

# The Guru Guide to Reclaiming Your Cool

Transform your day in minutes

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**W**hen preoccupied with a thought, a feeling, a place to be, or a deadline, it's easy to forget that "reset" button. But by being mindful and remembering to center yourself, you can transform your day—and all you need is a few minutes, anywhere you happen to be. Here are some quick tips!

## Breathe easy

Breathing provides a quick way to get your stress levels in check. The more oxygen you receive, the less tense, short of breath, or anxious you feel. The key to breathing is to inhale deeply from the abdomen rather than taking shallow breaths from your upper chest. Inhale through the nose, then exhale slowly through the mouth, pushing out as much air as you can.

## Refresh and rebalance

Give yourself permission to take time for yourself—permission to empower one moment that's set aside just for you. Acknowledge and affirm that you are worthy of a life free from stress. Maintain an observant, noncritical attitude and don't worry about distracting thoughts. If they intrude, let them pass by instead of fighting them. Rather, gently turn your attention back to your favorite point of focus and peace.

### Three signs it's time to align

- 1 Heart starts racing.** Begin to count your breaths in time with your heartbeat, gradually stretching out and slowing your breath until your heart rate becomes peaceful.
- 2 Breath feels quick and shallow.** Breathe deeply—in through your nose and out through your mouth, creating a sigh.
- 3 Palms get sweaty.** Ground your hands palm-down into the desk, chair, or floor.

*By staying calm and focused in the present moment, you can bring your nervous system back into balance and move forward with peace and a new sense of energy and purpose.*

## Walk it out

A quick trip around one city block is enough to reduce stress, and a couple of blocks might change your life. Time one breath to one step and focus your attention on your body. No music! Leave the headphones and just be present.

## Give yourself permission for stillness

Close your eyes, think of an intention for the day or moment, and breathe deeply for 10 nourishing breaths. It's a great way to start each morning while your computer is waking up.

## Power down 30 minutes before bed

At night, breathe again and count down from 100, slowing the breath and releasing tension. And remember to turn off your electronics, including the phone—they need sleep, too!

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