



Live Presentation

How to Wake up Happy and Do What you Love

Light Hearts, Fresh Faces, Bright Ideas



**A Participant's Sleep-Easy Guide to
Inspired Living and Fulfilling Work**
(Self-Study Audio CD Companion Version)

*“The innocent sleep,
Sleep that knits up the ravell'd sleeve of care.
The death of each day's life, sore labor's bath, balm of hurt minds,
great nature's second course, chief nourisher in life's feast.”*
-- William Shakespeare

How to Wake Up Happy *(Self-Study Audio CD Companion Version)*

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Welcome

This Participant's Guide was designed as a professional development resource for management and staff who wish to fulfill the primary goal of discovering ways to truly enjoy their work so they have more energy at the end of the day to take home to their family. The secondary goals of increased productivity, creative and innovative teams, exceptional service delivery and healthier relationships and lifestyles are bonuses.

Please contact us for pricing on purchasing additional copies of this learning guide and/or for booking Peter Davison to customize a keynote presentation, workshop, webinar or staff development event to further engage the material outlined within.

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About Peter

Peter Davison brings over 20 years experience as an international professional speaker and author. He offers a natural and refreshing approach to personal and professional development through custom programs, personal mastery clinics, keynotes and individual consultations for people seeking inspired living and fulfilling work. Peter offers a real world, roll up your sleeves skill set for living naturally with passion, presence and purpose, in everyday life and work. Peter designs inspirational programs which invite management and staff to unite, in a joint venture, to become part of a growing movement throughout the world to transform our corporations, communities, families, and individual lives into more balanced, respectful, and conscious environments.

Peter is an internationally recognized educator in the field of healthy relationships and life/work balance and his entertaining, empowering keynotes and workshops renew and inspire audiences across Canada and internationally in the United States, Israel, Northern Ireland and Scotland. His work promoting healthy relationships and servant leadership has been quoted in Oprah Magazine and he confesses a weakness for chocolate.

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How to Wake Up Happy

Your days are your life in miniature. Everyday you are born anew with fresh opportunities to do what you love with passion and purpose. Research tells us that losing 90 minutes of sleep can reduce effectiveness by 33%. The quality of your awakening determines the quality of your energy, the quality of your energy affects your capacity to help others. Your capacity to serve others determines the quality of the legacy you leave. If the essential question is, “What are you smiling about?” Then this guide will at least help better prepare to live each day to the fullest. It is my sincere hope that the seven personal harmony strategies to wake up happy will help you live the best life you can dream. And as the old saying goes, “The best way to realize your dreams is to wake up!”

ACTIVITY 1: SURVEY THE NEEDS AND ISSUES

Q1. How many hours do you sleep on average?

Q2. How many hours do you think you require?

Q3. Do the math. How is what you are doing now working for you?

Q4 What is your current sleep style? Check all that apply. Make notes here.

- Like a log – Hurricane, what hurricane?
- Trouble getting to sleep
- Trouble staying asleep – Toss and turn drift in and out
- Trouble getting up – Snooze button slap happy
- Any 2 in the combo or all 3 challenges. In fact, I am sleep walking right now.

Q5. What is your ideal sleep pattern? Describe what you desire and include time asleep, time up, include the smells, sounds and sights, etc., in specific details of the quality of slumber you desire and deserve. Joy is in the details, envision the best.

ACTIVITY 2 - CURRENT STRATEGIES AND AWARENESS CHECK

Q. What are some things you can do that you know for sure will give you a lousy sleep and you will wake up grumpy?

Don't Do this:

Q. What do you do now that helps you sleep and wake up happy? What are the key factors have you noticed that are determinants of a healthy, deep and restful sleep?

Do this:

SEVEN STEPS TO HAPPY SLUMBER

Step 1: PREPARE THE NEST

- Clean quality sheets to match the season and mood.
(Note the energy of colours and textiles, find out what qualities they give)
- Buy the cheapest most uncomfortable pillow you can find or if you already have one throw it out and treat yourself to what you deserve. Chiropractic water pillow highly recommended.
- Dark room. Use full spectrum light bulbs to reproduce the suns full light spectrum. Highly recommended to help with being SAD, (Seasonal Affective Disorder)
- Smudge or burn incense to clear space especially after loss or change.
- Use a dream catcher and sleep with lavender
- Feng Shui (eastern art of arranging space) the room or home to remove blockages and increase energy flow. (I.e. Head of bed not under windows or not positioned so feet point out the door.) – Contact Feng Shui Consultant Grace McKnight to explore the wonders of sacred space arrangement and energy flow. 902-624-0066
- Invest in an exceptional mattress for whatever time is left of the 26 years you will be spending in bed. Store nothing under the bed or clutter in closets. Rule: There should be no where for a mouse to hideaway. Exchange stale waterbed water annually.

Areas in which I could do better to prepare my nest are:

Step 2: STILL THE BODY

(To help with staying asleep)

- a. Exercise to your level every day.
- b. Eat or drink nothing 3 hours prior to sleep time.
- c. Cleaning ritual, great signal for body learned shutting down cycle (Caution: If you succeed in making a big change in sleep patterns then this must match with changes in bedtime ritual!)
- d. Lay still: Sleep like an Egyptian. Cross arms over chest or behind head and legs at ankles, Body language for closed down. If possible, lay on your flat on back for take best advantage of the breathing exercises.
- e. Calming Exercises
 - Level 1:** Counting breathe, 6 counts in and 6 counts out flow in the transition or balance nostril breathing. Block right nostril to inhale in thru left nostril and vice versa to exhale out the right nostril.
 - Level 2:** Tense (inhale) and release (exhale) with muscle groups starting from feet, calf, thighs, buttocks, stomach, hands/fist, shoulders, finishing with the face.

Notes to improve

Innerwealth Calming Exercises

Increasing Presence and Energy

Breathing Awareness

Focus on your breathing. Place your hand on the place that seems to rise and fall the most as you breathe. If this place is on your chest, you will need to practice breathing more deeply so your abdomen rises and falls most noticeably. (When we are nervous or anxious, we tend to breathe short, shallow breaths in the upper chest.) Now place both hands on your abdomen and notice how it rises and falls with each breath. Notice if your chest is moving in harmony with your abdomen. Continue to do this for several minutes. This exercise is also something you can do at work and sitting in a chair.

Deep Breathing

This exercise is most effective if you can do it lying down with your knees bent and your spine straight. Scan your body for tension. Place one hand on your abdomen and one hand on your chest. Inhale slowly and deeply through your nose into your abdomen to push up your hand as much as it feels comfortable. Your chest should only move a little in response to the movement in your abdomen. When you feel at ease with your breathing, inhale through your nose and exhale through your mouth, making a relaxing “whooshing” sound as you gently blowout. This will relax your mouth, tongue, and jaw. Continue taking long, slow, deep breaths that raise and lower your abdomen. As you become more and more relaxed, focus on the sound and feeling of your breathing. Do this deep breathing for five to ten minutes at a time, once or twice a day. Scan your body for tension at the end of each session. You can practice it wherever you happen to be, in a standing, sitting or supine position. Use the exercise whenever you feel tense.

The Bracer

This is a good exercise when your energy is low. It will stimulate your breathing, circulation, and nervous system. Stand up straight with your hands at your sides. Inhale and hold a complete natural breath as described above. Raise your arms straight out in front of you, using just enough energy to keep them up and relaxed. Gradually bring your hands to your shoulders while contracting your hands into fists, so that when they reach your shoulders they are clenched as tight as you can make them. Keep your fists clenched as you push your arms out straight very slowly. Pull your arms back to your shoulders and straighten them out, fists tense, as fast as you can several times. Release your fists and let your arms drop to your sides, exhaling forcefully through your mouth. Practice a few purifying breaths as described previously. Repeat.

Alternate Breathing

This is an excellent relaxation exercise. Some people also find that it alleviates tension and sinus headaches. Sit in a comfortable position with good posture. Rest the index and second finger of your right hand on your forehead. Close your right nostril with your thumb. Inhale slowly and soundlessly through your left nostril. Close your left nostril with your ring finger while opening your right nostril by removing your thumb. Exhale slowly, quietly, and as thoroughly as possible through your right nostril.

Inhale through your left nostril. Close your right nostril with your thumb and uncover your left nostril. Exhale then inhale through your left nostril. Begin by doing five cycles of alternate breathing. Gradually increase.

Strategy 3: Mediate

Stress Reduction Meditation

Why Meditate?

With the hectic pace and demands of modern life, many people feel stressed and over-worked. It often feels like there is just not enough time in the day to get everything done. Our stress and tiredness make us unhappy, impatient and frustrated. It can even affect our health. We are often so busy we feel there is no time to stop and meditate! But meditation actually gives you more time by making your mind calmer and more focused. A simple ten or fifteen minute breathing meditation can help you to overcome your stress and find some inner peace and balance.

Meditation can also help us to understand our own mind. We can learn how to transform our mind from negative to positive, from disturbed to peaceful, from unhappy to happy. Overcoming negative minds and cultivating constructive thoughts is the purpose of the meditations.

How To Meditate

The following step-by-step instructions will show you how to begin. Select a position that is comfortable for you: Either sit in a chair with your feet flat on the floor, your knees relaxed, and your hands resting in your lap or sit cross-legged on the floor, with a cushion under your bottom or kneel on a cushion, with another cushion between your feet and the floor.

Your back should be comfortably straight with the weight of your head balanced on top of your spinal column (pull your chin in a bit) and an arch in the small of your back. Now rock from side to side and from front to back until your torso feels balanced on your hips. Close your mouth, breathe through your nose, and have your tongue in the roof of your mouth.

Now spend several minutes getting in touch with yourself. With your eyes closed, focus on the places where your body touches the chair, cushion, or floor. Notice what this feels like. Now notice those places where one body part touches another. Pay attention to the sensations at these places of contact. Notice how much space your body takes up. Feel the boundary between your body and the space around it.

Take several deep breaths and notice your breathing. Notice whether your breathing is fast or slow, deep or shallow, and where your breath goes in your body (high up in your chest, near your stomach, or down low in your abdomen). Now practice moving your breath from one place to another, breathing first into your chest, then down into your stomach area, then down into the lower parts of your torso. Notice your abdomen expanding and contracting. This deep breath is the most relaxing one to use when meditating.

You may want to spend some time practicing the process of letting go of intrusive thoughts. Take several deep breaths. As you have a thought or perception, imagine that you are enclosing that thought or perception in a bubble. Then just watch the bubble float away. You may think of other images that are easier for you to use, such as puffs of smoke or leaves floating down a stream.

For some meditations in which you are not gazing at a particular object, you may close your eyes, or keep them focused on a particular spot on the floor or wall. Maintain the meditation for as long as feels comfortable to you. You may want to find a group to meditate with on a regular basis.

Different Styles of Mediating

Simple Breathing Meditation

The first stage of meditation is to stop distractions and make your mind clearer and more lucid. This can be accomplished by practicing a simple breathing meditation. Choose a quiet place to meditate and sit in a comfortable position. Sit in the traditional cross-legged posture or in any other position that is comfortable like in a chair. It is most important to keep your back straight to prevent your mind from becoming sluggish or sleepy.

Sit with your eyes partially closed and turn your attention to your breathing. Breathe naturally, preferably through the nostrils, without attempting to control your breath, and try to become aware of the sensation of the breath as it enters and leaves the nostrils. This sensation is your object of meditation. Try to concentrate on it to the exclusion of everything else.

At first, your mind will be very busy, and you might even feel that the meditation is making your mind busier; but in reality you are just becoming more aware of how busy your mind actually is. There will be a great temptation to follow the different thoughts as they arise, but you should resist this and remain focused single-pointedly on the sensation of the breath. If you discover that your mind has wandered and is following your thoughts, you should immediately return it to the breath. One way to bring thoughts back is to acknowledge them by saying to yourself silently, "Thinking" Repeat this as many times as necessary until the mind settles on the breath

Breath-Counting Meditation

Take several deep breaths, focusing your attention on each part of the process (in-hale, the point at which you stop inhaling and begin exhaling, exhaling, and before breathing again). Pay attention to the pause and use that time to notice any sensations in your body. Now count your breaths, counting one for the inhale and two for the exhale. If you lose count, simply start over again. Note any thoughts that intrude, but just let them float away. Always bring your focus back to your breathing. You can also count slowly as you inhale and again as you exhale.

Mantra Meditation

Select a syllable, word, or group of words that you enjoy saying: this is your mantra. It could be a word or phrase that has special meaning to you and makes you feel peaceful. Or you can try the words "Ham Sah," a Sanskrit mantra meaning "I am that." Many people use the neutral sound *OM*. Say your mantra over and over again to yourself or out loud, whichever feels better to you. Let your mantra find its own rhythm as you repeat it. Try to stay aware of the mantra with each repetition. Notice any sensations in your body. If your mind wanders, acknowledge this, then bring your attention back to your mantra.

Being Present in the Moment

Most of the stress in our lives comes from thinking about the past or worrying about the future. When all your attention is focused in the present moment, it is difficult to feel either stress or worry. Get relaxed, then focus all your attention on what you are doing right now. When other thoughts intrude, just turn your awareness back to the present moment of meditation. It is not necessary to be alone in a special place to do this meditation. Try it when you are feeling irritated waiting in a line, stopped at a street light, stuck in traffic, or feeling overwhelmed or worried. Notice how focusing on the present moment makes you feel.

Eating Meditation

Sit down in front of your food. Take several deep breaths. Notice the color, shape and texture of the food. Notice how looking at the food makes you feel. Reach slowly for your food. Now begin eating very slowly. Stay aware of how you are feeling and what you are tasting all the time you are eating. Eat as if you were eating in slow motion, being very conscious of each bit of food and each motion involved in eating it. How do your teeth and tongue feel? What does it feel like to swallow? Can you feel the food moving down your esophagus and into your stomach? When other thoughts intrude, notice them and return your attention to eating.

Walking Meditation

Stand up and relax your body all over. Take several deep, focused breaths. Now begin walking. Be aware of every process involved in moving. Try to match your breath in rhythm to your walking in a way that is comfortable to you. Pay attention to all the sensations of walking. Notice your muscles contracting and relaxing as you move. How do the various part of your body feel as you walk? After you've scanned the feelings in you body become aware of everything you can see as you walk. Then become aware of what you hear and smell. Let intruding thoughts go and notice everything about the experience of walking instead

Step 4 : THE POWER OF GRATITUDE

(To help getting to sleep and staying asleep)

Gratitude is the highest vibrating thought the human heart can contain. (If in doubt spend time with a negative, critical, ungrateful person)

Level 1 - Thank an object and follow the stream of gratitude thoughts.

Level 2 - Give thanks in detail to people or experiences that made your day beautiful.

Level 3 - Give thanks in detail for a lesson learned from a challenging and difficult person by listing the benefits of their character traits or behaviors. What you cannot be grateful for will run you.

Level 4 - Emergencies only. Deploy and instant portable stress busting device known as a red foam clown nose. Keep one on hand at your desk and in your car.

Step 5 - RISE AND SHINE MANTRA

(To help getting up)

A. Mantra - Every statement you make to yourself and others leaves an imprint on your own mind. A mantra is a sacred recitation used to connect with your source of strength. Repeat it to yourself or out loud the moment you become aware that you are awake. This is a positive affirmation about what you desire or have. Example: “Every waking morn I am born anew, I give thanks to the Creator for opportunities to do what I love.”

My personal rise and shine waking mantra is:

B. Daily Affirmation

“An affirmation is a strong, positive statement that something is already so.” – Shakti Gawain

To continue positive vibrations throughout the day read and hear the inspiring words and apply these inspiring words to your life. Words you say to yourself daily have power. They can help transform your insides and your outsides. They help put you in tune with what you are going to do. Ask yourself, “What do I have to believe in order to achieve this result?” And “What is the result I desire?”

People who achieve outstanding results in a particular area usually *think differently* from people who achieve poor or average results in that area.

Guidelines to keep in mind when developing your own affirmations:

1. Use words in the present tense, not future or past.
2. Use words that describe realities that are possible.
3. Avoid using absolute statements, such as always or never.
4. Use words implying balance of polarities.
5. Use words constructed in brief phrases.
6. Use words that give feelings of love and inspiration.
7. Use words you are willing to say to yourself for life.
8. Use words you can link to your favorite sensory associations. Sight (your favorite picture), Sound (your favorite music), Place (your favorite scene), Smell (your favorite fragrance), Taste (your favorite food), Feel (your favorite texture)
9. Start your affirmation statement with I.
10. Include powerful verbs that inspire action. Pump your statements!
11. Write and audibly repeat them, feeling the emotional power of the affirmations in your body.
12. Visualize yourself as having already created this result in your life
13. Focus on what you want, not what you don't want.

*“If you think what you've always thought, you'll do what you've always done.
If you do what you've always done you get what you've always got.”*

“The mind believes what you tell it.”

Keywords of Inspiration and Meaning for me are:

Step 7 – MINDFUL DISCIPLINE

(Commitment to all the steps to help live better and do what you were born to do.)

Make a habit to put your feet on the floor when you agreed to wake up the night before, no compromise. (The pain of regret outweighs the pain of discipline.) Use your will power to serve your purpose. The ego seeks pleasure and avoids pain. To engage success is to balance and be in harmony with pleasure *and* pain, support *and* challenge, loss *and* gain, sad *and* happy, chaos *and* order.

To live more consciously, the body must be obedient to the mind with discipline. The mind is then obedient to the spirit (your higher calling) with inspiration – doing what you love to do. When your spirit/life purpose is honored and grounded, it thrives and you wake up happy to do what you love.

Follow Nature's Hand

Unless the mind rules the body then it is like the horses telling the coachman which way to go. This is the stuff of addictions. Your body are the horses, they have instincts, they seek the pleasure only and they provide the mobilization of your being. But they are certainly not aware of any sense of the context or greater purpose in which they are operating. You need to master the body otherwise the law of obedience is not functioning and you are denying nature's hand.

Exercise: The perfect way to master the body is by putting it in positions of rest and testing discipline. Try sitting absolutely still of 10 minutes. No movement. Freeze for ten minutes. Then watch the itches come - the discomfort rises as the body starts to tell your mind that "This is crazy, there's absolutely no use" and you mind becomes the slave. See if you can build the discipline of personal WILL by freezing the body. Include the tongue, the eyes, the finger tips.

Semi Lucid Dreaming

Note: If you wake up organically before your agreed time then you can enjoy exploring your semi-lucid dreams. These are the simple thoughts that dance during the twilight of consciousness. It is recommended to prop up in bed with hardcover note book and pencil. Write what comes to your imagination and allow yourself to doze off until your agreed waking time. Repeat as necessary.

Rituals – Repeated Patterns of Support

- A. Morning ritual may include “morning pages” (3 sheets of stream of consciousness writing from Julia Cameron, *The Artist's Way*)
- B. Morning exercises and stretches highly recommended, Walking, Yoga, Chi Gung, Tai Chi,

Take good care of whatever's left of your average 26 years spent asleep. There are 525,600 minutes in a year and 1440 minutes in this day and everyday and spend it wisely because you can't carry a balance to the next day. The only thing you leave behind is how much you gave to others that leaves you with a smile on your face. Good Morning!

Interesting Facts About Sleep

- 60% people report having trouble sleeping at least a few nights a week
- Less time from social and leisure pursuits results in more stress that steals sleep and sex
- Strongest alert force between 6pm and 8pm (good for dinner parties)
- Memory is sharpest at 7am
- Term insomnia is often overused. You have insomnia if it takes more than 30 min to fall asleep and you are awake for 30 minutes or more a night – at least 3 times a week. No matter how little you sleep it isn't insomnia unless your nighttime habits drag you down during the day.
- Many have sleep-phase disorder. This is when you train yourself to conk out at the wrong time and body picks up pattern making going to, and waking from, sleep difficult.
- Most people's normal sleep cycle includes waking up 5 to 10 times per night unnoticeably.
- Napping, sleeping in and going to bed early doesn't help insomnia
- Don't wish to sleep like a baby, they wake often and haven't consolidated sleep into one stretch, rather aspire to sleep like a teenager, sleep like no tomorrow.

Snoring

- Overall, 45% of all adults snore occasionally, 30% of adults are habitual snorers
- By age 60, 60% of men and 40% of women habitually snore.
- Male: Female ratio = 2:1 with the gap closing after menopause
- Prevalence of snoring increases into the 6th decade and then decreases for older individuals (this may be due to decrease in deep NREM and REM sleep that occurs with increasing age and also to shorter life expectancy of snorers)

Facts

- Snoring arises when the air passage is blocked which inhibits easy & normal breathing.
- It occurs when the tongue & soft palate collapse, creating a blockage at the airway.
- A nasal blockage causes one to breathe through the mouth which leads to snoring.
- A nasal blockage can be caused by alcohol, smoking, sleeping pills, blocked nose, sinusitis, a large uvula, enlarged tonsils, deformities in the nasal pathway, cough mixture containing dextromethorphan, excess body weight & an allergy to dust, mold, milk, wheat or eggs.
- Sleep apnea is a condition where the snorer stops breathing for a couple of seconds (10-30 seconds) at a time long enough to deplete oxygen in the blood & brain, & followed by loud snorts. This cycle occurs many times (in most cases hundreds of times) during sleep. In certain cases, the snorer awakens abruptly a few times in the night, gasping for air.
- Overweight middle-aged (or older) men & overweight menopausal women may start to snore.
- Children do snore & usually it is because their adenoids are enlarged or they have a blocked nose.

Reduce Snoring

- Elevate the head by placing pillows below the head.
- Wear a t-shirt with a tennis ball sewn into the back to prevent sleeping on the back, the most snore position.
- Shed some weight if you are obese. It will do much good to lighten neck tissues so as to prevent the narrowing of the passage way.
- Take natural anti-snoring pills or use anti-snoring nasal spray.
- Avoid alcohol before bed. Alcohol causes the muscles to relax which constricts air passages.
- Avoid rich foods (e.g. cakes, chocolates) before bedtime. Stop smoking.

It is no surprise that snoring has been a cause of marital discord. Before it affects your marriage adversely have an honest rock paper scissors game and decide who will sleep in the guest room. It's not personal it's practical.

Web Sites

American Sleep Apnea Association Home Page: <http://www.sleepapnea.org/>

Snoring Device: <http://www.snoringstopper.com>

www.sleepfoundation.org/

www.helpguide.org/life/sleep_tips.htm

www.k-state.edu/counseling/topics/life/sleep.html

Holistic Sleep Strategies

Sleep is one of the primary pillars of health. Unfortunately, many people suffer from some form of sleep disturbance on a regular basis. Sleep deprivation is one of the defining health problems of modern society, right up there along side obesity.

Use of Stimulants –Those with chronic sleep disturbance usually rely upon coffee and other stimulants to get them through the day. This only worsens the problem and further drains their energy. Breaking this pattern can be challenging. Accepting short term hardship is rewarded by long term results. Herbal nerve tonics such as oats and St.John's wort can help ease through the transition. The herb *Rhodiola rosea* is especially helpful to enhance endurance and alertness throughout the day. *Gotu kola* is a cerebral circulatory stimulant and can improve alertness and mental capacity while producing a state of calm. Visit your health food store to acquire these natural ways for perfect balance.

Stress and Anxiety affect us all and can cause short term sleep disruption. Favorite remedy after a stressful day is a strong brew of chamomile tea (2 tsp. herb per cup boiled water) with 20 drops of passionflower tincture added. Passionflower is recommended for the treatment of nervous tension, restlessness, and irritability with difficulty falling asleep. Passionflower can be repeated again at bedtime combined with valerian tincture which is a powerful sedative and muscle relaxant. It is rare that herbal sedatives will cause grogginess the next day. Best not to combine them with sleeping pills.

When stress and anxiety are prolonged and/or severe it can lead to adrenal burn out and deep seated exhaustion. This can be avoided by using herbal nerve tonics and other stress management tools. If this does occur adrenal restoratives such as borage, licorice and eleuthero can be used along with other supportive herbal aids.

Pain can cause severe sleep disruption. The cause of the pain needs to be effectively dealt with. Many herbal sleeping agents also act as analgesics, anti-spasmodics and anti-inflammatories. Examples include California poppy, valerian, black cohosh, and lobelia. A liquid calcium and magnesium supplement taken at bedtime is relaxing to the nervous system and is an effective way to deal with muscle spasm.

Melatonin, a hormone produced by the pineal gland, is largely responsible for regulating sleep patterns. Its release is stimulated by the dark; therefore the bedroom must be completely dark. Cover windows to block out street lights and wear an eye mask if necessary. Reduce lighting in the evening, dim the lights or use candles. Conversely, it is important to have sunlight exposure during the day to maintain melatonin production by the body.

Simple lifestyle adjustments can be very beneficial in cases of sleep disturbance. For example people respond well to a ½ hour walk after dinner. Exercise helps the body burn off stress hormones, plus it improves digestion. A soothing bath in the evening using relaxing essential oils like lavender, ylang ylang or spikenard is very helpful. Light and pleasurable reading at bedtime can help to shut off mental processing and unwanted thoughts from the day.

Establishing regular, routine sleep patterns is important. Sleep research shows that the hours between 10 p.m. and 3 a.m. are critical for rejuvenation. The dark winter months are a good time to practice going to bed early. Sweet dreams.

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Ten Tips For Simply Marvelous Slumber

1. **Get in the Rhythm** — Commit to a regular sleep schedule. Hit the hay the same time each night and arise the same time each morning. Yes, even on Saturday. Avoid napping more than 30 minutes since that can mess with your internal clock. This will also help you wake up organically (without an alarm clock)
2. **Create a Heavenly Nest** — Transform your boudoir into a place that cultivates restful nights. Reserve for sleeping and intimacy only – no television, no exercise and especially no work. Make your bedroom comfortable temperature and well ventilated. Invest in the best bed you can afford. Operate a happy whirr fan at night if you have noisy street sounds or too much silence.
3. **Harmonize with Daylight**.— Work with your body's response to light and dark cycles. Even in the dark of winter get at least 30 minutes of sunlight because it balances your circadian rhythm. There is now a scientific consensus that bright light therapy is also effective for SAD, (Seasonal Affective Disorder) a disorder which may overlap with chronic and intermittent depression. Lack of exposure to bright light can adversely affect our daytime mood, energy, and alertness level has been recognized since antiquity. Replace important lights at home and office lights with full spectrum light bulbs. (Available at health food stores)
4. **Go Cold Turkey** — Limit or eliminate caffeine. Here's the catch 22. After a lousy sleep we need java jolts to stay alert during the day but the java juice in our system is a stimulant that contributes to shallow sleep. Consider breaking the cycle or restricting coffee to a morning treat only. Refrain from other stimulants such as cigarettes and cola pop. Curb alcohol in the hours before bedtime because while it may help you nod off, it also lightens the sleep cycle.
5. **Exercise** — Regular exercise promotes sound sleep. That's it, period. Walk, ride, bounce, stretch, tickle, float, whatever it takes get the heart pumping, but not too vigorously before bed or you'll be too alert.
6. **Listen to Grannies Wisdom** — Avoid heavy meals before bed because all the churning and digesting will keep you awake. Don't drink a lot of fluids because they will want to "pass" before you arise. This is a polite way to say if you get up to pee at night stop filling up your bladder before bed. The exception is grandmothers advise to sip a cup of warm milk. Milk contains tryptophan, an amino acid demonstrated to enhance sleepiness.
7. **Wear Socks** — Research has revealed some interesting findings on sleeping and body temperature. Keeping the extremities warm increases blood flow and helps keep the body's core cooler, a pattern that appears to benefit sleep.
8. **Don't Toss and Turn** — If you're not asleep after 20 minutes get out of bed and do something relaxing until you feel sleepy such as reading or listening to soothing music. Tossing and turning can serve to increase anxiety and rumination, making sleep all the more unattainable.,
9. **Meditate** — Regular meditation nourishes sleep. Experiment with various meditation techniques: mindfulness on breathing, focusing a candle flame, or counting meditation (sheep?). OR try other mind neutral activities like reading light material or soaking a nice warm tub.
10. **Drink Tea** — Nothing like a soothing cup of herbal tea. Regular tea contains caffeine. Try teas with chamomile or valerian, both naturally derived sleep inducers.

Chi Gung: Wake up Massage and Energy Exercises

Energize the hands by rubbing together at the beginning of each movement. Repeat each movement nine times before progressing to the next.

1. Using the tips of fingers pop up and down on top of head.
2. Face wipe down from forehead to off the chin gently.
3. Eyes, lids closed, wiping from bridge of nose to hairline by your ear.
4. Nose, from bridge of nose to nostrils, clearing out the mucous.
5. Ears, front and back of ears.
6. Neck, hands on either side swipe from back to front.
7. Stomach, wide circles across solar plexus. Pat your head if you dare :)
8. Lower back and buttocks, a light pounding with your hands in a fist.
9. Arms, wipe up the outside from hand to armpit and return down the inside.
10. Legs, swipe up the inside, down the outside.
11. Close eyes , stand tall and relax still and quiet for 2 minutes and listen to the body's wisdom.

EIGHT PIECES OF SILK

Each movement is repeated nine times. Transitions are smooth and graceful.

1. Imagine the body is light as a silk flag waving in the wind, arms reaching out in front, finger tips pick up an imaginary silk cloth, wrists bend and wave an imaginary silk up (breathe in) like a billowing sheet and down (exhale) as knees bend toward the ground. Repeat and imagine.
2. Cup your hands in front and imagine pulling a flexible sphere apart, raising the right arm and lowering the left, reverse with left arm up and right arm down.
3. Angry eyes to catch flies, facing squarely forward standing feet shoulder width apart, knees slightly bent. Reach left arm across and past right shoulder, catching "flys" holding imaginary chop sticks in your fingers. Reverse. Add "angry" hrumph sound as you capture a fly.
4. Angry eyes to catch flies. Same movement but catch flies with a great torso twist reaching further behind the body on both sides.
5. Reach up over your head clasping both hands together and slowly push an imaginary log straight down into the soft earth at your feet while you exhale and inhale slowly as you "rag doll" back up. Count your breathe to pace.
6. Dog wagging tail as head moves naturally with the tail. Bend over at the waist with hands on hips with head low and wag what your momma gave ya.
7. Bow and arrow, standing with legs shoulder width apart and arms outstretched to the side. Shift weight moving hip to right and hold a "long bow" in hand, arm stretching our to side, "String" is pulled to heart, bending elbow and corresponding knee. Release the fingers to release the "arrow" and swing arms in front across body and shift weight to other hip, allowing hands to pass each other and repeat.
8. Stationary jogging, bouncing on toes in one place. Then stand still, arms by your side soft gaze or eyes closed, rest and listen to your bodies wisdom.

Inspired Workplace Audit

Q. How happy and productive is your working environment?

Instructions: Circle your numerical response to each of the following questions regarding your perceptions of the people environment at work over the last two week period. This may be completed by leaders, management teams, the entire staffs unit or all the above. This audit can be used again after initiatives are rolled out to measure the degree of change.

1. What are people talking about? (Gossiping or Creating?)				
Other People (Loose Lips)			Ideas and Solutions (Focussed)	
1	2	3	4	5

2. What are people doing? (Drifting or Intentional?)				
Procrastinating			Purposeful	
1	2	3	4	5

3. What are the dominant thoughts? (Weekend Waiting or Loving It?)				
TGIF - Thank God It's Friday!			TBIF - Too Bad It's Friday!	
1	2	3	4	5

4. What do people look like? (Head Down or Smile Up?)				
Heavy Walking, Avoid Eye Contact			Light Step, Eager to Greet	
1	2	3	4	5

5. What is the pace of movement?				
Dragging and Pokey			Swift Certainty Stride	
1	2	3	4	5

6. Where is the organizations vision/mission statement? (External or Internal?)				
Absent/On the Wall to Remind			In Every Heart, Smile and Hand Shake	
1	2	3	4	5

7. What images are in view? (Vacation Destinations or Inspired Beauty)				
Escape to "Someday Isle"			Inspiration Here and Now	
1	2	3	4	5

8. What is the working / living space like? (Sloppy or Tidy?)				
Reminders/rules to de-clutter and clean.			Willingly kept fresh and bright.	
1	2	3	4	5

9. Responsibility for Personal Growth				
Blaming, Excuses, Disempowering Self			Taking Ownership of Choices/Outcomes	
1	2	3	4	5

10. How do People Deal with Conflict? (Bad or Healthy?)				
Back Down, Hide and Avoid			Welcome Challenge, Talk and Grow	
1	2	3	4	5

11. What do People Hear Expressed? (Words and Tone)				
Ingratitude and Criticism			Thanks, Laughter, Appreciation	
1	2	3	4	5

12. Energy, Drive and Commitment (External Carrots or Internal Juice?)				
Close Supervision Required			Trusted and Driven From Within	
1	2	3	4	5

13. Relationship to Change (Cling to Order or Willing Chaos?)				
Closed, Resistant, Sabotage			Open, Responsive, Engaged	
1	2	3	4	5

14. Stress and Mental Health (Neglect or Self Care?)				
Excessive Emotional Expression/Repression			Balanced Living, Peace of Mind	
1	2	3	4	5

15. What are the Personal Dreams and Values? (Who Cares?)				
Unknown, Unexplored and Unshared			Expressed, Aware and Intentional	
1	2	3	4	5

Add up your score. Add points together as circled.			Total:	
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INTERPRET YOUR SCORE (or cumulative score if completed by a group)

Score 15 to 35 - Staff require steady external motivation to perform because their hearts are not fully engaged in what they do. Response: Short term limited results: Pay more, bribe with perks and incentives. Long term sustainable results: Dedicate proactive culture shift training to inspire flexible leadership, team spirit and a deeper sense personal purpose and energy.

Score 35 to 55 - Staff are loosely engaged but may slip when not watched. Some indication of awareness and contentment that their important values are being expressed through what they are doing. Response: Focus custom training on staff development in areas that require a boost. Start with programs designed to boost the lowest scores.

Score 55 to 75 - Overall inspired workplace. Leadership can focus on building the organization, not managing the people. Response: Manage less and let the energy flow into quality customer service and program or product development. Leaders need to get out of the way and let the staff do what they love to do – create, grow and serve.

FACING FEELINGS



AGGRESSIVE



AGONIZED



AMUSED



ANGRY



ANXIOUS



APATHETIC



APOLOGETIC



ARROGANT



ASHAMED



BASHFUL



BLISSFUL



BOASTFUL



BORED



CAUTIOUS



COLD



COMPETITIVE



CONCENTRATING



CONFIDENT



CONFUSED



CONNIVING



CONTEMPT



CONTENTED



CRANKY



CREATIVE



CURIOUS



DELIGHTED



DEMURE



DEPRESSED



DETERMINED



DISAPPOINTED



DISAPPROVING



DISGUSTED



DISTASTEFUL



DOMINEERING



EAGER



EAVESDROPPING



ECSTATIC



EFFICIENT



EGOTISTICAL



EMBARRASSED



ENRAGED



ENTHUSIASTIC



ENVIIOUS



EXASPERATED



EXERCISED



EXHAUSTED



EXPECTANT



FIENDISH



FORGETFUL



FRIGHTENED



FRUSTRATED



GOSSIPY



GRATEFUL



GREEDY



GRIEVING



GUILTY



HAPPY



HELPFUL



HELPLESS



HOMESICK



HOPEFUL



HORRIFIED



HOT



HUNGOVER



HURT



HYSTERICAL



IDIOTIC



IMPRESSED



INDIFFERENT



INFATUATED

FACING MORE FEELINGS



IRRESISTIBLE



INNOCENT



INSECURE



INSIGNIFICANT



INSPIRED



INTERESTED



JEALOUS



KIND



LAZY



LOADED



LONELY



LOVABLE



LUSTFUL



LOVESTRUCK



MARTYRED



MEDITATIVE



MELLOW



MISCHIEVOUS



MISERABLE



NAUSEATED



NEGATIVE



NERVOUS



NOBLE



NONCHALANT



NOSTALGIC



OBSTINATE



OPTIMISTIC



OVERWORKED



PAINED



PASSIVE



PARANOID



PERPLEXED



PRESSURED



PRUDISH



PUZZLED



REGRETFUL



RELIEVED



RESENTFUL



SAD



SATISFIED



SKEPTICAL



SCHEMING



SEDUCTIVE



SHEEPISH



SICK



SHOCKED



SMUG



SOPHISTICATED



SUCCESSFUL



SULKY



SURLY



SURPRISED



SUSPICIOUS



SYMPATHETIC



TALKATIVE



TEMPTED



TENDER



THOUGHTFUL



THREATENED



TIMID



TIRED



TRANSCENDED



TRIUMPHANT



TURNED-ON



TWO-FACED



UNDECIDED



UNEASY



VULNERABLE



WITHDRAWN



WORRIED

Participants in BRAVO professionals development programs and conference seminars discover real world roll-up-your-sleeves skills for living and working with greater **balance, harmony and service**. Our goal is to help make a difference in people's lives and careers by building greater unity between self and others. Individuals turn to us when the need help to connect their head and heart in a joint venture. Organizations turn to us when want to support their employees to give their best in a healthy and vibrant work environment. Conference organizers and meeting planners receive accolades from participants who are re-energized with useful new tools and inspiring "can do!" perspectives.

TOPIC 1: How to Wake Up Happy (and do what you love!)

↳ The quality of your waking determines the quality of your life.

The quality of your awakening determines the quality of your day, the quality of your days determines the quality of your life and your service to others. Bad sleep can impact decision making, stress coping abilities and the quality of relationships at home and work. This program shares the seven steps to satisfied slumber.

TOPIC 2: How to Stress Smart

↳ Life is 10% what happens and 90% how you think about it.

This lively presentation explores the common sense brain power needed channel creative tension and make stress work for you so you can thrive, rather than just strive in life and work. You will learn 5 effective low budget intervention techniques for turning chaos into order. Instant portable stress buster gift included.

TOPIC 3: How to Energize Your Work

↳ Giving you more to take home to your family

What are you smiling about? Learn how to have more energy and serve with gratitude using the four key principles that awaken people to move from motivation to inspiration. Bonus tool to thank the most annoying task you have to do at work.

TOPIC 4: How to Increase Team Spirit

↳ What if work was play?

This experiential games program connects participants to their playful side to enhance vitality, purpose and inspiration. Problem solving initiatives are used to engage everyone's hands, feet and brain to stimulate and reveal each team members unique communication style, cooperative ability and personal leadership approach.

TOPIC 5: How to Deal with Difficult People for Good!

↳ What if you could know yourself better than others know you?

Real life examples will be used to explore profoundly simple immediate and short term tools as well as a permanent tool to dissolve reactive energy and find harmony in all relationships so you can create and maintain quality connections with self and others as you choose.

TOPIC 6: How to Inspire Virtues at Work

↳ Promoting the gifts of character

This program bridges the "Knowing – Doing" gap in character education and ethical standards with empowering strategies that inspire the practice of virtues in everyday life through programs of excellence and simplicity that support people of all ages to cultivate their virtues – the gifts of character.

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