



OVIO.CO.NZ

### ABOUT OVIO

Ovio comes from the Italian word, "ovvio", meaning clear or obvious. For us, it's about finding clarity in a stressed-out, digitally dependent world.

At Ovio we believe people are overwhelmed with knowledge and information. Our programs are uniquely designed to teach you how to cut through the complexity and the noise in your head to live with purpose, balance and ease.

#### OVIO.CO.NZ

# MINDFULNESS JOURNAL

"You can't stop the waves but you can learn to surf." — Jon Kabat-Zinn



# PUT TIME ASIDE.

When practising mindfulness, think of an athlete training for a particular event. The athlete doesn't just train when they feel like it. The athlete commits to regular practise, regardless of what is going on in their life. To get the most out of this course, set aside a particular time of day and place for regular mindfulness practise.

Add a prompt on your phone, a note in your diary or a Post-It on your computer screen to remind you to take a pause every day. FOUNDATIONAL PRINCIPLES OF MINDFULNESS



### WHAT IS MINDFULNESS?

"Mindfulness means paying attention in a particular way; on purpose, in the present moment and non-judgementally." — Jon Kabat-Zinn

Mindfulness has its roots in many different religions and is about 2,500 years old. But it's only in the last 30 years that it has been used in mainstream medicine, emotional wellness and personal development settings.

The mindfulness you will learn in this course is non-religious and based on the science and teachings of Dr. Jon Kabat-Zinn, Professor of Medicine Emeritus, University of Massachusetts Medical School.

Ovio's mindfulness workshops are part of a global, evidence-based mindfulness movement, which has seen companies such as *Google*, *LinkedIn*, *Apple and Harvard Business School* dramatically increase wellness, engagement and purpose-driven performance.

# SIMPLY BE AWARE OF WHAT IS HAPPENING RIGHT NOW.

## FIND THE CLARITY YOU DESERVE

#### **TURN DOWN THE NOISE**

At Ovio we believe people are overwhelmed with knowledge and information. Our programs are uniquely designed to teach you how to cut through the complexity and the noise in your head to live with purpose, balance and wellness.

#### TURN OFF THE AUTOPILOT

As we get older we tend to live 'in our heads'. Most of the time we find ourselves on autopilot. Our thoughts wander in any direction they like, to the past or the future. They may relay real events or invent false scenarios. The process is completely random—so random that most of the time we don't even notice it happening!

We may not notice our thoughts but they have a profound role to play in how we live our lives. When we take the time to consciously acknowledge our thinking we become better able to respond, rather than simply react, to situations. Mindfulness training teaches us to break free of this habitual thinking, allowing us to access the highest truest version of ourselves. We become able to tap into our body's natural relaxation response allowing us to deal with life's ups-and-downs with greater awareness.

Through mindfulness training you will learn powerful new skills that can assist you to improve your focus and engagement, reduce stress and anxiety, increase confidence, productivity and enhance your relationships.

#### **BENEFITS OF MINDFULNESS:**

- Promotes the body's natural relaxation response.
- Improves management of stress and anxiety.
- Increases joy and happiness.
- Increases self-awareness.
- Increases confidence and feelings of authenticity.
- Improves relationships.
- Improves concentration and focus.

When we take a closer look at our lives we are often surprised about how our lives really are. We get so tied up with the narratives we tell ourselves that we fail to see our lives clearly.

## COMPLETE THE FOLLOWING SENTENCES... (REMEMBER THERE ARE NO RIGHT OR WRONG ANSWERS IN MINDFULNESS.)

#### At the moment my life is...

(choose words to describe your life i.e. relaxed, stressful, frustrating)

l often feel stressed....

(at exam time, at work, etc)

#### To relieve stress I usually...

(watch TV, go running, etc)

#### I would like mindfulness to help me...

(slow down, feel less stressed, focus more, improve my relationships, etc)

# "STILLNESS IS WHERE CREATIVITY AND SOLUTIONS TO PROBLEMS ARE FOUND."

**ECKHART TOLLE** 

# CURIOSITY HELPS US

#### **BECOME MORE MINDFUL**

When we practise mindfulness we are paying attention to ourselves and our experiences in the present moment, increasing our self-awareness. We also pay attention to how we relate to others. Self-awareness and awareness of others is sometimes referred to as emotional intelligence.

Mindfulness gives us the ability to notice with curiosity and non-judgement: our thoughts, our emotions and our present environment.

#### **MINDFULNESS EXERCISE**

### THE BODY SCAN

Join in with a video or audio recording of this exercise at www.ovio.co.nz in our resource centre.

The body scan exercise is a great experience if you want to increase your level of self-awareness. You need to find a private spot and sit in a comfortable position to begin this body scan exercise.

If you'd prefer to do your own body scan exercise, simply start by thinking carefully about your feet and slowly move your attention up through the whole of your body. Pause in each area and pay close attention to that particular area.

#### WHAT DOES IT FEEL LIKE?

- Hot or cold?
- Light or heavy?
- Tight or relaxed?
- Is there symmetry between the two sides?
- Is there tingling or numbness?
- Is it painful?

Remember to be curious and allow the sensation to be exactly as it is. Let go of trying to control or alter it. Simply turn the volume up on each area as your attention passes through that area.

#### PURPOSE OF THE BODY SCAN EXERCISE:

- To train our focus and attention.
- To see our experience for what it is.
- To increase our perception and clarity.
- To practise letting go.
- To become aware of the stories we add to our experience.

# RIGHT NOW

**FINISH THIS SENTENCE BELOW** 

#### THE PRACTISE OF MINDFULNESS IS

# NON-JUDGEMENTAL

You can't do it wrong. Just pay attention. If you think you should be doing something differently simply notice. By practising this way we become more self-accepting, leading to increased resilience and self-confidence.

As we become more accepting of ourselves we become more accepting of others, helping improve our relationships.

#### WHAT IS IT THAT I FIND HARD TO ACCEPT IN OTHERS?

#### WHAT IS IT I FIND HARD TO ACCEPT IN MYSELF?

# OVIO PAUSE.

#### P = PAUSE

Let the true experience you're having come in.

#### A = ACCEPT

The present moment non-judgementally and with curiosity.

**U = YOU** Observe yourself, your mind, body and environment.

#### S = SIGH AND SMILE

Your exhale will naturally be followed by a deep inhale.

#### E = ENGAGE

Now you are ready to engage with clarity, balance and purpose in the present moment.

#### **MINDFULNESS EXERCISE**

## BEING PRESENT

Choose one routine activity to focus on. While you are doing that activity, focus only on that activity.

For example: brush your teeth and just focus on the smell, taste, sound, sight, touch of the brush on your gums, etc.

We are not doing this because it's important to know all about brushing our teeth! The aim is simply to practise bringing our thoughts back to the present moment. When your mind wanders, bring it back. This helps us begin to notice the activity of the mind—something that is immensely helpful.

# STOP AND LOOK AROUND.

WHAT DO YOU NOTICE?



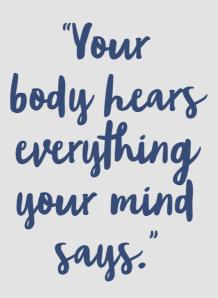




**"THE PRESENT MOMENT,** WHENEVER IT IS RECOGNISED AND HONOURED, REVEALS **A VERY SPECIAL, INDEED, MAGICAL POWER, IT IS THE ONLY TIME THAT ANY OF US EVER HAS. THE PRESENT** IS THE ONLY TIME THAT WE HAVE TO KNOW ANYTHING. IT IS THE ONLY TIME THAT WE HAVE TO PERCEIVE, TO LEARN, TO ACT, TO CHANGE, TO HEAL."

- JON KABAT-ZINN





NAOMI JUDD

### THE MIND IS A GREAT SERVANT BUT AN AWFUL MASTER

#### THOUGHTS ARE TO THE MIND WHAT SOUNDS ARE TO THE EAR

Our thinking is critical for creating, writing, planning and learning. But without our awareness it can cause stress, anxiety, anger and depression.

## WHAT DO YOU NOTICE AS YOU PAUSE TO LISTEN TO YOUR THOUGHTS?

#### HOW MINDFULNESS HELPS OUR THINKING

Mindfulness allows us to witness these thoughts and become aware of how they affect our lives. By becoming aware of our thinking, we become better able to respond, rather than simply react, to situations.

#### STRATEGIES FOR DEALING WITH DIFFICULT THOUGHTS:

- Use your breathing. This allows you to pause and your mind settle.
- Focus on sensations in the body. Find any places that are tight or painful and, without judgement, let go and soften on the out breath.
- Recognise thoughts as 'just thoughts' or 'neural firings of the mind'. This stops us engaging with the thoughts or assuming they are real.
- Label thoughts. Say to yourself, 'there goes another worrying thought' or 'that's another judgemental thought.' This will take the power away from the thought.
- Interrupt your thoughts. Instead of arguing with your thoughts simply say to yourself, 'what am I feeling in this moment?'

# "There is nothing either good or bad but thinking makes it so."

WILLIAM SHAKESPEARE



#### MINDFULNESS EXERCISE

# MINDFUL BREATHING

Join in with a video or audio recording of this exercise at www.ovio.co.nz in our resource centre.

- Sit comfortably.
- Shut your eyes.
- Notice your breathing without trying to change it.
- Notice the feeling of your body and where it contacts the chair or floor.
- Bring your attention to your breathing, appreciating it as it is and not trying to alter it.
- If your thoughts wander, simply bring your attention back to your breath and back to the present moment.
- Become aware of your thoughts and label them if it helps.
- Watch them come and go like clouds in the sky.

#### TAKE SOME TIME TO REFLECT ON YOUR THINKING

When I was doing the mindfulness exercise I noticed...

The main themes that run through my head are....

#### Types of thoughts I often have are.... (judging, worrying, to do list, etc)

# PRACTISE MINDFUL BREATHING EACH DAY.

WHAT DO YOU NOTICE?



### ACCEPTANCE

A very important part of mindfulness is acceptance. This means accepting ourselves for who we are and our situations for what they are. If we keep distracting ourselves from our reality by turning to unhealthy avoidance behaviours like smoking, drinking or overeating we lose the opportunity for making authentic, sustainable changes to our lives. Or we over-extend ourselves and suffer burnout in an attempt to make sure our external environment matches the crazy narratives we tell ourselves. We 'bend ourselves out of shape' in an attempt to make things the way we expect them to be or think they should be.

#### THIS IS OFTEN REFERRED TO AS THE HAMSTER WHEEL

No matter what we do, we cannot always control life. Just when we think we have all our ducks in a row, life surprises us, our lives are defined by how we choose to respond.

# R E F L E C T I O N

#### A GREAT MOMENT FROM TODAY

#### A CHALLENGING MOMENT FROM TODAY

#### A COMPASSIONATE MOMENT FROM TODAY

TODAY I'M GRATEFUL FOR

### MINDFULNESS IS POWERFUL

#### LIFE WILL ALWAYS BE A SERIES OF UPS AND DOWNS

Some people worry that if they follow mindfulness teachings of acceptance and letting go, they will not be able to change situations in their lives that need changing. People worry that mindfulness is a withdrawal from the world and from taking responsibility. The evidence shows the opposite is true.

#### MINDFULNESS ALLOWS US TO:

- Act in a more conscious way, with awareness and clarity and not out of habit.
- Notice when we are stressed or distressed and to effectively and sustainably relieve this.
- Renew our energy on all levels—physical, emotional and mental.
- Connect more authentically with life and others.







### "Sometimes letting things go is an act of far greater power than defending or hanging on."

ECKHART TOLLE





#### EMOTIONS

#### WHAT WE RESIST PERSISTS

The principles of mindfulness work against the popular 'positive thinking' mind set. 'Positive thinking' is simply a habit that encourages us to push away, disallow, fix, rise above, block out, or ignore any emotion we judge as bad. It allows us only to experience good emotions. To avoid difficult emotions, we distract ourselves with TV, overeating, too much alcohol or drugs. Often, we become unable to complete the task at hand.

With mindfulness we put the 'welcome mat' out for all of our emotions. We don't judge them as good or bad, but we approach our emotions with curiosity and compassion.

By engaging with an experience, in the present moment, that experience becomes a source of wisdom and knowledge. Focusing on a present moment experience means we disengage from the thoughts and stories we habitually tell ourselves, shift out of our autopilot mode of reaction and respond with more clarity and perspective.









#### WHEN WE FEEL DIFFICULT EMOTIONS WE PRACTISE R-A-I-N

- R Recognise that the emotion is present.
- A Accept that it is okay to feel this way. We are human and all of these emotions have a role to play.
- I Investigate:
  - Where do you feel this emotion in your body?
  - What do you feel?
  - What stories are you telling yourself?
  - What happens when you make a space for this feeling and just become aware of it?

N Non-identify.

Realise that this feeling is not you. It is not personal. It's just made up of different sensations that come and go. Your emotions are called emotions because they are always in motion. Imagine your experience is like the weather passing through a vast and spacious sky.

This process is very liberating and allows us to approach life without the fear generally associated with difficult feelings. Discuss or remember a time when you felt a difficult emotion and practise R-A-I-N. Make some notes below...

#### RECOGNISE

ACCEPT

#### INVESTIGATE

#### **NON-IDENTIFY**



### WHAT DREAMS WOULD YOU LIKE TO PURSUE?

WRITE THEM DOWN.









### MAKE A CUP OF TEA.

**BE STILL. ENGAGE YOUR SENSES.** 

### TREAT YOURSELF.

WRITE DOWN THE THINGS THAT YOU ENJOY. SET ASIDE TIME TO DO ONE THING EACH DAY.

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### **"THE SIMPLE THINGS ARE ALSO THE MOST EXTRAORDINARY THINGS, AND ONLY THE WISE CAN SEE THEM."**

**PAULO COELHO** 





# practising the art of

Pick one of the prompts below. Set a timer for 3 minutes. Invite and encourage your thoughts to flow. You may write about anything that comes to mind, even if it strays from the prompt. If you have nothing to write, then just keep writing "I have nothing to write." Remember there is no right or wrong way to practise journaling. Keep writing until your time is up.

- I am aware that...
- My body feels...
- Right now, I am...
- After waking up, I feel...
- One intention I have for today is...
- One thing I will do for myself today is...
- I am thankful for...
- I am hopeful for...
- I feel fulfilled when...
- I would like to tell someone that...
- Something I would like to understand better is...
- When I'm at my best, I am...
- My values are...
- My strengths are...
- What makes me feel loved is...
- Things I enjoy are...







## "Between stimulus is a space. In that s choose our response. our growth an

**VIKTOR E** 

### and response there pace is our power to In our response lies dour freedom."

. FRANKL



#### **PRACTISING THE ART OF**

compassion

The person I am thinking of has a body and mind... Just like me.

The person I am thinking of has feelings, emotions and thoughts... Just like me.

The person I am thinking of has in his or her life, experienced physical and emotional pain and suffering... Just like me.

The person I am thinking of wishes to be free from pain and suffering... Just like me.

The person I am thinking of wishes to be healthy and happy... Just like me.

The person I am thinking of wishes to be loved... Just like me.

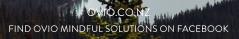


### "WHEREVER YOU ARE, BE ALL THERE."

JIM ELLIOT







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