

MINDING YOUR TIME

Integrating Mindfulness For Success

RESOURCES

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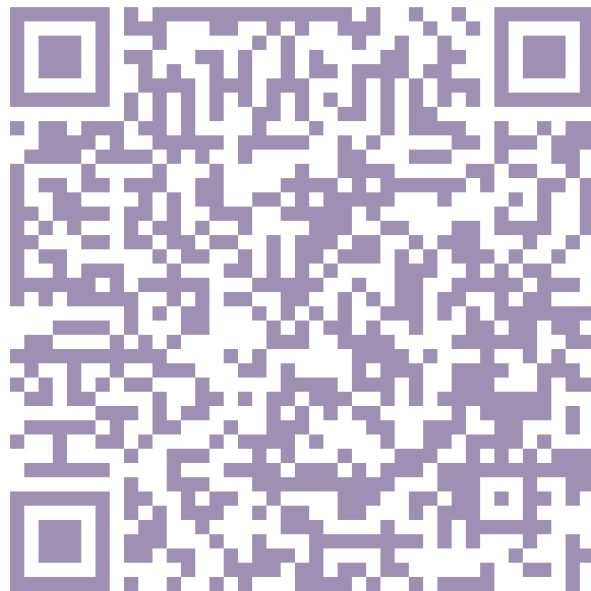
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Tips and Tools #1

Clarity is Power

Ways to gain clarity

- Eliminate distractions
- Practice mindfulness
- Write for clarity
- Challenge limitations
- Planning



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REFLECTION

There can be beauty in chaos but the human mind requires clarity to create. Having a clear picture of what you want, where you are going is important to your success.

And even if you do not know for certain what you want, being clear on what you don't want is equally important.

Clearing the field of your mind, is fundamental, you cannot put a roof on a house without first having a foundation.

Tips and Tools #2

Self care assessment

Rating Scale

4 – I do this well (or frequently)

3 – I do this ok (or occasionally)

2 – I rarely do this

1 – I never do this but would like to

0 – I never do this and am not interested

PHYSICAL SELF-CARE	
Eat regularly	Eat healthily
Exercise, do fun physical activity	Get regular medical care
Take time to recover when sick	Take time to be sexual
Get enough sleep	Dress to feel good about myself
Other:	Other:
PSYCHOLOGICAL SELF-CARE	
Make time away from electronics	Make time for self-reflection
Write in a journal	Read for pleasure
Take note of my thoughts, feelings, beliefs, and attitudes	Allow myself to say "no" to extra responsibilities
Other:	Other:

Tips and Tools #2

Self care assessment

ENTERPRISES

EMOTIONAL SELF-CARE

Love myself	Laugh out loud
Allow myself to cry	Give myself affirmations and praise
Spend time with others whose company I enjoy	Stay in contact with important people in my life
Identify comforting activities, objects, people, and places, and seek them out	Feel the feels without judgment
Other:	Other:

SPIRITUAL SELF-CARE

Make time for reflection	Be open to inspiration
Cherish optimism and hope	Meditate or pray
Have experiences of awe	Contribute to causes that are meaningful to me
Find a spiritual connection or community	Identify what is meaningful to me and notice its place in my life
Other:	Other:

Tips and Tools #2

Self care assessment

RELATIONSHIP SELF-CARE	
Make time to see friends	Enlarge my social circle
Ask for help when I need it	Allow others to do things for me
Schedule regular dates with my partner, spouse, parents, children	Stay in contact with far-away friends
Make time to reply to personal emails and letters	Share fears, hopes, or secrets with someone I trust
Other:	Other:
WORKPLACE OR PROFESSIONAL SELF-CARE	
Allow breaks for myself during the work day (stretching, lunch, etc.)	Identify projects that I find exciting and rewarding
Take time to chat with co-workers	Make quiet time to complete tasks
Set limits with clients, customers, and colleagues	Maintain a peer support group
Arrange work space so that it is comfortable and comforting	Strive for balance among work, family, relationships, rest, and play
Other:	Other:

Tips and Tools #2

Micro Self Care Activities in 5 Minutes or Less

1. Meditate on a motivational quote for a few moments several times throughout your day.
2. Keep some of your favorite photos in an album or special folder on your phone, scroll through them instead of social media
3. Mindfully drink a cup of tea or water
4. Close your eyes and visualize being in your favorite place, happy and peaceful
5. Practice breathing techniques (e.g. Do 5 rounds of 4-7-8 breathing)
6. Listen to your favorite song
7. Watch a short motivational video
8. Send someone a thoughtful text or email
9. Coloring
10. Stretch your body
11. Do a brain dump
12. Practice gratitude(say or write 5 things you are grateful for)
13. Take a walk(without your phone)
14. Sit in silence
15. Smile continuously for 1 minute

Micro self-care practices, which are small activities that can be done in a few minutes and flexible enough to be woven into your day, are equally beneficial.

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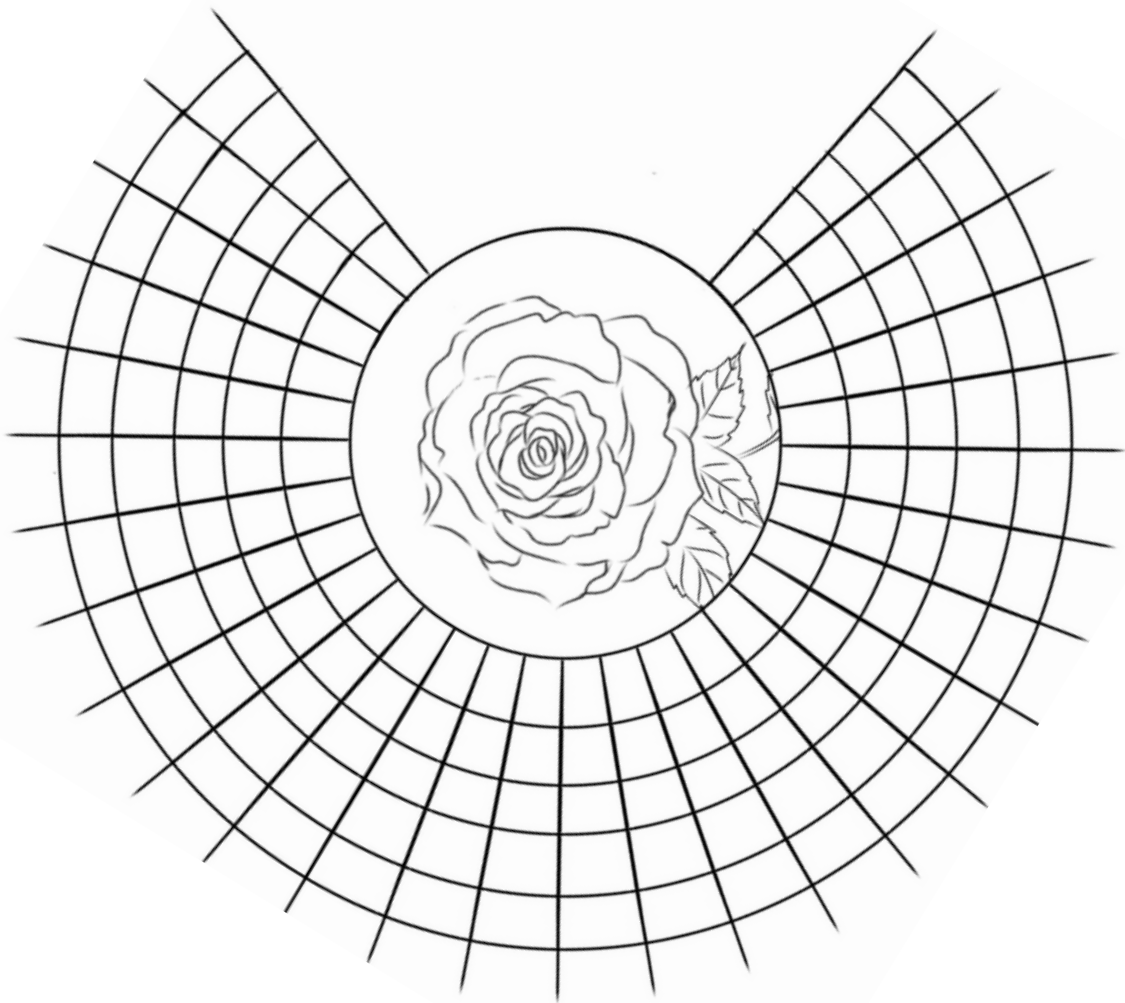
Self care is primary. Take care of yourself to be able to take care of everyone and everything else you need, want and desire to.

Tips and Tools #3

What gets measured gets improved

How to use

- Select 1-5 daily habits
- Check off each time that you complete by coloring a box/square (get creative!)
- Start small, keep it simple



- Facilitates consistency, build habits, routines & reach your goals
- Creates a visual cue that can remind you to act
- Helps to eliminate procrastination
- Keeps you accountable
- Promotes mindfulness

*This tracker requires you to color, which is therapeutic; relaxes the brain, improves brain function, improves brain function, reduces anxiety, relieves stress, reduces anxiety and much more!

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FINAL THOUGHT

*Mindfulness is a way of life not a technique.
Integrating mindfulness increases awareness and from
there, adjust, adapt and improve to become the best
version of you.*

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Whatever you do, make a difference in your own way!