



# TAKING CARE OF SELF

To take care of others

MAYA NOVA

Long Hours/ overwork

Crazy Busy/fast pace

Poor sleep

unpredictability



under-staffing

deadlines and time pressures

Poor work-life balance

exposure to trauma and suffering

Lack of energy/ focus

Stress

Burnout

Mental health problems







**RESILIENCE**





OPEN  
CURIOUS  
COMMITTED TO LEARNING



WHE

WII

TTED TO BEING RIGHT  
DEFENSIVE  
CLOSED



*Thriving*

AWARE

VITAL

CONNECTED

FOCUSED

RESILIENT

REACTIVE

EXHAUSTED

OVERWHELMED

*Surviving*





**INTENTIONAL CONNECTION**



**SELF-AWARENESS**



**95%**

**10-15%**

Between **stimulus** and the **response**, there is a space.  
And in this space lies our power and our freedom  
to choose our response.

Victor Frankl



**PURPOSEFUL PAUSE**

## **URGENT & IMPORTANT**

crises, deadline, must happen now

**ADOPTION GRANT DEADLINE,  
DINNER IS BURNING, BILL  
PAYMENTS, NO CLEAN CLOTHES LEFT,  
LEAVING FOR BUSINESS TRIP IN 5  
HOURS...NEED TO PACK,  
GOT TO FIND THE CAR KEYS  
BECAUSE I'M RUNNING  
LATE FOR A MEETING**

## **NOT URGENT BUT IMPORTANT**

opportunities to improve & grow, reach goals, prepare in advance

**STUDYING ARABIC, PLANNING  
MEALS, SEWING BABY QUILT,  
FUNDRAISER QUILT, COUPONING,  
PREPPING FOR UPCOMING TRIP,  
CLEANING & LAUNDR, SPENDING  
TIME WITH J, GOIN FOR A RUN**

## **URGENT & NOT IMPORTANT**

unexpected interuptions, outside my influence, could be delegated or postponed

**DOORBELL RINGS, TELEMARKETER  
CALLS, IMPROMPTU MID WORK-DAY  
DISCUSSION ABOUT WHETHER OR NOT  
WE SHOULD GO ON VACATION IN  
WISCONSIN OR MICHIGAN**

## **NOT URGENT & NOT IMPORTANT**

time wasters, distractions, procrastination tactics

**MINDLESSLY SCROLLING THROUGH  
FACEBOOK & PINTEREST, WATCHING  
JIMMY KIMMEL KID PRANK VIDEOS  
ON YOU TUBE, WATCHING TV &  
MOVIES, PLAYING SOLITAIRE UNTIL I  
WINN WITHOUT CHEATING, DAY  
DREAMING OR RUMINATING**



**50,000 to 70,000**

THOUGHTS A DAY

STOP

*Take a breath*

OBSERVE

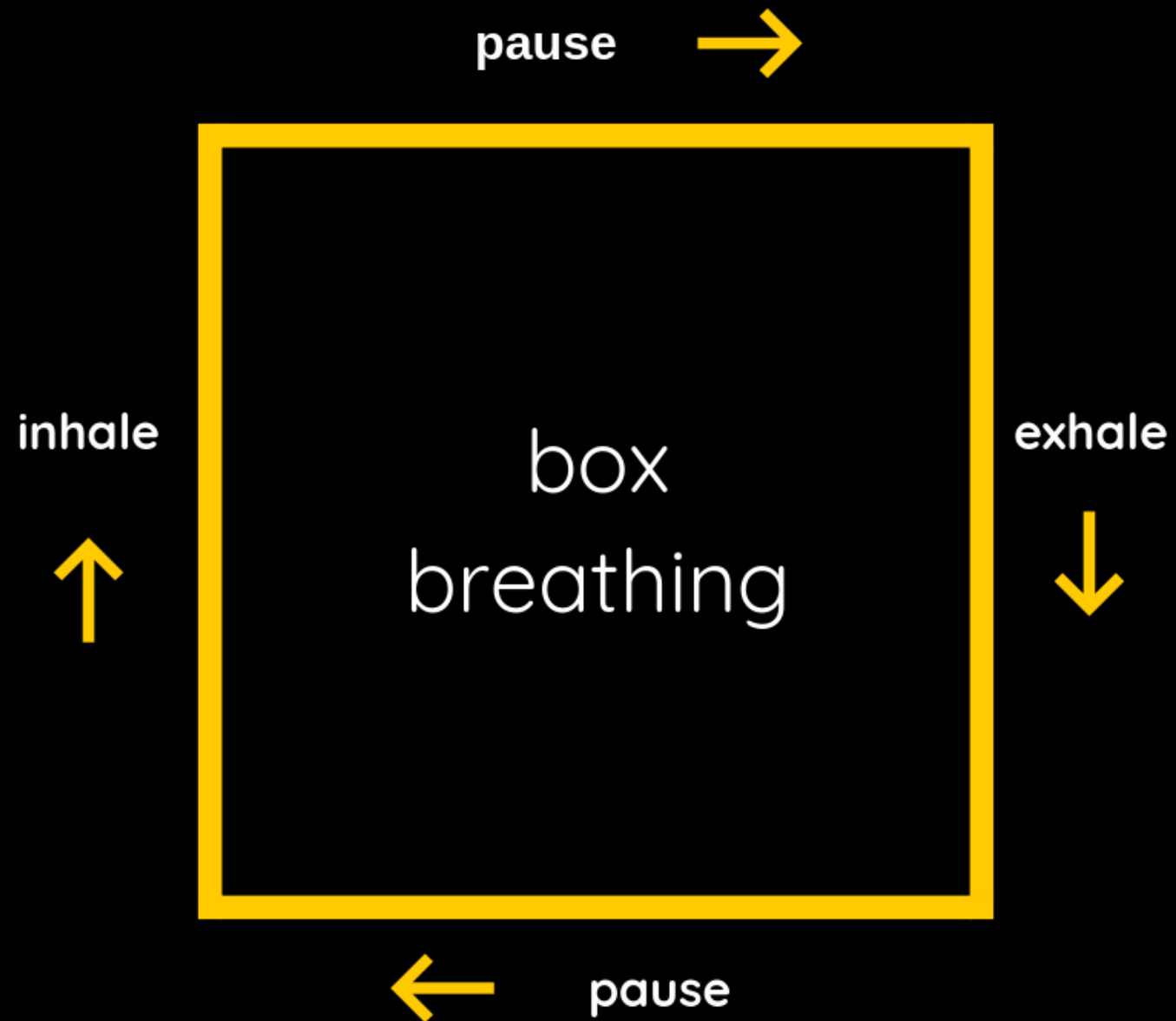
proceed

S. T. O. P.



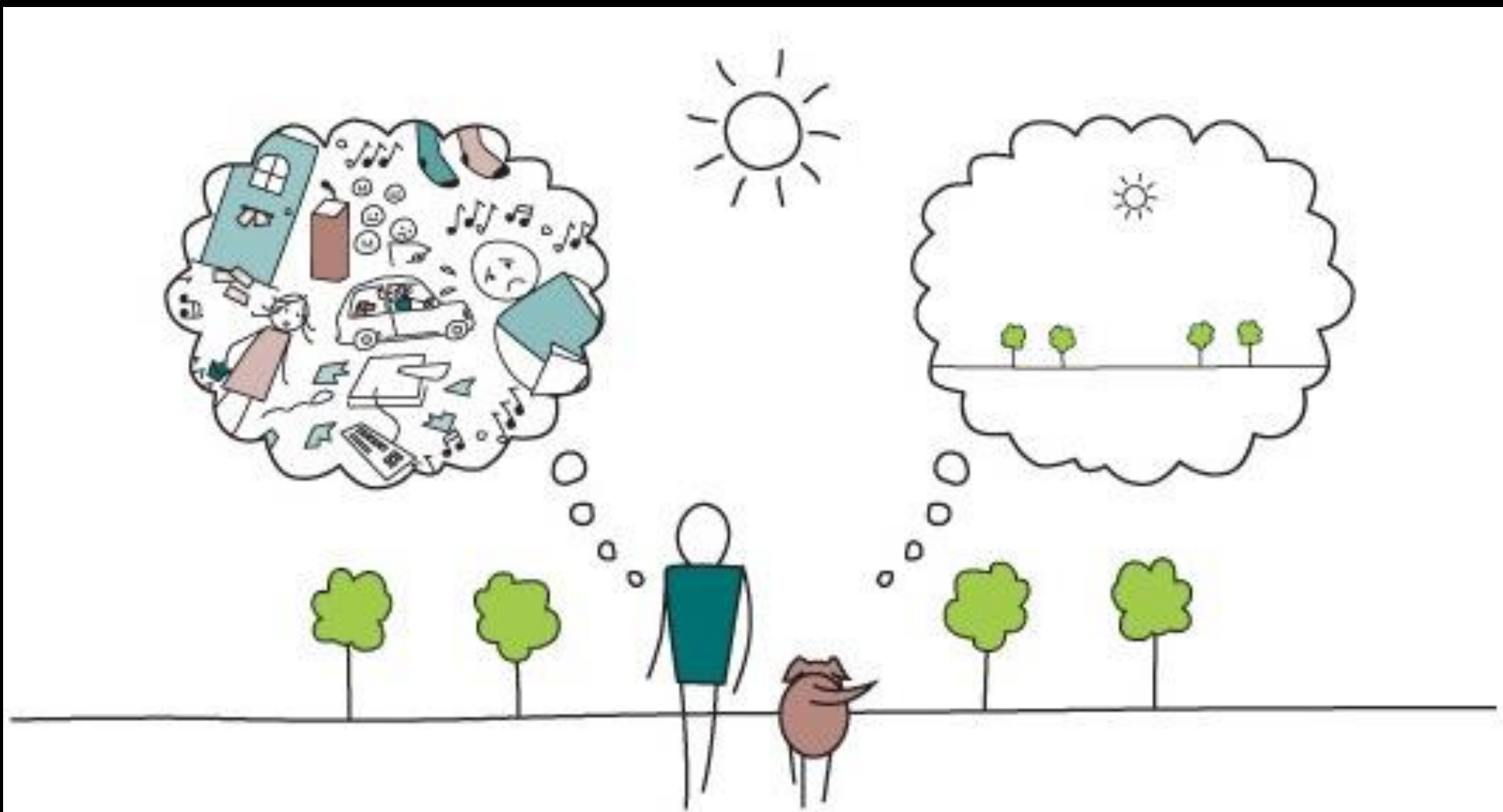
Breathe!







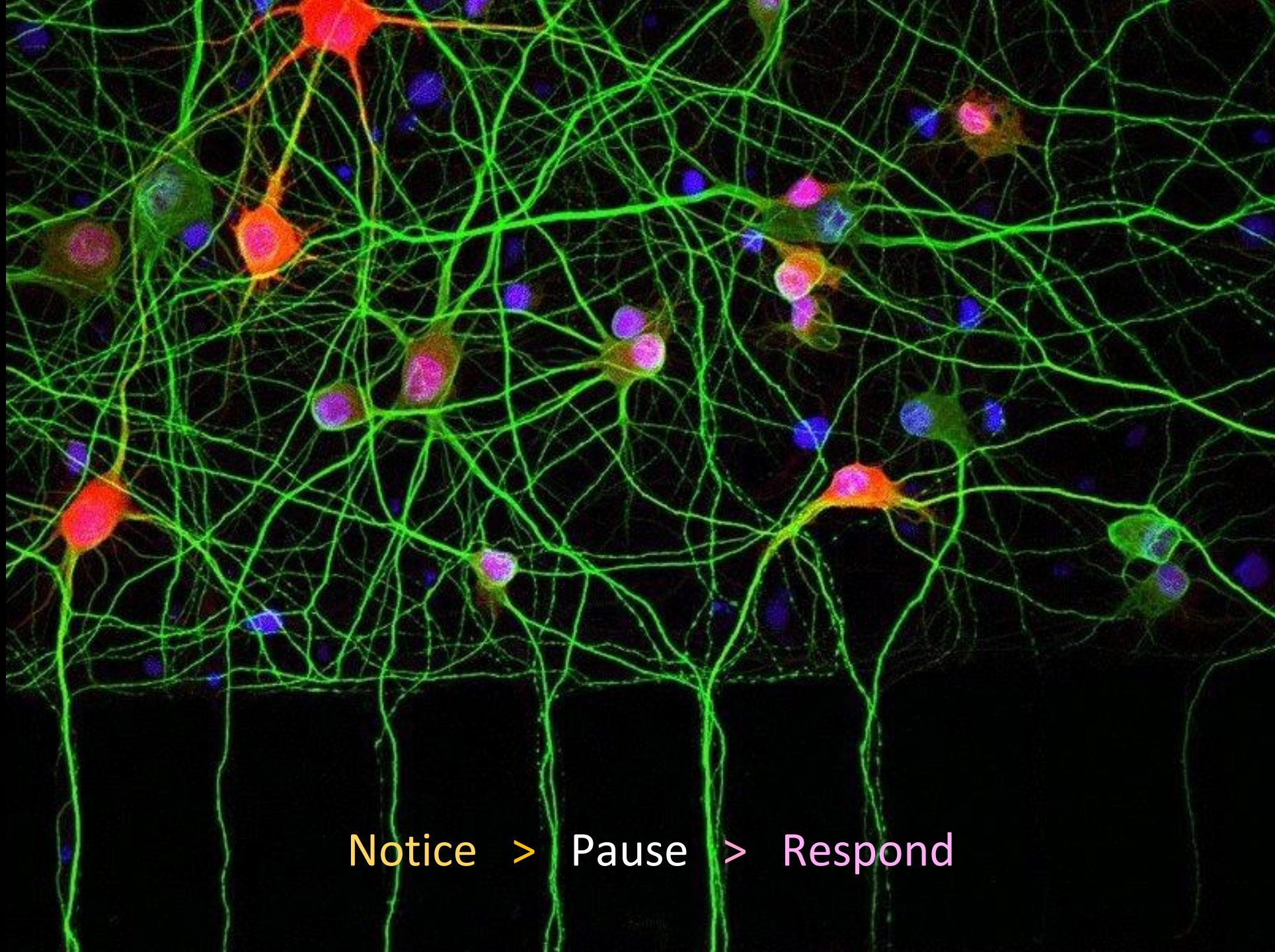
**MINDFULNESS**



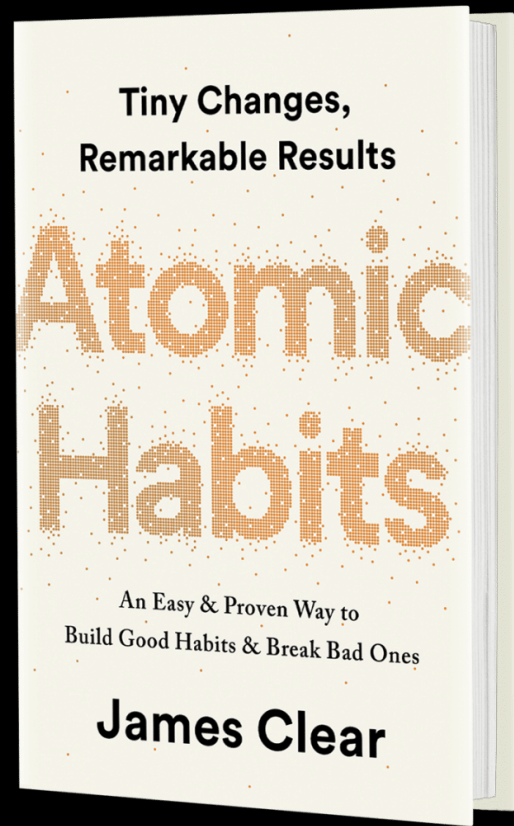
Mind Full, or Mindful?

Mindfulness is like training a muscle



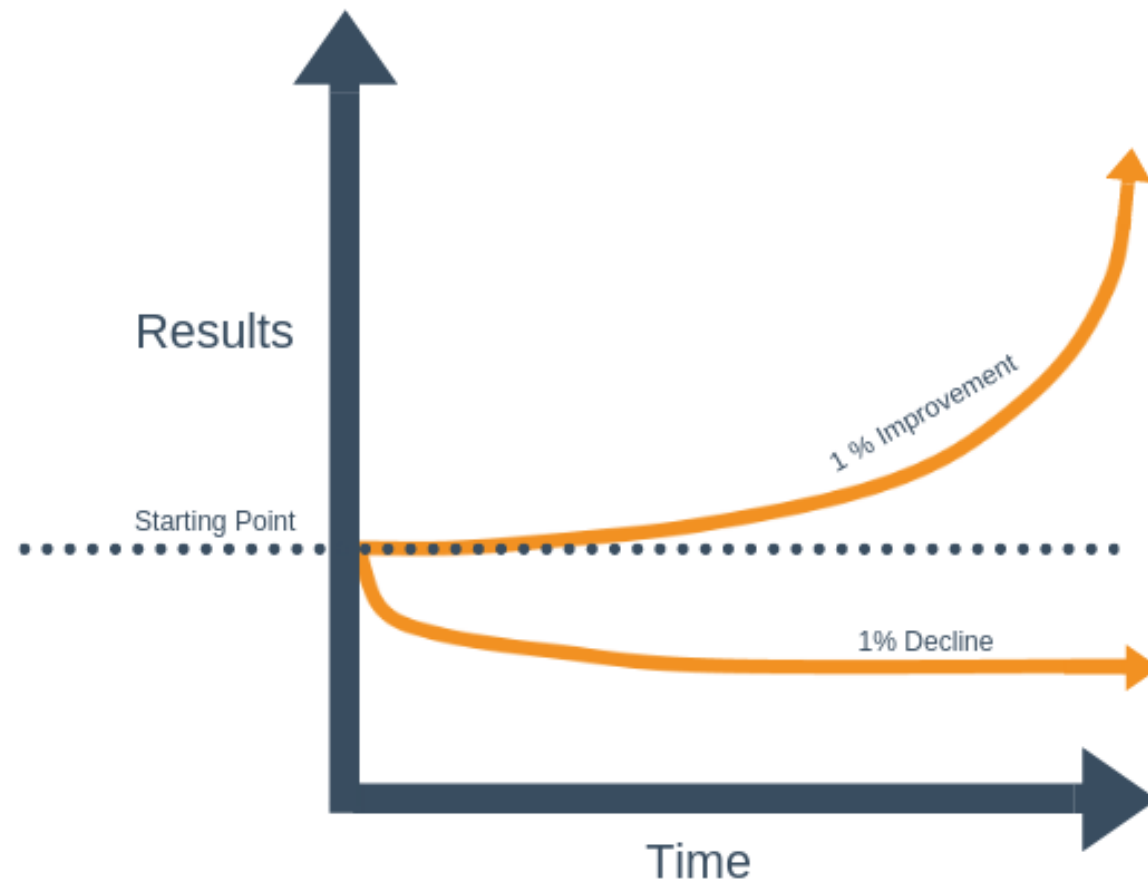


Notice > Pause > Respond



## TINY HABITS

1% Better Every Day





**EMPATHY**

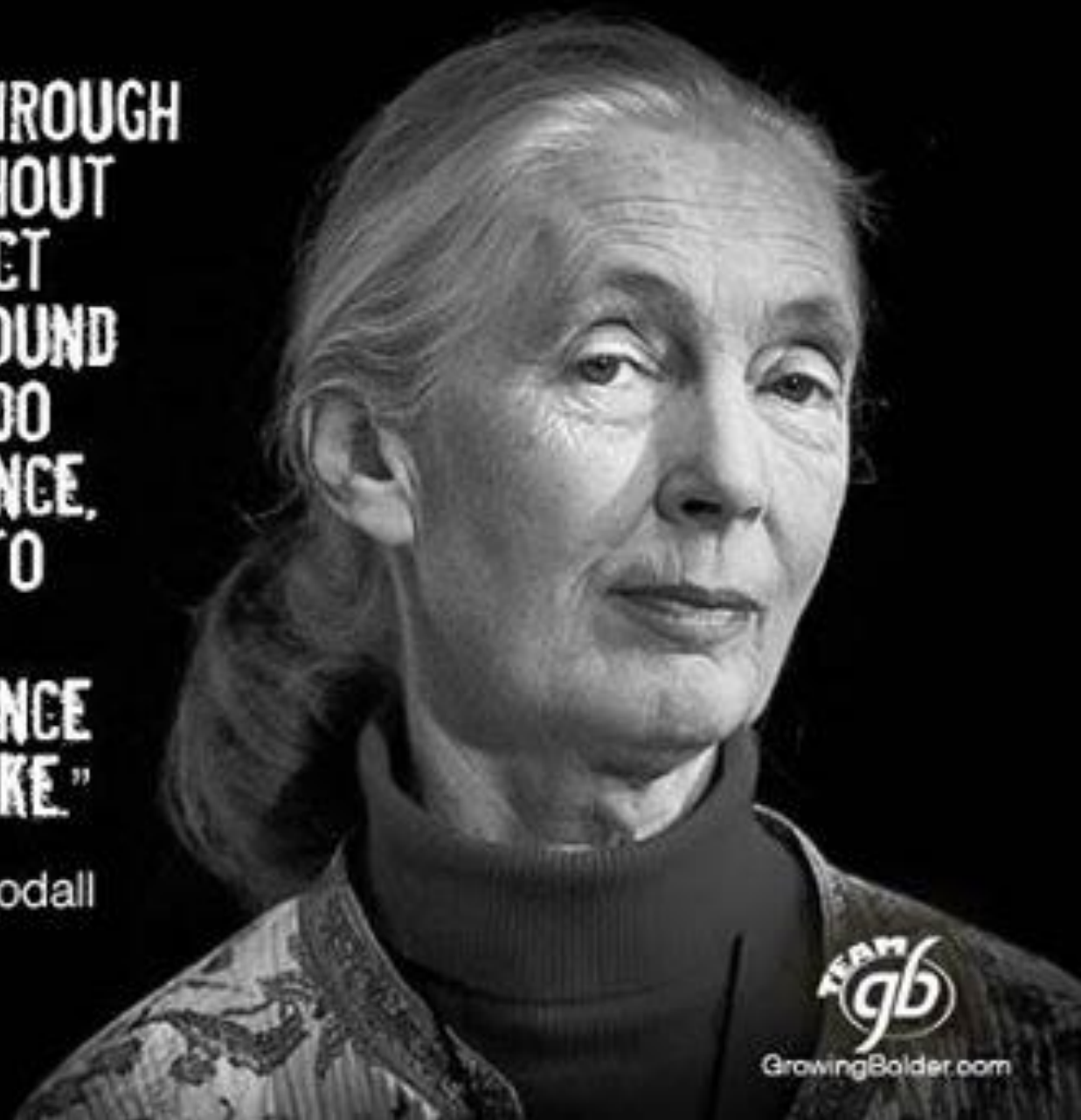
RSA  
**SHORT**





**"YOU CANNOT GET THROUGH  
A SINGLE DAY WITHOUT  
HAVING AN IMPACT  
ON THE WORLD AROUND  
YOU. WHAT YOU DO  
MAKES A DIFFERENCE,  
AND YOU HAVE TO  
DECIDE WHAT  
KIND OF DIFFERENCE  
YOU WANT TO MAKE."**

Jane Goodall





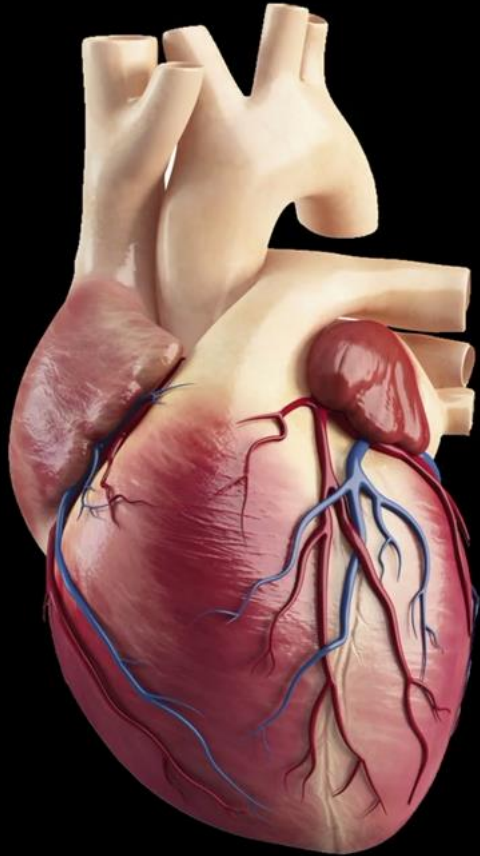
expertise  
what you know

experience  
what youve done

essence  
presence  
who you are

“I’ve learned that people will forget what you said, people will forget what you did, but **people will never forget how you made them feel.**”

Maya Angelou



People who care for others are more resilient to effects of stress!

**OXYTOCIN –**

Stress response has a built in mechanism for stress resilience –

**Human connection!**



# APPS

- Headspace
- Calm
- Insight Timer

3

key **insights** from today

1

**action**  
you will take



**MAYA NOVA**  
MINDBALANCE.CO.NZ

email me: [info@mindbalance.co.nz](mailto:info@mindbalance.co.nz) to receive **FREE RESOURCES:**  
**guided mindfulness meditation mp3,**  
**recommended reading list & FREE PDF workbook**  
from my six week mindfulness course which includes tips on how to integrate mindfulness  
into your daily life, exercises and much more