



The stop technique

- ❖ Say to yourself in your mind the word “STOP”
- ❖ Take a deep breath in and as you breathe out, think of relaxing your face, jaw, neck, shoulders, arms and hands, imagining a wave of relaxing spreading over those areas.
- ❖ Take another deep breath in, and as you breathe out, focus on relaxing down the front and back side of your body, down to your legs, through you feet, relaxing and releasing any tension or tightness down into the ground through your toes. Imagine again a wave of relaxing just spreading and pushing down the tightness and tension. Pushing down any negative thoughts, fears, irritations or anything that might bother you.
- ❖ Take 2 small, quiet, easy breaths.
- ❖ Imagine that there is a big vacuum cleaner or a big magnet sucking or attracting all your tension and worries.
- ❖ And suddenly that vacuum or magnet disappears with your worries into oblivion.
- ❖ Now picture a lovely scene you have visited before or want to visit or the face of a loved one, maybe something that makes you smile, or laugh

Suggestions & Trigger for calmness & relaxation when speaking

- ❖ Now think back to a time when you did something where you felt really confident. Notice what clothes you were wearing. What perfume were you wearing? What sights & sounds did you see around you?
- ❖ Now take a deep breathe in and feel all those good emotions, all the confidence, your favourite colours, your favourite scents .. all those things just fill your entire body. As you breathe in, squeeze together your thumb and forefinger.
- ❖ Feel all these positive emotions in your body and say to yourself, "I am calm & relaxed" 3x "All is well".
- ❖ Now see yourself walk sitting at your computer ready to start your call. As you do, you squeeze together your thumb & forefinger, take a deep breath in and you instantly feel a surge of calmness and confidence spreading through your entire body, right into every pore, every fibre, every cell ... and notice the scent of the room (your favourite scent), and the colour of the paint (your favourite colour), notice your computer screen in front of you, and imagine your audience sitting on the other side, ready to listen and connect with you, they are totally engaged and inspired by what you have to share with them. With each sentence you speak, the more calm and relaxed you become. You speak clearly, precisely, calmly and effectively
- ❖ You now picture yourself after the call.
- ❖ People are thanking you, saying yow much they enjoyed and learned from the talk. Perhaps they send you messages by email. As they are thanking you, you realize you did really well. You did a good job and are thankful for the experience of helping others and speaking with them.
- ❖ You may continue imagining and relaxing and enjoying this relaxed state of mind just by taking in few more breaths.
- ❖ When you are ready, open your eyes, and come back into the room feeling calm, relaxed and energised!

Use the following trigger as you sit down at your computer and are about begin talking, you can even do it just before you start

❖ As you sit down at your computer, squeeze together your thumb & forefinger, take a deep breath in and instantly feel a surge of calmness and confidence spreading through your entire body, right into every pore, every fibre, every cell ... feel all those good emotions, all the confidence, your favourite colours, your favourite scents .. all those things just fill your entire body. Feel all these positive emotions in your body and say to yourself, "I am calm & relaxed" 3x "All is well".

❖ Good Luck!! I'll be thinking of you!! I know you gonna do great!! :-)

