than telling yourself that you’re worried about the uncertainty of the future, remind yourself that you’re feeling cautious expectation and interest.
- Learn to deal with discomfort. Understand your discomfort, and then just sit with it.
- Concentrate on the things that you can regulate. Rather than wait in despair at the things you cannot control, place your emphasis on the things that you can control, appreciate, and enjoy.

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- Live in the present. If you're focused on the present instead of the future, then the uncertainty of the future is less likely to affect you.

### ***Develop a Problem-Solving Session***

If you discover that the worry you're experiencing is genuine and not just noise, then you need to perform a problem-solving session. During the problem-solving exercise. Do the following:

- **Consider ways to solve the problem.** If you develop a means to solve the problem completely, great! List it down. If not, come up with ideas for the next problem that you're experiencing as clearly as possible. Once you have determined what's worrying you, list it down.
- **Determine what you're scared about.** Rather than experiencing generalized worry, you want to highlight exactly what it is that you're worried about.
- **Take action.**

## Chapter 6: Relaxation

Has someone ever told you to “just relax?” Of course, relaxing would be perfect –this is the reason why we come for help in the first place. But anyone who has experienced panic or anxiety understands “just” relaxing is much easier to say than do.

One skill set used to complement other CBT skills, such as cognitive skills and exposure, is relaxation skills. Relaxation skills deal with anxiety from the standpoint of the body by decreasing muscle tension, decreasing breathing, and calming the mind. Relaxation skills can be structured. Examples include meditation, slow diaphragmatic breathing, and yoga. Other factors like self-care and enjoying interesting activities are also important to make us feel more relaxed. In this chapter, we will look at some techniques, show how they are used and why they work.

Also, you should note that relaxation skills are the best used together with other CBT skills and are most effective when applied consistently. Different skills work for different people, so the first thing is to try to identify relaxation strategies that appeal to you and try them out. Enjoy!

### Relaxation Exercises

#### **Problem: Somatic Anxiety Symptoms**

Most people who suffer from anxiety also report to experience unpleasant physical feelings. In the medical language, the word for physical is somatic. We know some of the most common somatic symptoms of anxiety: backache, muscle tension, clenched jaw, restlessness, and difficulty concentrating. You may recall that these symptoms are a side effect of our body’s attempts to protect us. Blood circulates around our body and brain, into our big muscles like back, neck, legs, and arms to get us ready to “fight” or to “flee.” This changes the body's feelings. In other words, the body is striving hard to protect us, and these feelings are uncomfortable. Relaxation takes place when the body stops trying to protect us, and which allows us to feel calm and at ease.

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When you experience mild to moderate levels of anxiety regularly for long periods of time, we get used to this jittery state until it is difficult to even discover what it is like to be relaxed. In this case, we can conclude that a person's tension and anxiety are resting or at a high level. The purpose of these forms of relaxation exercises is to change the baseline to a lower level.

### **Relaxation Techniques**

Relaxation techniques are just a single skill set applied in CBT. We all would like to spend more time feeling relaxed. However, relaxation skills are not always the perfect skills to relieve our anxiety or worry in the long run. One critical CBT skill is understanding when to apply certain strategies, so we want to realize when relaxation techniques are or are not right for us.

Relaxation techniques are best used to support exposure and cognitive skills, but not as a substitute to them. Sometimes relaxation techniques can worsen anxiety in the long run. This is because relaxation techniques are used as a means to eliminate anxiety when we are in stressful situations. Trying to eliminate something makes our brains to consider it as "bad." So we train our brain to set off the anxiety "alarm" even louder when the worry presents itself. In the long run, this worsens the anxiety. In the short term, there are places and times for relaxation skills.

### **When to Apply Relaxation Techniques**

- As a regular practice, like to lower tension, exercise, and feel calmer within our bodies.
- During periods of distress to prevent avoidance of something that is important to our life aims.

Why? It is assertive. Practicing this exercise will not cure your worry, but it will help you avoid the situation.

When you're worried, the brain learns that it is not so dangerous, which, in turn, reduces the anxiety in the long run.

## **When not to apply relaxation techniques**

- During times of severe distress as a means to alleviate anxiety.
- As a substitute for other types of CBT skills like exposure and cognitive restructuring.

Why? It is overprotective. This anxiety is unbearable.

## **How Should I Relax? What Will Work for Me?**

Everyone is unique. Some relaxation techniques will work well for some people, and others for other people. There is a possibility that there are some methods that you already use to relax. Think about practices, activities, or exercises you apply regularly in order to relax and list them down.

## **Take Away Points**

Relaxation techniques can be valuable in decreasing general levels of anxiety and tension over time. They are not “medicine” for anxiety. They are perfectly used together with other CBT skills like cognitive restructuring and exposure and practiced every day.

Also, they should not be used to get rid of panic or severe symptoms of worry. For every individual, there is a unique set of activities and skills that allow them to relax. Our best technique is to identify the ones that work for us and use them.

## **Just Breathe**

Someone may have told you in the past to “take several deep breaths” when you were feeling worried or anxious about something. On the other hand, this is important to slow down and cool off. But, changing the speed of our breath actually can slightly interfere with our body’s anxiety response. Slow diaphragmatic breathing is a powerful technique that entails slowing down the breath to communicate “safety” to the brain.

While we don't recommend that you adopt breathing techniques to try to relieve anxiety when you are worried, it can be a means to overcome a difficult situation and calm the body so that we can make a good decision about what to do next.

### **Mindfulness for Relaxation and Anxiety Control**

1. Find a quiet place, sit, or lie down and relax your body. Start with some slow, diaphragmatic breathing. Concentrate your mind on your breath as it flows in and out of your nostrils.
2. As you breathe, focus on the habit of the mind to wander. Rather than concentrate on the breath, just see what the mind does. It may wander to worry, or to what you plan to do later today. You may realize sensations within your body like itch or pain. You may smell or hear things. Just realize whatever happens and slowly bring yourself back to your breath.
3. Let the mind wander as it wants. Avoid the habit of trying hard to concentrate on something. Just let your mind wander and finally bring yourself back to your breath. Discover the tendency of your experience to change. Imagine that each sensation, thought, and emotion is like a cloud floating through the sky.
4. Keep practicing this for about 10 minutes. Depending on your schedule, you can add extra minutes to your practice if you want. Try and practice once or twice a day.
5. Know that there is no perfect way to do this besides focusing on whatever comes into your consciousness. It is hard to "fail" at mindfulness-just allow your mind to wander.

### **What if You Cannot Control Your Mind**

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The previous exercise we said to “allow your mind to wander.” This might appear like the opposite of what you have been informed to do while trying to meditate or complete a task. We dive into something expecting to have “control” of our minds.

We know from studies that we cannot “control” our minds, no matter how much effort we put in, especially when we are feeling worried. Why is this true?

Perhaps the answer is because when we are worried, our anxiety center keeps sending its “anxiety alarm.” One method it achieves this is by trying to signal to us the possibility that something is dangerous, either in the environment or within our bodies. Therefore, if we concentrate too much on one thing, there is a possibility of being hurt by something else. As a result, the mind attempts to distract us, making it impossible to control the mind. In fact, you may realize that the more you attempt to control it, the more the mind tries to distract you.

### **Do You Find Trouble Getting “Mindful?”**

Pretend that your mind is like a movie screen. You are resting in the movie theater, staring at what is projected on the screen, but you are not in control. You simply watch and follow what you see.

Try to close your eyes and see the kind of images, memories, or thoughts projected on that screen. They may be connected, or not-whatever is shown is fair game. If you begin feeling connected to the content of the movie, just notice that connection and then allow the movie to continue to something else.

### **Why Should I Practice Mindfulness?**

Mindfulness approaches are a critical part of CBT because of the following reasons:

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Attempting to control the mind is a fruitless effort. In fact, attempting to control the mind always makes us feel worse because we don't succeed. The first thing to any CBT intervention is to stop trying to control the mind using force.

Mindfulness enables us to practice observing but not to react to anxiety and other emotions. We learn to tolerate these emotions instead of attempting to forget them.

Mindfulness allows you to retrain the brain by not responding to the anxiety and not trying to correct it. We send a signal to the amygdala that it is not critical. This is one way to deal with the fear of fear.

When you stop and pay attention to the current status, we listen to our anxiety "alarm." If you provide it time and avoid fueling the worry, the body can finally learn that it does not need this alarm any longer, so it can switch it off.

### **Take Away Points on Mindfulness**

Mindfulness is a relaxation technique that can be useful in calming the mind by decreasing our habit of trying to control it, which normally worsens anxiety. Mindfulness strategies concentrate on objective information and facts about current experiences, including thoughts, sensations, and emotions. Our role is to determine these experiences without judgment or any trial to change them. We just observe them like clouds in the sky. Mindfulness techniques are not likely to deal with anxiety all by themselves, but it can be useful if used together with other CBT skills.

### **Progressive Muscle Relaxation**

One way to understand relaxation is that it is the lack of tension in the body's muscles. Let's assume you can release your body's tension instantly without having a drink.

The focus of progressive muscle relaxation is to slowly learn to release tension within the muscles through daily exercise. This sends a message of

safety and calm to our body, decreasing the body's need to trigger the "fight or flight" response.

### **Exercise**

To test the following, tense the muscles of the arms by flexing your biceps. Tense your biceps hard enough to experience deep tension for between 5-7 seconds.

Now release it, drop your arm to your side. Feel the difference between the tension you just felt and the relaxation that is rolling over your arm now. You may realize the feeling of blood rushing to the arm and a feeling of warmth. Progressive muscle relaxation involves all muscles of the body.

To attain a complete dose of progressive muscle relaxation, try the "progressive muscular relaxation" on the anxiety disorders program site. This will last for 16 minutes. It will allow you to relax the body, one muscle group at a time. It is important to practice this for two weeks, once, or twice a day. Some people realize that it is important to do it in the morning when they wake up, or before they go to bed at night.

Once you try this, you can choose whether you want to continue with applied relaxation.

### **Point to Note**

Progressive muscle relaxation is a set of exercises designed to reduce anxiety and tension within the body. Through the practice of tensing and relaxing groups of muscle, we learn to experience the difference between tension and relaxation and release muscle tension when we feel it. It works perfectly if done regularly. Like any skill, relaxation takes time and practice to master.

### **Applied Relaxation**

This is a program that will allow you to relax quickly, even in depressing situations. This is a set of skills that requires time to mature.

### ***Discovering Relaxation Techniques That Work for You***

Let's say you're at a supermarket shopping for breakfast cereal. So many choices. Some people like cereal sweet and others want something with fruit in it. You might select something you have enjoyed before, or you might try something new because it appears tasty.

When it comes to relaxation techniques, there are a lot of options. It is important to find the ones that work for you. As a result, there are three categories of relaxation: mindfulness, progressive muscle relaxation, and breathing.

Here are several formal relaxation techniques that have been used successfully by others. You might try some and include it on your list.

#### **Soothing Exercises**

- Sounds: ambient music, repetitive music, sounds of nature, or ocean waves.
- Sights. Falling leaves, beaches, visualization.
- Nature: parks, hiking, swimming

#### **Mind-Based Relaxation Techniques**

- Prayer
- Body scan
- Meditation

#### **Body-Based Relaxation Strategies**

- Massage
- Yoga
- Hot baths, or hot tubs

### ***Did You Know***

Yoga is a formal historical discipline that entails a powerful mix of mental and physical elements: stretching, breathing, meditation, and strengthening exercises geared towards enhancing physical and mental well-being. It involves different exercises of challenging the body positions that strengthen muscles. It is best learned by taking a formal class with a professional yoga instructor and has a lot of benefits, both mental and physical.

You are going to see some structured techniques for relaxation that have been used successfully by others over the years. But, some of the most relaxing activities are those that we enjoy or make us feel good because we are excellent at them and can be creative. In the next section, we will look at mastery and pleasure, two critical factors of living a relaxing, joyous life.

### ***Pleasure and Mastery***

If someone was to walk to you and ask you, “What do you do to relax?” Probably you will say something like, “I enjoy going out with friends,” “I watch Netflix,” or “I play golf.” Although these aren’t formal relaxation techniques, they generate pleasure or make us feel good about ourselves. Certainly, we feel a bit relaxed when that is the case. These are things which anxiety attempts to snatch from us, which is even more of a reason to spend time doing them.

For the sake of exploration, we list two crucial generators of good feelings: mastery and pleasure. Pleasure involves activities such as “play” that we love for the sake of the activity itself. Mastery entails activities such as sports that require the development of skills. We can accomplish things and attain a sense of mastery over our environment. When used in moderation and combined with other activities, they can enhance positive emotions and increase how we feel about ourselves.

### ***Self-Care: A Vital Weapon in the Fight Against Anxiety***

Fighting worry calls for multifaceted technique. It is important to unite forces to keep anxiety from distracting our life vision. CBT provides us with some ammunition to fight this battle, but other lifestyle factors are critical. Below

we look at some of these factors. Think about them when determining your obstacles with anxiety.

- **Moderate and balanced coping skills**

Deal with anxiety from different angles by confronting problem-solving, fear, and acknowledging that which cannot be modified when necessary. Take care of the body and mind, focus on the critical elements of self-care. Keep in mind that “diversity” is the main rule when it comes to dealing with challenges. The more skills and coping methods we have, the more flexible we can be when challenges arise.

- **Diet**

Consuming a balanced diet allows you to maintain your health, boosts energy, and contribute to a good mood. Remember the quality of the food you take, and how much you eat. Eating a lot or too little can affect how you feel daily.

- **Don't use mind-altering drugs**

Know that all drugs change the state of mind-such as caffeine, nicotine, and other illicit drugs can activate anxiety in both the short and long term.

- **Confront conflict**

Do not let interpersonal conflicts to bring you down, adopt assertive skills, and address conflict proactively and diplomatically.

- **Exercise**

Regular exercise has been proven to be as good as antidepressant medication for dealing with depression and boosts our resistance to debilitating anxiety. Try to achieve a minimum of 20 minutes of intensive cardiovascular exercise

at least three times a week. Of course, make sure you confirm from your doctor whether you're healthy enough for intensive exercise.

- **Sleep**

Research indicates that most people require an average of 7 hours of sleep per night. Having enough sleep is a critical aspect of controlling anxiety. Speak to your doctor or therapist about a referral to consult with a sleep expert.

- **Time management**

Set realistic goals concerning what can be accomplished in a given amount of time. Don't multitask excessively. Plan your day with enough time left over to sleep enough exercise, and enjoy a leisure activity. If you face challenges managing your time, discuss it with a life coach.

- **Social support**

When you feel the support of your friends, you feel happier, safe, and secure. One approach to dealing with anxiety is to decrease symptoms. Another critical approach to addressing anxiety is to reduce symptoms. Another method is to increase positive experiences, especially with individuals that allow us to feel good about ourselves.

In short, relaxation techniques battle worry from the body's standpoint. They are just a set of exercises used in CBT.

Relaxation techniques are not ultimately the best in reducing severe anxiety symptoms such as panic when these symptoms present themselves. However, they are used together with other cognitive and behavioral skills.

There are lots of formal relaxation techniques, and every person may find something different that works for them. The most important thing is to identify techniques that work for you and practice them daily.

Some of the most relaxing activities involve things we like or are good at.

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Mastery and pleasure sound good. Therefore, practicing more of these things can only help. The anxiety usually gets in the way of some of these things, but keeping off from pleasurable activities is likely to worsen things. It is essential to incorporate some of these activities into our daily lives on a regular basis.

So far, you have learned most of the skills used in CBT. So, your goal is to put them into practice and enjoy the results.

## **Chapter 7: Run Meetings and Relationships Without Anxiety and Emotional Stress**

You just drove your car to the car park. You're about to step out, and something tells you to check your clock. You realize that you have around 10 minutes to spare.

You discover you can as well make use of this time to do some mental preparation. So you sit quietly, close your eyes and you start to say to yourself.

"I will make it...I'm going to make it...I'm going to make it."

But again, a certain thought creeps into your mind...

"...what if I don't make it?"

And just like that, everything begins to go wrong.

Your heart starts to beat rapidly.

You experience a weird feeling in your stomach.

Your breath shortens.

And suddenly, your mind is now racing at a million per hour, popping up with multiple what-ifs:

"What if they don't like me? What if they shout at me? What if I say something stupid? What if they ask me a question and I don't know the answer? What if they don't turn up? Wait...did I check the email correctly? What if this is not the venue?"

You look back at your watch...

You realize that you're soon going to be late.

Whether you're going into a meeting or you're going on a first date, meeting people for the first time can be a nerve-wracking experience.

Why you get so nervous before meeting someone for the first time because you want to make a good impression the first time. After all, we all understand how critical first impressions are. The first impression can either break or make you.

And in most cases, the more effort you put in to set a good first impression, the more likely you're to ruin the first impression.

You will begin to say ridiculous things you have never said.

Or, your mind goes completely blank, and you remain silent.

All this increases your nervousness and makes you self-conscious.

Well, if this has been happening to you often, here are tips to help you.

### **1. Detach your value from the outcome of the meeting**

Yes, you may want to get this job. You are being grilled. Or you may really want to win your heart from this girl you have a first date. But you don't need it.

You will still be fine; it doesn't turn out as you expected.

And feeling this way is just a decision that you make. It is your choice to believe it or not.

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Imagine this. There are more than 7 billion people in the world. It doesn't matter who you are going to meet. Proceed and do your best to prepare and put your best foot forward, but always remember, regardless of what happens, you will be fine.

Besides relieving pressure on your end, it will also make you a more attractive individual. People can instantly tell when a person is needy, and it's a big turn off.

### **2. Do sufficient research about the person before you meet him or her**

If you know in advance the person you're going to meet, take that chance to do some research on them. You can learn a lot about a person with just a simple google search.

Go to Facebook, LinkedIn, and find out what kind of posts they share. Check out their personal website in case they have one.

As you scan their profiles, create a note, and write down any interesting topics or questions you would like to discuss with them.

Save this list and use it as a backup plan. If the conversation comes to a stop, you will have a few points to discuss. This should boost your confidence.

And if the conversation comes to a lull, don't be shy to discuss something they shared on their profile.

### **3. Keep in mind: You don't seem nervous as you think**

A friend once asked me to tell him how he can avoid looking nervous.

Well, this is what I told him.

While you may show some signs of nervousness, chances are that you don't seem nervous as you feel.

Why? Because you know what is going on inside your mind, and only you can experience the symptoms.

The other individual can perceive whatever they see or hear. And most likely, they might be dealing with their own feelings of nervousness.

Therefore, if you begin to stammer a few words, or your mind suddenly goes blank, take a deep breath, and start again. No foul, or harm. No one is going to discover.

#### **4. Learn to visualize**

Visualization does not involve reflecting on happy thoughts alone. It takes more than that.

You will hear a lot of professional athletes speak about the power of visualization. In fact, many of them succeed because of visualization. They see themselves, winners before they start the race.

You can visualize anything, but it's quite useful before you dive into high-pressure visualization events.

In case you don't know anything about visualization, the point is to look forward to what you want to develop from the exchange with the individual. So instead of saying to yourself to "think positive," you will close your eyes

and ask yourself.

What feeling or experience do you want the other person to have?

Then, you will go into details of what you want it to feel like, using past positive experiences as much as you can. You will visualize the whole process, from the start to the end, with a focus on positive results.

- See yourself speaking calmly, yet confidently.
- See yourself being fully attentive and present.
- See yourself feeling strong energy and a relationship with the other person.

Why this work is because the brain cannot differentiate between something that's imagined and something that's real.

If you dedicate five minutes to practice this mental rehearsal the night before, and right before you go to the meeting or interview, you will enter the interview or meeting feeling like a champion.

### **How to Disperse Your Work Anxiety in a Productive Way?**

It's 4 pm, and you know that you have a lot of things on your to-do list that you can actually finish before the end of the day. Feelings of restlessness and unease start to enter your mind and body as an attempt to figure out how you'll get all this work done in time.

If this is you, you are not alone. The National Institute of Health says that about 40 million adults in the U.S are affected by worry. Work cultures tend to be tough on mental health. Reports from the Anxiety and Depression Society of America says that 56% of anxiety sufferers address anxiety and fear at work.

That's correct. There's a 50-50 chance your boss is experiencing work

anxiety disorder too.

But how can you disperse these feelings and emotions to achieve in your career? How can you direct that anxious energy into productive work sessions?

### **Work Anxiety Versus Stress**

Anxiety distorts your mental health and lives on an emotional spectrum. At one side of the spectrum, you may experience the low-level emotional disquiet symptom. For instance, you have a big client pitch coming up, or your car is producing a weird sound, and you don't have the money to repair whatever is causing it.

An acute pain causes your adrenal glands to release adrenaline into the system, causing your blood flow and heartbeat to increase. The rise in energy allows you to avoid the attack. Without this "fight or flight" response, you would die.

However, if your body responds with a "bear in yard" symptom, your anxiety disorder stops being useful.

Remember, anxiety is not the same as stress, but they are connected.

Stress is a defensive action to direct external stimuli that disappears when you handle the problem. But unlike stress, anxiety is self-sufficient. It can exist on its own, like a vulnerable snowflake that won't melt when the sun scorches.

If you experience strong relief after completing a client pitch, that's workplace stress going away. If, however, you feel residual dread when thinking about your workplace, then that's workplace anxiety refusing to take a day off.

Living with a residual dreadful feeling takes effort. It's like having two jobs.

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And if you have done two jobs, you understand that performance and productivity always take a hit.

Nature has made you to always feel productive because it's been your biological imperative for a long time.

In the early periods, unproductive people used to die. Probably they had an anxiety problem, but there was nothing to treat their mental health.

Anxiety wears you out, and your productivity goes lower. You punish yourself for your lack of output with an anxious response, then you rinse and repeat.

### **How to Deal With Work Anxiety**

#### ***Don't Calm Down***

You could think the natural response to dealing with performance anxiety at work is to take some deep breaths, develop a quiet spot, and collect your thoughts.'

Rather than try to calm your way out of anxiety, recollect the feelings like excitement and change performance-related anxiety into goal-busting arousal congruency.

#### ***Tips to Manage Anxiety at Work***

There are many things that a job can trigger anxiety. Tight deadlines, dealing with gossip, creating a work balance, and fulfilling your supervisor's expectations and so forth.

Many people who work suffer from anxiety at some point in their life. Well, but what do you do if your work causes you to feel worried on a daily basis? When you fear to step foot into the office day after day. When something about your work makes you feel worried.

Depending on your state, it might be useful to determine whether your job is right for you. However, if you cannot change jobs, there are tips to help you control your workplace anxiety.

### **1. Learn to be self-aware**

Before you can change your situation, it's critical to understand what exactly is causing you to feel anxious or worsen the symptoms of your condition. Even when the cause of your anxiety is something that you cannot change, like having a lot of work than you can deal with, understanding the problem can allow you to figure out the steps. It is very difficult to arrive at a destination without a map.

### **2. Release your thoughts**

Anxiety grows quickly. In fact, a single anxious thought can grow into 100 very fast. One of the most effective means to release your thoughts is to write them all down. Perform a brain dump of all your anxious thoughts. If you are at home, reflecting on your work drama, you can try to sing your thoughts. The point of these practices is that you cannot write or sing fast as you can think, so you will basically be slowing down as you release your unhelpful thought patterns.

### **3. Take time off**

After six months or so, spend some time to disconnect as much as you can. Don't feel guilty about it. You deserve time to spend with your loved ones. A lot of studies report that it is important for your mental health to take time off from work. This will give you time to look forward to, time to think about, and show gratitude.

It is important to take breaks because you cannot work continuously for 24 hours a day.

Working without a break can be very exhausting.

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It is one of the reasons why people suffer from anxiety at work.

Reading emails at lunch and taking official calls after 7 pm only lead to your misery.

You seriously don't want to discuss office affairs with your colleagues when you are taking your lunch.

The fact is to avoid discharging office duties during your leisure time.

For instance, dedicate your lunch break to eating only.

Similarly, try to spend enough time with your family and friends. Never carry your office work to home or wherever you go, regardless of how your boss is.

It is important if you want to have good anxiety-free time both at the office and at home.

It is also good to take regular breaks during your work.

Scientists still recommend taking a nature walk every day.

Take a walk in a greener environment.

In fact, people who come from greener areas tend to experience less anxiety and depression.

For that reason, set your workplace near a park or an open space if possible.

Overall, ensure you go out for a walk after every few hours and try to smell the roses if you can.

Short breaks tend to interfere with the body's response cycle for the stress.

You start from zero when you come back from your break.

Besides going for a walk, other rapid break options include riding a bike for several minutes, climbing the stairs, or a small meditation session.

Remember that you can provide your mind and body the right outlet to release some of the stress and anxiety which have been disturbing you for years.

Most importantly, it will allow you to go back to your normal life without going into a spiral.

You can also select from different other ideas for quick breaks to relieve anxiety at work.

#### **4. Know when to request for help**

If you're drowning in work, experiencing a difficult time, or feeling like you cannot meet your supervisor's expectations, request your colleagues for assistance. While it might look like everyone focuses on their own work and stress independently, this is not always important to anyone. Requesting for assistance when you need it removes the burden and establishes trust among coworkers. If you're guilty of using their time, provide your assistance the next time they want help.

#### **5. Accept anxiety**

The more you fear anxiety, the more powerful it can turn out. Part of relieving anxiety is to accept that sometimes work is going to cause you to feel that way. This is easier said than done, but it requires practice. Therefore, the next time you feel your thoughts and heartbeat begin to race, spend some time, and tell yourself that you feel anxious. It can be surprising how this small act can boost you.

Workplace anxiety happens to everyone. But for those who experience it constantly, it's not something you need to push aside or ignore it. Even if you feel stressed out and under pressure, it's necessary to take time to control your anxiety.

#### **6. Share your feelings**

It might be helpful to speak to a trusted coworker as they can associate and sympathize with your anxiety. If you don't have a coworker whom you trust, you can speak to a friend, mental health professional, or family member. Discussing anxiety with the correct person can allow you to process these strong emotions, and it can be authentic if the individual is understanding and supportive. They might also have suggestions to help you deal with anxiety.

## **7. Change your morning routine**

One of the best times of the day is morning.

You wake up feeling fresh from a long night's sleep, determined to begin your day on a positive note.

The first and most critical approach you should use to deal with anxiety and stress is to develop a morning routine.

It will allow you to achieve the most out of your day besides keeping yourself grounded.

This technique should compose of:

### ***Spend the First 90 Minutes on Your Most Relevant Task***

For example, the first 2-3 hours of the morning is the time when you are most productive.

By using this approach, you will not only remove the most important task, but you can also keep your anxiety in check for the entire day.

### ***Wake up Early in the Morning***

If you wake up early in the morning, this will help you to work calmly instead of shouting and rushing around.

You have the whole day in the world to do or reach where you want.

Alternatively, spend extra time to concentrate on things such as self-care and reading, which you cannot concentrate if you are walking in and out of the house every morning.

### ***Go for a Walk***

Most people have specific morning habits which they find difficult to get rid of.

For instance, some people have to start their morning with a cup of coffee, Coffee has its good, no question, but if you are struggling with anxiety, you must give it up and replace it with a healthier habit.

That habit involves beginning your day with a short 30 minutes' walk. It's a great method to relieve some of the problems on your mind.

Not only will you see nature in the morning, but you can also boost your mood.

Therefore, go for a walk every morning, but leave your phone at home.

Allow nature to surround you, and your anxiety will slowly but surely dissolve away.

## **8. Communicate with people around you**

The best way to break your anxiety is to communicate with the people around you.

Sure, you have a lot of people in your office with whom you can discuss everything, which is leading to your anxiety.

It is crucial to say that you cannot reduce work anxiety by taking healthy foods and practicing yoga for five minutes a day only.

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It involves how you operate and communicate with others in your office.

Do you want to avoid your boss at any time? Do you burst into tears instead of speaking your heart out?

A perfect way to find answers to your problems and reduce stress is to talk to your colleagues.

The easiest way to boost communication is to establish one-to-one relationships.

It will allow you to deal with the problem at the individual level rather than vent your problems to the whole office.

Start by learning the names of people and their responsibilities.

Even create connections with someone you have never spoken with.

There is also no fear in asking to suppose you forget someone's name.

There is also no embarrassment in requesting for help when you cannot understand how to implement something, especially in a hectic work environment.

On the flip side, you can allow anxiety in your life and work if you continue hesitating to look for help.

Requesting assistance is one thing that can save your day when you are experiencing a lot of pressure or a loss about what to do. It also sends a message to your boss that you care about your job too.

Another powerful practice to reduce everyone's anxiety is to apply calming and natural language at work.

Begin your conversations with sentences such as, "I think we should..." and finish them with sentences like, "What are you thinking?"

This sends a message to your colleagues that you respect their opinion and do

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not attempt to force your opinion on them.

Listening to each other patiently will always reduce your levels of anxiety.

Workplace anxiety is also increasing because of the wrong application of technology.

This looks weird, but when you address the source of the problem, you discover that much of the work anxiety originates from attempting to interpret emotions and intentions electronically.

For example, you can increase your stress by waiting to hear back about a difficult topic.

For that reason, it is far better to have a personal conversation if you are especially anxious about something.

You can also make a phone call if you somehow want to avoid speaking to the person directly.

Lastly, don't seek happiness from the problems of your colleagues.

Office drama can only create entertainment for the short term.

After that, the office environment becomes more stressful, decreasing everyone's moral and causing anxiety.

You must strive to change the subject when a person backbites your colleagues or discovers a reason to abandon the conversation altogether.

## **9. Identify your breath**

One of the techniques yet crucial reasons for workplace anxiety is shallow breathing.

To worsen the case, most people don't know they have lost their breath a long time ago. On the flip side, you have never managed to identify your breath in the first place.

You will begin to feel anxious if you breathe shallowly.

And you will feel relaxed and happier if you start breathing from your abdomen.

You can calm down your mind when you feel burned and stressed by adopting simple breathing techniques.

First, start to focus on your inhalation and exhalation.

You will manage to breathe deeply and overcome anxious situations during an important meeting.

Deep breathing will also allow you to get back your sleep if you suffer from disorders such as insomnia.

Heavy breathing allows you to forget some of your worries for a short period of time. It calms your mind and makes your brain feel more connected to your body.

Remember, relaxing doesn't entail sitting in front of the TV for hours. It can push you to a state of anxiety instead of giving you any chance to relax.

It is crucial for you to trigger natural responses of your body against stressful circumstances.

In summary, remember you don't need to beat the intense anxiety you are suffering from all by yourself.

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There are many times when you should look for a doctor.

If you cannot sleep well for more than two weeks, you don't find anything interesting, or your new role is causing anxiety, you need to consult a doctor immediately.

Don't forget to keep your job in perspective. You must know that no one will die even if you have failed to do a task within a given time frame.

You should give everything the best you can, but you must not allow anything to get to your nerves. You are simply doing your work, not performing brain surgery.

Try to imagine a larger problem other than the one causing anxiety for you. It will allow you to stop for a while, take a deep breath, and calm down your brain.

## Chapter 8: Taking Control of What You Do

Some people are aware of the connections between their anxious thoughts and the feelings and behavior that associate those thoughts. Mark, for example, understands that when he has to attend a meeting at work, he's likely to become stressed and worried a couple of days leading to the meeting, and he always suffers from a small migraine.

Others know when they are thinking anxious thoughts but any physical symptoms they go through-headaches, digestive problems, and tension within their shoulders, for instance, they consider as something quite different and don't associate them to being anxious. If they reveal a physical symptom, they believe it means they have different physical problems. And that can just increase their fears and worries.

Others may only be aware of the physical symptoms and not even realize they have been anxious about something.

It's important to note that anxiety has behavioral and physical features as well as cognitive elements, and each feature can activate another. Your thoughts can trigger physical feelings. If you were to take a thin slice of lemon, for instance, your mouth would likely begin watering. If you see someone yawning, you may find yourself yawning too.

Similarly, anxiety isn't all planted in your head. Anxiety happens throughout your body too. So, part of dealing with anxiety requires that you manage the physical elements in constructive ways. In fact, you might discover that, for many circumstances, changing what you do may be easier or more practical than changing how and what you believe. And once you control the physical feelings, the thoughts calm down and become more rational and reasonable.

All of us have experienced physical feelings that accompany anxiety: feeling hot and cold, increased heartbeat, butterflies in the stomach, feeling faint, trembling, and so forth. There are lots of different methods in which people

experience physical anxiety, but they are all connected to our “fight or flight” response.

### **How Worry and Anxiety Affects the Body**

When a difficulty, problem, or challenge avails itself, your body gets ready to deal with it. The fight or flight response causes your body’s nervous system to produce hormones like cortisol and adrenaline. These hormones can increase blood sugar levels, which the body can use immediately for fuel to defend itself against a dangerous situation.

However, when you’re worried, if you think things like, “I’ll get horribly lost” or “What if I commit a mistake on this project?” You will be creating fear with your thoughts of danger and disaster, and your body responds by triggering the symptoms related to fear and stress.

Once excessive fuel within the blood isn’t used for physical activities, the hormones increase, heartbeat increases, muscle tension, and shallow breathing result in more long-term symptoms like:

- Headaches
- Digestive problems
- Irritability and inability to focus
- Fatigue and tiredness
- Nervous energy
- Clenched jaw

If you constantly suffer from these symptoms, it’s crucial to see a doctor to rule out unrelated physical challenges. And in case the physical symptoms do happen because of anxiety, there is, of course, medication present to take control of physical effects.

The most common medications for long-term treatment of anxiety are

antidepressants, which restore the balance of chemicals within the brain.

Anxiety attacks may also be controlled with rapid-acting medications such as diazepam, important for short-term treatment of dangerous panic attacks.

Anxiety and its physical side effects may be controlled with beta-blockers, which are normally used to handle heart conditions and high blood pressure. Beta-blockers such as propranolol reduce the heart rate and relax blood vessels, which can relieve physical symptoms.

You might attempt to control the symptom that disturbs you the most yourself. For instance, if you experience stress in your digestion because of anxiety, you may consume over-the-counter stomach medication. However, if you suffer from headaches, you might consume painkillers from the chemist, and so forth.

They may or may not assist. Although there are other things you can do to control the physical effects of anxiety.

### **Acknowledge and Accept**

Start by becoming aware that you are experiencing a physical symptom of anxiety. Experience and pay attention to it without either focusing on it or reacting to it like it's an emergency situation. Apply a mindful technique and accept that whatever the reason you do believe you do.

### **Reduce the Physical Feelings**

Once you acknowledge and accept the physical sensations you experience, you can bring down the physical feelings.

Your means of breathing has a direct impact on your physical symptoms. Whenever you're in danger, going through an emergency, rather than breathing at a normal rate, you begin to breathe quickly and shallowly from your upper lungs, breathing in more air than your body requires.

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If you fail to respond to the possible danger with fight or flight, then you might experience the uncomfortable symptoms that occur with anxiety, panic: feeling light-headed, confusion, dizziness, numbness in the hands or feet, the feelings of nausea.

The good news is that by altering your breathing, you can change the above symptoms. By taking charge of your breathing, the following takes place:

- Your blood pressure decreases.
- You start to feel more at ease and calm.
- Your demand for oxygen decreases.
- Your muscle tension weakens

It's important to understand that there's a slight difference between calming back down and getting het up. The distinction lies in the timing. The emergency reaction is immediate. All those physical changes occur together immediately.

It takes longer, however, for your body to "calm down." While it takes longer for the body to respond to a calming response, you can trigger it to happen.

It can actually allow you to calm down the physical feelings if you can master how to control your breathing. It might be advice you've heard before, but it really can help.

Master a natural breathing method that provides you enough oxygen and regulates the release of carbon dioxide.

Focusing on your breathing achieves two things: calms everything down-your quick heartbeat and your racing thoughts. It can reduce or distract your mind and provide it something valuable to reflect. It's mindful; when you concentrate on your breathing, you are focusing on something that is taking place now. It helps to ground you.

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Of course, you might discover thoughts popping up as you breathe. Just let them come and go and redirect your focus to your breathing.

Regulating your breathing also has the advantage of being a simple thing you can do anywhere, any time. You can do it any time you want. Remind yourself by putting a sticky note with the words 'breathe' and stick it on your computer.

There are different ways you can control your breathing.

Here are some of the methods

### **1. Feel your breathing**

First, place one hand on your chest and feel your breath rushing into and out of your body. Discover the natural rhythm. Understand the coolness of the air as you breathe in and the warmth of the air as you exhale.

### **2. Count your breathing**

Breathe and count forward and backward. Start by counting up to 7 as you inhale, and then back down from 7 as you exhale, then count to 6 as you inhale, and back from 6 as you exhale. Keep counting until you get to 3 and then return to counting up to 7. As you attain the lower numbers, count more slowly.

### **3. Reflect your breathing**

Apply your imagination. Breathe in as if you're accepting the scent of a flower. Exhale like you're blowing bubbles. Assume that your breathes are like the ocean waves. They come and go. Or imagine breathing out to the limits of the universe and inhale from there into your body. Or you can inhale color; assume the color of the air occupying your lungs but your whole body.

Understand that when you control breathing-you will also manage your thoughts and behavior. The cognitive and features of worry and anxiety.

## **Trust Your Body's Ability to Breathe**

What if it's breathing that's causing you problems?

When you feel anxious, you might experience a slight tension in your throat or chest. It's your chest and throat muscles that are tense, but the feeling can cause you to believe that you're not receiving sufficient air. This can then result in panic and light-headedness, feeling like you have insufficient oxygen or that you might stop breathing together.

Before you realize it, a cycle of anxiety starts as one fear triggers the other. What to do?

While it might feel like it, you are not really going to stop breathing. You can confirm this to yourself by taking a deep breath and holding it for as long as possible. Once you hold your breath for however long, your body will attain a state where it automatically causes you to quickly breathe in. As usual, your breathing will, at a certain point, return to normal. Remember that!

Performing this exercise can allow you to feel confident in your body's ability to breathe. You will understand that whatever you do with your breathing, your body is normally in control and always monitors your breathing for you.

But, if you realize that focusing on your breathing just worsens things—that once you're anxious, whatever you set your mind on becomes a problem. Then, it is good not to think about your breathing at all. Understand and try to accept it. If you think that your breathing is too rapid and shallow, then let it be shallow and rapid.

Instead, you may want to attempt something unique.

## **Stand up and Get Moving: Exercise and Physical Activity**

Keep in mind, when you're feeling anxious or fearful, your body produces stress hormones, like cortisol and adrenaline. These increase physical

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symptoms that you experience, such as a racing pulse. If there is nothing you can do about the cause of your worry, then the same hormones can prevent you from becoming angry for some time.

Choosing to do a physical activity can help.

Physical activity consumes adrenaline, reduces tension, and can prevent you from those worrying thoughts. Probably, playing football, running, and other fitness exercises can help. But it doesn't have to be an organized sports event or structured exercise program.

Any physical exercise such as washing your car, gardening, or walking briskly around the block can help.

As well as reducing tension and consuming adrenaline, physical exercise is a great way to help prevent worries from eating you up, because it can divert the focus from your brain to your body.

Of course, when you're feeling anxious, physical exercise can appear like the last thing you want to do. However, once you get moving, you may find it can create a difference, relieving symptoms of anxiety, and ensuring you feel better.

If you enjoy being outdoors, walk, run, cycle, or throw the dog ball. Running, cycling, and swimming help you to remain active at your own pace, and you can do them alone. However, you may want to request a friend to join you- you might like the company.

Be active in your way. Perform it at your own speed and ability. What can you do? Imagine two or three physical exercises that you like, or you can do. You will more likely to perform them when you need to release your anxious energy.

As well as consuming the adrenaline and other hormones and letting muscles

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relax, physical activity and exercise can produce feel-good brain chemicals.

Walking is fine. Anyone can do it at any age and fitness level. It's right for your heart, your head, and your wallet. Walking is also a perfect way to link with nature. Research indicates that walking in green places reduces levels of stress, boosts mood, and improves psychological well-being and concentration.

You can walk on your or with other people, and it will not cost a thing.

If you are unable to get outside, look for a YouTube film that you can follow. Or perform some housework like make the bed.

Whatever you do, it will also be a distraction that can get you away from the cycle of negative thoughts that increase anxiety.

### **The Food You Consume**

If you're anxious, how and what you eat determines how you and your stomach feel.

Fried, fatty, and rich sauces can cause you to feel queasy. Coffee, alcohol, and high sugar content foods can make you feel wired. Not consuming these foods is unlikely to cure anxiety, but it will help.

If you experience irritable bowel changes, controlling your diet will treat your symptoms.

But, there is no specific diet for persons with the condition. What works well for you will depend on your symptoms and how you respond to various foods when you're anxious.

Whatever your symptoms, it might help to:

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- Take your time when eating.
- Have daily meals.
- Limit the amount of coffee, tea, and fizzy drinks you take.

Lastly, when anxiety creeps your stomach, try some of the breathing methods discussed in the previous chapters. They can help reduce the symptoms of a disturbing stomach.

## **Chapter 9: Ways to Cultivate a Mental Attitude That Will Generate Peace and Happiness**

The same way everyone has different thoughts and physical feelings when anxious, each of us behaves in a different way.

If you were feeling anxious because you were waiting for an email, phone call, or letter to tell you whether or not you would be provided with the job, you might walk up and down the room. Another person might sit and bite their nails. Someone else might smoke. Someone else might decide to perform their rituals.'

The way we each behave when we are worried depends on different things, including what has caused the anxiety, our ability to control the situation, and how the circumstance is similar to our past experiences.

Probably you avoid circumstances that make you feel anxious in the past, and you also avoid similar events and situations that you think will make you more anxious.

Avoiding behaviors can involve 'doing' or not doing' things. 'Doing' behaviors might be ritualistic and compulsive behaviors like excessively washing hands, counting, or checking. They might entail dependency tendencies: depending on, for instance, other people, medication to allow you to avoid anxious feelings and thoughts.

When total avoidance is impossible, you may decide to escape behaviors: leaving or escaping in the middle of a situation. For instance, if you could not avoid or get out of a social situation, you might discover a means to leave as soon as you can.

One of the issues with avoidance behaviors is that they place you in a fearful state. For instance, suppose you avoid a social situation at the last minute

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because of your anxious thoughts. You step at the door, and your anxiety increases. You turn back and return home.

Once you arrive home, your physical feelings decrease: your breathing rate goes back to normal, your temperature returns to normal, your heart rate starts to reduce. This means, your body reinforces your avoidance. Your body relaxes and notifies you that you took the correct action.

You experience a sense of comfort and relief as you say to yourself, “Thank God I didn’t step in. Suppose I had? My heart would have beat fast so hard that I would have experienced a panic attack.”

The decrease in your physical symptoms, plus your thoughts about what would have taken place if you had gone to the party, will boost your decision to avoid similar social circumstances in the future.

Well, ask yourself: how much of your mental energy and time has avoidance coping consumed you? How has it destroyed your relationships with colleagues, friends, and family? How has it impacted your self-esteem and confidence?

Avoidance behaviors are just a crutch—they offer temporary and inappropriate relief. The challenge is, avoidance behaviors make you think that you’ve successfully solved the problem of whatever is causing your anxiety.

Although avoidance may make you feel better in the short term, you never get the opportunity to discover how to deal with your fears and take charge of situations. It either doesn’t happen to you that there must be a better way to respond or if it does, you don’t know how to resolve what is making you anxious. But confronting your fears is the main thing. You can achieve this using an approach known as ‘solution-focused problem-solving.’ It entails concentrating on what you can alter, instead of features of the circumstances that are beyond your limit. You spent your time and energy dealing with solutions and not the problems.

### **Solution-Focused Technique**

This requires that you start by accepting your anxious thoughts and feelings. If you want to know more about acceptance, you can refer to the chapter on mindfulness.

Realizing and accepting your symptoms will act as the key to the next steps. When you are experiencing problems using new skills, consider first about whether you are using the principle of acceptance.

If you can accept your anxious thoughts and feelings, you offer your rational side of the mind the chance to start working for you.

It's important to recall that when you're anxious, the highly reactive side of your brain takes over, and the thinking side of your brain shuts down.

Rather than allow initial anxiety to trigger you to identify a constructive solution to whatever you're worried about when you're worried, you've let those worries grow and overwhelm your mind.

The first step then is to reduce the anxiety-provoking amygdala within your brain and involve the neocortex: the thinking side of your brain. It requires effort, commitment, and practice, but you can do this.

You can still engage the thinking side of your brain by offering it something simple and neutral to consider. It can be recalling what you had to consume for each meal yesterday. Or you can try to count backward from 50 or recite an alphabet backward. It might involve responding to a few clues in a crossword puzzle.

It might be adopting one of the breathing approaches already discussed in the previous chapters.

Don't make it so difficult a hard task, that you give up and allow your mind

to return to your worries.

Once you feel like you're able to think straight, you can start to deal with whatever it is worrying you and generating anxiety.

### **Learn to Plan Rather Than Worry**

There's no question that worrying can be useful when it triggers you to take action and solve a problem. But feeling anxious doesn't change a situation. Switching into a cycle of worry and anxiety will not allow you to think clearly or allow you to address a potential problem.

You must take action: helpful action. Deal with the problem, create changes, and see some progress. Then you would feel in control and less anxious. You will have shifted from causing problems to finding solutions.

If you can adopt a beginner's mind on something that you have been worried about before, then you have a high chance to make it different from last time.

While this can sound like counter-intuitive advice, it can help you begin to identify and accept what the worst-case scenario would be. The reason is that once you have accepted what it is you fear taking place, then you know what it is that you're up against. You can proceed to what your options are to reduce or handle the worst-case scenario.

For instance, if you were scared about driving somewhere new, your worst-case scenario might be that you would get lost, drive in circles and probably run out of petrol.

A worst-case scenario with an incoming deadline is that you won't hit the deadline, your manager will get angry, and everyone else will assume you're incompetent.

Or, in a different case, you could be headed to a party where you don't know anyone. The worst-case scenario is that you end up in a situation with no one

to talk to and experience a panic attack.

What are you scared about currently? What is the worst that might happen?

Whatever it is, you can learn to be organized rather than worry. Worry consumes your mind. On the other hand, a plan provides you with a positive focus.

There are six steps you can take:

1. Highlight the specific problem and the worst-case scenario.
2. Highlight the best-case scenario.
3. Identify possible solutions and options.
4. Determine the options or solutions.
5. Divide your solution into manageable steps'
6. Review the result.

### **Highlight the Specific Problem and the Worst-Case Scenario**

Well, the first thing to ask yourself is, what is the worst that might happen?

Write your response down. Try to be as specific as possible.

### **Determine the Best-Case Scenario**

Next, highlight what you would really want to happen. What is the best-case scenario would be? This is an approach to determining your values and finding out what will help you.

Reflect on what you would like the result to be. For instance, with the looming deadline, would you like the result to be that you can achieve it? Or would you like the deadline to be extended, and you have enough time?

When you feel anxious, you can lose sight of what it is you want. You're too

busy thinking about what you don't want. Understanding what you want and where you want to reach makes a successful result possible.

### **Determine Options and Possible Solutions**

Once you decide what you would like to happen, think of the things you can do that might assist you in realizing the best-case scenario.

Don't feel like you need to identify a perfect solution. Just determine what you can change instead of elements of the situation that are beyond your control.'

With a work deadline, for instance, the options might include:

- Request someone to help you
- Work overtime to have it finished on time
- Determine what the major parts are that require timely completion and which parts can be handed in later.
- Discuss with your manager for additional time.

The point here is to come up with possibilities. It might be necessary to consider.

- What, if anything, you have done before in the same situation that was not relevant?
- Something that you have done in the same situation that was useful.
- The kind of ideas and solutions your friends or family would suggest.

All these represent ideas. This process of looking for options will extend you past your normal method of thinking and behavior.

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Make sure you write your options, ideas, and solutions down so that you can see them. Writing things down can be helpful for several reasons. First, by writing them down, it forces you to define more clearly your options.

Secondly, instead of trying to retain them in your head, writing your options and ideas down breaks down your ideas.

Change your mind to positive possibilities and tell yourself that you can make it different from last time. This is why teaching your brain to think positively is so important. It will simplify your process of searching for positive alternatives when you're looking for new options.

### **Select One of the Options or Solutions**

Once you have listed down a few options, select a solution from the options you have highlighted. Which solutions or actions feel right to you? Would it be necessary to go through the reasons 'for' and 'against' each idea?

If you are still doubting, don't include your worries by attempting to determine the right solution. Overthinking can result in confusion and damage to you so that you end up with no-decision.

When the situation supports it, stepping away for some time can help you see things with fresh eyes and a new mind when you come back to it.

Don't wait, though, until you are completely sure about something before you take action. The sooner you achieve something, the better you will feel confident, in control, and less worried.

Just remember that you might never understand for sure the result of a given action, but you can always be ready to overcome possible challenges that arise.

### **Divide Your Solution Into Manageable Steps**

To simplify things, you will need to divide your selected solution into smaller steps. The number of steps needed will vary based on the situation.

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Therefore, if you were worried about going to a party that you will not know anyone, you don't know what you will say, or you feel stupid. The worst-case scenario will be that you experience a panic attack. The best-case scenario is that you will feel reasonably calm, speak to a few people, and then return home feeling good about it all.

Developing steps translate into a plan. Once you have a plan with positive, manageable steps, combined with positive thoughts about the event, breathing techniques, acceptance of your anxious feelings, etc. You are more likely to control.

If, at any point, you find yourself anxious again, remind yourself, 'Stop! I have a plan!' Tell yourself of the steps you are following to maintain your focus on that.

What things would you often avoid because they make you feel anxious? Start small. Start with things that would not be difficult. It doesn't matter whether they are very small steps; the purpose is to allow you to regain sufficient control to feel that, little by little, you can regain enough control to feel that. Even the smallest actions are steps in the right direction.

Visualize a positive result. Create images for yourself where you see yourself achieving successful results. Rather than think about the worst scenario in your mind, you play out the best.

The more you visualize yourself coping and coming out on the other side, the more likely it is to take place. Keep in mind, seeing yourself coping ensures that your brain believes that it is, indeed, possible.

### **Review the Result**

Once you've gone through the situation, review the result. What worked? What went well? What allowed it to go well? If it didn't go as planned, what did you learn?

***More Ways to Cultivate a Mental Attitude That Will Generate Peace and Happiness***

There are different approaches that you can apply in your life, and here are several ways to do so.

**1. Occupy your mind with thoughts of courage, health, peace, and hope**

Your dominant thought will establish reality. If you keep complaining about not having enough, those “not enough” feelings will start pouring in.

**2. Don't try to get even without enemies, because if we hurt ourselves far more than we hurt them. Don't waste a minute reflecting on people you don't like.**

This is very critical. Forgive! Don't be one of those people who wait for karma to take a toll.

**3. Count your blessings not your problems**

**4. Don't imitate others. Discover yourself and be yourself, for “envy is ignorance” and “imitation is suicide.”**

**5. When fate sends us a lemon, try and create lemonade.**

**6. Don't forget your unhappiness by trying to establish a little happiness for others. When you do good to others, you are best to yourself.**

**7. Remember that the only way to discover happiness is not to expect gratitude but to provide for the joy of giving.**

## **Chapter 10: How to Calm Worries, Anxiety, and Emotional Stress**

Talking to someone, like a friend or family member, about emotional stress, anxiety, and other effects it's causing on you can help you in various ways. It might make them decide to help you if they know how much you feel and what you go through. They may have gone through similar feelings and can share their experiences.

Raising your worries can snatch your scariness. Usually, just having someone to listen to you because they care can help.

If you cannot talk to a partner, friend, or family member or if you do and they are not helpful, or you feel the desire to talk things over with someone who is not directly involved like a doctor or counselor.

### **Positive Individuals**

The way people respond to you can set a difference in how you feel about yourself-to your self-esteem, confidence, and your ability to regulate anxious feelings and thoughts. You need positive people in your life.

Be creative in your thinking. The positive people you choose do not necessarily have to be close family or people you know. Maybe the person you can turn to in times of trouble is your GP. Probably someone on TV could be the person who makes you laugh. The person who motivates you could be an individual you have read about who has defeated adversity.

You might have a different person or a number of individuals for each circumstance, or the same individual for each and every circumstance. While having one optimistic person in your life can make all the difference to your potential to control these situations, try and look for a few people who, in their different ways, might be your support network.

For every positive individual out there, though, there is perhaps one negative

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individual. Others can be considered as “drains or radiators.” Radiators refer to those who can take away your energy and resources. Their negativity can boost your anxiety; just the feeling of being around them can make you feel worried and anxious. They might, for instance, remain critical of you or just be critical of everyone. They make fun of your anxiety or emotional stress and tell you you're ridiculous.

On the flip side, radiators are likely to respond to you in a positive way. We all require ‘radiators’ in our lives; just being around radiators can be reassuring.

Of course, it’s not always practical to eliminate negative people from your life. However, the best you can do is spend less time around negative people and more time with positive people.

Keeping distance from negative individuals involves reading about other people who are considered victims, where the highlight is on the unfairness and suffering of their situation, and problems never appear to be resolved. Distance yourself from stories that condemn and make fun of magazines and websites. Instead, search for stories about people who motivate you.

Read about famous individuals who have dealt with difficult times in their lives. What do you think that helped them cope? Their stories can motivate you and allow you to think along positive lines.

### **Help Other People**

When you’re emotionally distressed, worried, and anxious, it’s easy to feel overwhelmed with your own troubles. But if you look beyond yourself and discover other people who are going through the same, you may realize that your worries take a back seat. Help others, and in the process, you help yourself; you create a fresh perspective on your own life and situations.

Develop the confidence to think of others and to do something for them.

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Studies demonstrate that even assisting one person can generate feelings and attitudes that can result in better physical health, overall happiness, and mental health.

Helping others generates a positive mindset. And this is because you need to actively identify positive methods to reach out to help and support a person suffering or finding it hard to cope. It pushes you into a cycle of positive thinking and behavior.

Kind gestures allow you to focus on yourself and allow you to reach out to someone else. You might want to identify your own system of helping other people, assist a neighbor in need by getting some shopping once a week, or volunteer to cut their grass.

If you know a person in need of a volunteer, offer your service to them. Just ask how you could help make a situation favorable. You may feel you have little to offer, but whether it's a cup of tea, an invite to dinner, or an offer to help carry something, it's thinking and being ready to do something for others that's important.

Reach out to people you haven't spoken to in a while. Do it today. Send them an email or card to allow them to know you were thinking about them. Find out how they are. Find out what's happening in their life, even if it's to request how their children, job, or health care. By just reflecting on what you can think about diverts the focus from yourself.

If you need support and company when you help others, you can volunteer your time and assist with a local community group.

There's a lot of things you can do. As a volunteer, you can make a critical contribution to various aspects of community life.

Try to search for an activity that provides:

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- A chance to apply the skills you already have or one that offers training to learn new skills.
- The chance for constant help: A few hours a week. Frequency of assistance is important because it's a regular opportunity to eliminate worries.

### **Don't Forget to Exercise**

Exercise is useful in imagining worry. Exercise releases brain chemicals that counteract anxiety and low mood. It also offers time away from worries and drives off "nervous energy." It is advised that people at least exercise half-hour a day of cardio exercise.

### **Practice Relaxation and Self-Care Techniques**

It is important to highlight that most of these signs of emotional stress, worry, and anxiety are linked to one's mindset. Hence, if you want to release the anxious feelings that you might be experiencing, you may need to practice some of the effective relaxation approaches. For example, relaxation techniques tend to serve the need of boosting one's art of thinking, and it helps reduce the tension that one might be experiencing. Some of the relaxation techniques that have proved to work include meditation as well as progressive muscle relaxation. Some of these approaches don't need a company or a lot of individuals for them to be effective. Techniques like yoga can be done in the comfort of your living room and accomplish excellent results. But, it's important to know some of these activities you need to carry out in life.

## **Conclusion**

You've made it-you have reached the end. You have read it all. Congratulations. Now, what next? Keep in mind life an adventure. Genuine growth and development do not take place overnight. It will be marred with struggles, battles, and confusion. Remember that anxiety can be conquered with gratitude and awareness. Fear can be defeated by applying thoughtful and strategic focus. Life can be amazing if you strive to see its beauty.

Every chapter in this book deals with how you can conquer your worry and live a positive life full of happiness. Positivity does not entail perfection or happiness. Positivity involves hope. It's the belief that tomorrow has the opportunity to be better than today, no matter how bad today is.

We all commit mistakes, and now is the time to focus on how you can grow. You will continue to grow. Accept your imperfect nature. Life never goes on when you spend all your time punishing yourself for the past. Focus on the future. Identify your community. Be thankful. Be fearless. Find your internal sparkle, and help make the world a better place.

## Description

Are you struggling with worry or anxious thoughts on a daily basis?

Does it hinder you from being yourself and living a 'normal' life?

Does your mind easily get troubled over and over?

Do you know you need to stop worrying but constantly fail to do so?

Does it paralyze you in moments and changes in your life that matter?

If you have been held captive by your anxiety and insecurities, this book was written for you. You will learn the techniques to say 'Screw The Fear' and "Do It Anyway".

Stop letting your fears from sabotaging the most important times of your life.

This is the time to start taking control.

This book was carefully designed for anyone who suffers anxiety in the form of excessive worrying, for those who get stuck in life and lack the ambition to get things done and move forward. Anxiety is something you cannot avoid, but this book will teach you how to change your relationship with it to prevent it from guiding your actions when it's not your advantage. In the whole of this book, you will learn, at your own humble pace, simple yet powerful techniques that you can apply to daily life to break the cycle of anxiety, unhappiness, stress, and exhaustion.

You will be guided through the techniques with expert guidance all the way throughout the book and all the tips, as well as the main points in detail. This book is based on research and practices from health psychology, mindfulness and Acceptance, and Commitment Therapy.

The book is very interactive, so if you feel that your anxiety is unique or you have a special case or characteristic, you will learn advanced techniques that you can use to alleviate your worries. By the end of this book, once you have completed all of the lessons, you should have attained a significant progress against whatever anxiety is holding you back.

The book can also be used again. So going through it once may provide you with an in-depth understanding. However, going through it twice will allow

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you to achieve over 90% in your personal race to overcome your anxiety.

When you download this book. You will learn:

- The root source of our fears and anxieties and why it is difficult for us to take action.
- The only foolproof method to help you conquer your fears.
- The simple psychological tactic to act despite your fear so you can deal with whatever is holding you back.
- Approach new life obstacles with courage.
- Develop a richer and more meaningful life.
- How to avoid negative thinking.
- Solution-focused techniques.
- Taking control of situations.
- Cultivating a healthy mental attitude.
- How to breathe, relax, and calm down.
- Organizing your life.
- How to handle relationships and being in big crowds.
- Understanding what worry is.
- And more...

This book is an ideal substitute for those who want to get the most out of their life without having to pay for expensive therapy sessions.

Don't wait. Scroll up and click buy.