



## SHOW UP AS YOUR BEST SELF

### **What is Mindfulness?**

- *The awareness that arises from paying attention in a particular way, on purpose, in the present moment, and nonjudgmentally to the unfolding of experience.*
  - *For the cultivation of wisdom and compassion*
  - *As if your life depended on it*

– Jon Kabat-Zinn
- *A training in concentration, compassion, and kindness ... with mindfulness, we relate to ourselves and others differently.* – Sharon Salzberg
- *The quality and power of mind that is deeply aware of what's happening – without commentary and without interference.* – Joseph Goldstein
- *Loving awareness* – Jack Kornfield
- *Mindfulness is about increasing our awareness of what's happening in our minds, throughout our bodies, and in the world around us. It is about noticing these things and also accepting them as they are, rather than making ourselves crazy by wishing they were different...evidence suggests that there's one way to cultivate mindfulness that trumps all the rest: meditation.* – David Gelles, Mindful Work
- *Mindfulness helps you pay attention to your thoughts in a nonattached manner, which takes the emotional charge out of them, slows down your experience of time, and reconnects you to the present moment.* – George Mumford, The Mindful Athlete

- *Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom.* – Viktor E. Frankl
- *The process of actively noticing new things. As you notice new things that puts you in the present. And as you notice new things you come to see the things that you thought you knew, you didn't know very well at all.*  
– Ellen Langer
- **Seven attitudes of mindfulness:** beginner's mind; non-judging; acceptance; letting go; trust; patience; non-striving (non-doing); gratitude; and generosity. – Jon Kabat-Zinn
- ***A mindful leader*** is someone who brings out the best in oneself and others by consistently "showing up" present, grounded, and compassionate—especially in challenging situations.  
– Cathy Quartner Bailey

## **What is Meditation?**

- The practice of setting quiet time aside and turning your attention to a single point of reference (anchor) like your breath, body sensations, sights, sounds, or word mantra
- Meditation is training for the mind; it involves an internal effort to self regulate the mind; turning your attention away from distracting thoughts and focusing on the present moment
- Meditation is an internal experience that affects how you relate to the outside world versus just being in a solitary activity
- The nature of the mind is to wander and drift away (that is its job!). In simple breath mindfulness meditation, you are becoming aware of your breath as well as your mind (and it's wandering nature), and consistently bringing your attention back to your breath. The magic moment – that is the moment of mindfulness – is when you notice your mind has wandered and you “begin again” by returning your attention back to your breath, with gentleness and kindness toward yourself.
- *What meditation trains you to do is be awake for your actual life and then break out of this fog of rumination and projection in which most of us operate all the time on autopilot. – Dan Harris, 10% Happier*
- *Often, meditation means you're sitting still, noticing the sensations of breath, and coming back, over and over again, as you get distracted. Other times it means paying attention while eating, or walking, or falling asleep. Sometimes it means not focusing on any one particular thing at all, but building “open awareness” that is like a mirror held to everything you experience. But in general, you can think of meditation as an activity of focused mindfulness or focused attention. – 10% Meditation App*
- *You probably heard it before, and it's true, that the mind is a muscle. You need to take care of it through daily practice. It's that simple and that profound. – George Mumford, The Mindful Athlete.*

## **Mindfulness versus Meditation**

- *Mindfulness is a capacity of mind – a way of relating to whatever is happening – while meditation is an activity, a thing you do.*
- *If mindfulness is like strength training and flexibility, meditation is like running or going to the gym.*

## Benefits of Meditation

Research suggests that meditation supports a healthier cardiovascular system, stronger immune system, more settled nervous system, and healthier brain (neuroplasticity).

Potential benefits include:

- Emotional regulation and stress management: activation of parasympathetic nervous system (*rest and digest*) and deactivation of sympathetic nervous system (*fight and flight*) which can lead to feeling calmer, and more at ease.
- Improved health & wellbeing: lower heart rate and blood pressure, pain management including tension headaches, better energy, better sleep, more joyful mindset, slowing rate of cellular aging, reduction in inflammation, and reduction in anxiety and depression.
- Attention regulation: increased performance, enhanced focus, less mind wandering (also leads to happier mindset) and improved memory.
- Better relationships: through enhanced self-awareness and the cultivation of kind-hearted qualities like compassion, empathy, and forgiveness, which also leads to stronger social bonding.
- Enhanced creativity: by quieting the mind and tapping into one's own wisdom and intuition.

### **Tips for Establishing a Meditation Practice**

- Practice every day. But if you miss a day or two or ... (it happens!) – simply begin again.
- Find a quiet place to sit where you will not be distracted. It might be sitting upright (not rigid or tight) on a chair, on a cushion on the floor cross-legged, lying down, or standing. The idea is to “fall-awake,” remaining alert during your meditation.
- Establish a daily ritual. Meditate as soon as you wake up or at the same time each day.
- Recognize that the purpose of meditation is not to stop your thoughts, that the mind is a chronic wanderer (that’s its job!). Your purpose in meditation is simply to become aware of your thoughts.
- It is perfectly natural for your mind to wander! When you notice your mind has wandered and you return to breath, celebrate and be kind toward yourself because this is “the magic moment”! As you bring awareness to the fact that your mind has wandered and reconnect to breath, you are actually strengthening your ability to concentrate and be more mindful.
- Know that it is normal for uncomfortable feelings to arise.
- Practice self-acceptance. Be kind, gentle, and nonjudgmental toward yourself. Whatever you experience is okay.
- In general (though some days will be more difficult than others), the more you meditate, the easier it gets.
- Meditate each day for a total of 8 minutes<sup>1</sup>. Either at one meditation “sit” or cumulative throughout the day.
- Use either a guided meditation (for example, 10% Happier Meditation App or one of mine) or follow the instructions below.

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<sup>1</sup> Research suggests that 8 minutes is enough to reap short-term changes to the brain, though the more you do, the wider array of benefits you receive (Why Meditation Matters by Richard Davidson and Daniel Goleman with Richard Gere).

## **Self-Guided Meditation Instructions**

**Basic Mindfulness Meditation** (where the anchor is your breath and you are self guiding versus following an app)

- If it's comfortable, close your eyes, if not keep them open or adjust your gaze downward
- Start to settle into yourself.
- Check in. You might silently ask yourself, "How am I feeling today? How is my mind state? My emotional state? My body? "
- Bring attention to your breath and find your own natural rhythm (don't try to control your breath)
- Breathe in and Breathe out. You might silently say to yourself "in" on the in breath, and "out" on the out breath (this is called "noting")
- Notice the pause between the in breath and out breath
- When your mind wanders, as it will, simply reconnect with your breath and begin again with kindness and acceptance (this is a key step and the magic moment where you are strengthening your mindfulness!)
- Continue to focus on your breath
- As you end of your meditation, acknowledge yourself for taking the time to focus on your well being and giving yourself the gift of self-care
- When you are ready, gently open your eyes and reconnect with the world around you

## Meditation Apps

### Highly recommend if you're willing to pay!

#### 10% Happier Meditation App

- Free for limited use; \$10 month for full access to **guided meditations and mindfulness meditation courses** – I recommend doing a free trial versus paying for a whole year.
- Offers a wide range of guided meditations led by well-trained, phenomenal teachers including Dr. Judson Brewer, Joseph Goldstein, JoAnna Hardy, Matthew Hepburn, Anushka Fermandopulle, Cory Muscara, Jay Michaelson, George Mumford, Alexis Santos, Sharon Salzberg, Sebene Selassie, Oren Sofer, David Vago, PhD, Jeff Warren, and Jon Kabat-Zinn
- Guided meditations on many relatable topics: great for beginners, stress, sleep, happiness, focus, on the go, difficult emotions, waking up, relationships, health, mental mischief ☺, advanced & unguided, and from our books
- Offers different lengths: one minute, under 10 minutes, and adjustable (feel free to start with meditations three minutes or under!)
- **Also offers phenomenal mindfulness meditation courses** such as *The Basics* by Joseph Goldstein, *Emotional Agility* by Oren Sofer (one of my favorites!), *Meditation and the Brain* by Dave Vago, PhD, and *Mindful Eating* by Dr. Judson Brewer
- Includes an informative weekly email

In addition to the meditation app Dan Harris, co-anchor for Nightline and weekend edition of Good Morning America:

- Wrote two books: 10% Happier: How I tamed the voice in my head, reduced stress, and found self-help that actually works – a true story AND Meditation for Fidgety Skeptics: A 10% Happier How-to-Book.
- Leads 10% Happier podcast. Harris interviews well known leaders across many industries about when and why they started meditating, what the benefits are, and what their everyday practice looks like.

## **Meditation Apps**

### **Highly recommend if you want a free app!**

#### **Insight Timer Meditation App**

- **Free**
- Offers guided meditations and popular for offering “the bell” to start and end your meditation.
- Guided meditations based on how much time: Go to Meditations section and click through on Meditations icon and you will find guided meditations based on how much time you’ve got: 0-5 minutes; 5-10 minutes; 11-15 minutes, etc.
- Or search for your favorite meditation teacher. Recommendations based on my own personal and client use:
  - Andy Hobson: Accepting and Letting Go – 30 minutes
  - Elisha Goldstein: Body Scan by– 30 minutes
  - Glenn Harrold: Mindfulness for Releasing Anxiety – 24 minutes
  - Jack Kornfield
    - Breathing Meditation – 9 minutes
    - Compassion for Self and All – 8 minutes
  - Sharon Salzberg: Breath Meditation by– 10 minutes
  - Tara Brach
    - Gateway to Presence – 11 minutes
    - Coming Home to Being – 21 minutes
    - Vipassana (Basic) Meditation – 15 minutes

#### **Other meditation apps** (recommended by clients)

- Headspace
- Calm
- Sip and Om

## **Meditation Podcasts**

### **Dan Harris 10% Happier free podcast**

- Harris interviews respected leaders across all industries and asks the same set of questions: When did you start meditating? Why did you start meditating? What are some of the benefits you noticed? What does your practice look like?
- While one podcast is better than the next, a few of my favorites: #75 Jon Kabat-Zinn, #98 Daniel Goleman and Richard Davidson, #7 George Mumford, #6 David Gelles, #82 Cory Muscara, #63 Billy Crudup, #56 George Stephanopoulos, and #8 Sharon Salzberg.

### **Additional Free Podcast (for a deeper dive)**

- Heart Wisdom podcast with Jack Kornfield (one of my favorites!)
- Insight Hour podcast with Joseph Goldstein
- Tara Brach by Tara Brach podcast
- Tricycle Talks features leading voices and thinkers in the contemporary Buddhist world
- Big Think website also offers inspiring video talks by leading mindfulness experts including Jon Kabat-Zinn, Daniel Goleman, Dan Harris, and Sam Harris.

## **Favorite Meditation Books**

### **Shameless Self Promotion**

#### ***Show Up as Your Best Self: Mindful Leaders, Meditation, and More* by Cathy Quartner Bailey**

I share how mindfulness, meditation, and other forms of reflection can help any leader become more adept at managing uncertainty, setting priorities, listening, problem solving, and relationship management. Included are several meditations and other tools to help leaders show up more mindfully for themselves and their teams. Available on Amazon.

### **Secular Mindfulness**

#### ***Altered Traits, Science Reveals How Meditation Changes Your Mind, Brain, and Body* by Daniel Goleman & Richard Davidson**

Goleman (science writer) and Davidson (neuroscientist) show how training the mind through mindfulness and compassion meditation practices – starting with at least eight minutes a day – can transform our brains, our sense of self, and overall well-being and health.

#### ***Coming to Our Senses and Wherever You Go There You Are* by Jon Kabat-Zinn, PhD**

Scientist, writer, and meditation teacher JKZ is internationally known for his work in bringing mindfulness practices, especially mindfulness-based stress reduction (MBSR), into the mainstream of medicine and society. He has done more than anyone to popularize secular mindfulness over the last three decades. Kabat-Zinn shares how bringing full awareness to the present moment helps us achieve more personal peace and heal the world.

#### ***Wherever You Go There You Are* by Jon Kabat-Zinn, PhD**

Scientist, writer, and meditation teacher JKZ is internationally known for his work in bringing mindfulness practices, especially mindfulness-based stress reduction (MBSR), into the mainstream of medicine and society. First published in 1994, this book is a best seller and has become a classic by providing a simple path to cultivate mindfulness one's own way and in one's own life.

#### ***10% Happier: How I Tamed the Voice in My Head, Reduced Stress Without Losing My Edge, and Found Self-Help that Actually Works – A True Story* by Dan Harris**

Dan Harris, co-anchor for Nightline and weekend edition of Good Morning America, takes readers on a ride from the outer reaches of neuroscience to the inner sanctum of network news to the bizarre fringes of America's spiritual scene, and leaves them with a takeaway that could actually change their lives.

***Waking Up: A Guide to Spirituality Without Religion* by Sam Harris**

Harris, a neuroscientist and author, provides a guide for those who want spirituality without religion. *Waking Up* is a guide to meditation that combines contemplative wisdom with modern science: neuroscience and psychology.

**Business**

***Mindful Work: How Meditation is Changing the Business from the Inside Out* by David Gelles**

New York Times reporter reveals how meditation, yoga and other mindful techniques can be the key to fostering a happier, more productive workplace which lower stress, increased focus, and less depression at companies like General Mills, Ford, Target, and Google.

**Sports Minded**

***The Mindful Athlete: Secrets to Pure Performance* by George Mumford**

George Mumford taught mindfulness and meditation since 1989 and has worked with Kobe Bryant, Shaquille O'Neal, Clint Dempsey, and other high-level athletes – as well as corporate executives. Michael Jordan credits George Mumford with transforming his on-court leadership of the Chicago Bulls and helping him lead the team to six NBA championships. In his book, Mumford talks about how to get flow ready by being present and finding the quiet place inside.

**Deeper Dive - Buddhist Approach**

***Awake at Work: 35 Practical Buddhist Principles for Discovering Clarity and Balance in the Midst of Work's Chaos* by Michael Carroll.**

Author, meditation teacher, executive coach, and corporate director, shares Buddhist wisdom and offers thirty-five principles that we can use throughout our day to revitalize our work as well as our understanding of ourselves and others.

***How Can I Help? Stories and Reflections on Service* by Ram Dass and Paula Gorman**

America's spiritual figures shares stories that teach us the art of true listening while offering us strength, clarity, and wisdom for those times when we are called on to care for one another.

***Start Where You Are: A Compassionate Guide to Living* by Pema Chödrön**

An American Buddhist nun and renowned meditation master, Pema Chödrön provides insights into meditation with focus on compassion and wisdom during difficult times.

***The Meditative Mind by Daniel Goleman***

Internationally recognized author, science journalist, and psychologist provides a comprehensive overview of different kinds of meditation: Hindu, Buddhist, Sufi, Jewish, and Christian, Transcendental, Tantric, Kundalini, Tibeta Buddhist, Zen, and introduces the reader to the basic elements of their practice.

***The Mind's Own Physician, A Scientific Dialogue with the Dalai Lama on the Healing Power of Meditation, edited by Jon Kabat-Zinn, PhD and Richard Davidson, PhD.***

Provides a discussion addressing a range of vital questions concerning the science and clinical applications of meditation. Includes research findings that shed light on the nature of the mind, its capacity to refine itself through training, and its role in physical and emotional health.

***The Wise Heart, A Guide to the Universal Teachings of Buddhist Psychology by Jack Kornfield***

Respected author and psychologist Jack Kornfield offers an accessible, comprehensive, and illuminating guide to Buddhist psychology for the West. Kornfield, a great story teller and expert (and well regarded) meditation teacher, helps the reader to understand and cultivate mindfulness, compassion, living kindness, and true wisdom.

***Transformation & Healing by Thich Nhat Hanh***

Thich Nhat Hanh presents the four establishments of mindfulness and twenty exercises that guide readers through the fundamentals of Buddhist practice, offering insights into mindfulness in daily life.

***Why Buddhism is True by Robert Wright***

Wright taught at University of Pennsylvania and Princeton University, where he also created the popular online course "Buddhism and Modern Psychology". He reviews how the human brain was designed by natural selection to mislead and even enslave us and how Buddhism can offer insights into our suffering and offer a path out of suffering toward a kind of freedom through mindfulness meditation. One of my favorite books!

## **Retreat Centers, Workshops, and More**

- **Mindfulness Based Stress Reduction (MBSR) 8-week program at the UMASS Center for Mindfulness** (the original program started by Jon Kabat-Zinn in 1979 and a great resource center that offers fantastic courses – including an 8 week online course that will introduce you to mindfulness meditation) <https://umassmed.edu/cfm/mindfulness-based-programs/mbsr-courses/> - I HAVE TAKEN THIS AND HIGHLY RECOMMEND THE ONLINE PROGRAM!
- **Garrison Institute, Hudson River, New York** (retreats and events focused on cultivating contemplative practices)
- **Insight Meditation Society (IMS)**, Massachusetts (deep dive into silent retreats)
- **Long Island Center for Mindfulness** founded by mindfulness meditation expert Cory Muscara  
<http://www.limindfulness.com/retreats/>
- **Kripalu, Massachusetts** (yoga, meditation, workshops that focus on enhancing general well-being, great 3 day get away)
- **Omega, Upstate New York** (yoga, meditation, workshops that focus on enhancing general well-being, great 3 day get away)
- **Penn Program for Mindfulness** [www.pennmedicine.org](http://www.pennmedicine.org) (offers training programs for adults and kids, mindfulness coaching and mentoring, and ½ day silent retreats)
- **Home Practice Program** [www.homepracticeprogram.com](http://www.homepracticeprogram.com) (Shinzen Young, a respected Zen meditation teacher offers monthly home practice retreats so you can try a meditation retreat in the safety of your own home!)
- **Spirit Rock (IMS)**, California (deep silent into silent retreats)