



KEY ASSOCIATES INC.
Helping Leaders and Organizations Grow Since 1992

Tips to Stay Mindful

- **When you start getting distracting by competing demands, stop and take a deep breath; decide which thing you will do first and concentrate solely on it.**
- **Notice when you begin thinking about the past or the future; say to yourself, “stay present” and you’ll begin to feel yourself lighten up.**
- **Be purposeful with your actions. As Eckart Tolle says, be conscious of each step you take and don’t anticipate the next one; even if you’re running to your car because you’re late, stay focused on the energy of running and not on worrying about being late(worrying doesn’t benefit anyone and it usually slows you down).**
- **Meditation helps you to learn how to allow thoughts and feeling to pass through you without getting caught up in them. It’s also a way to practice “stillness” which develops the capacity to stay present. Daily meditation can positively impact your ability to stay present.**
- **Be observant when you are craving something like candy, alcohol, a cigarette, you name it. Take a breath and give yourself a chance to just notice the feeling. Usually, being conscious of it, breaks the knee jerk reaction to just indulge. Consciously choose what you will eat, drink, smoke, etc. Staying present can help you curtail habits that don’t serve you. Everything in moderation as the old saying goes.**
- **Do something you enjoy with sheer abandon. Don’t worry about how you look, what others will say or what time it is. Feel the energy just flow through you.**