



## October 2011 Newsletter

### Meditation and Letting Go

What I would like to do now is to go a little further than you might expect in a newsletter and explain a bit about meditation and letting go. If we need a reason for being a little unconventional, I can mention that working with managers in many different organizations, I have found that they are very interested in learning some techniques to facilitate achieving good, deep relaxation in about 15 to 20 minutes. My own experience and the reports I've had from managers I have worked with have indicated that they are indeed, very worthwhile.

Meditation can be valuable in a number of contexts. After a little practice you may emerge very refreshed and ready to go. Meditation is also an excellent preparation for dealing with complicated problems. Try it sometimes when you are bogged down with a tough one, nothing seems to be working, and you're getting awfully tired and discouraged. Meditation is also useful when you are achieving a more calm and peaceful state and in getting ready to deal with other people, whether in business or personal situations.

1. Find a quiet place where you are not likely to be disturbed. Select a comfortable, straight-backed chair and sit with your spine in a relatively straight line with your shoulders relaxed.
  - a. Your feet ought to be flat on the floor, shoes off; if you can allow yourself to be informal with yourself.
  - b. The back of your left hand should rest on the palm of your right hand with your thumbs lightly touching.
2. Begin with a relaxation exercise.
  - a. Slowly and thoroughly, as you sit in your chair, focus your awareness on the soles of your feet in contact with the floor and feel any tightness or tensions in the muscles.
  - b. If there are tensions, feel them fully; perhaps even intensify the tensions a bit and when you feel ready – let them go.
  - c. Next go to the tops of your feet and repeat the process.
  - d. Step by step, do the same with the rest of your body working up through your ankles, calves, knees etc., end with the top of your head
  - e. It may not be easy to really feel at first, but as time goes by and with practice, you will become increasingly sensitive and aware of yourself.
3. When you have completed the body relation, begin to count your breaths; inhalations and exhalations.
  - a. Don't strain
  - b. Begin to count one on the inhale and two on the exhale, three on the inhale, four on the exhale and so on until you have reached ten. Then start again from one.
  - c. The point is to focus your attention on your breathing and the counting.
  - d. You will find it very difficult at the beginning to keep from thinking all sorts of random thoughts.
  - e. Don't try to stop them – you can't anyway. Merely observe them eventually they will be less frequent and less insistent.
4. After you have been doing the breath counting for a while and when it seems right for you they saying out loud: "I am."
  - a. Say it loud though in a low tone;
  - b. Let the phrase pass from you until it becomes a soundless sound deep within you.
  - c. As you repeat it inside, you may hear it with your body, feel its rhythm, experience its vibration within you somewhere – stomach, heart, head – whatever place is right for you.
5. You follow the same process with "Let go."
  - a. You need to realize what you are saying.
  - b. You are saying let go of ideas, let go of thoughts, let go of troubles, let go of worries, let go of interesting ideas, etc.
  - c. If you find that you keep getting flashes of brilliant new ideas that you are afraid to lose, keep a notebook near you, jot them down quickly, then forget them and get back to letting go.
6. When you are finished meditating – your own bio-clock will keep time for you – take a moment to be with yourself and look around.
  - a. You will probably notice some changes in your environment.
  - b. Colors may be brighter, images sharper, sound clearer, and so on.

- c. These are common reactions with some people. For other, there are still other reactions and your reactions belong to you.

### **Comment**

For almost everybody, meditation takes some time to really get into. To have it work for you, you will need both desire and patience. After a time, meditation becomes a very natural and regular practice for many of my clients.

Then again, if you try it and find you don't have sufficient quantities of either desire or patience, let it go. Perhaps you come back to meditation again someday later when it and you are more right for each other.

## **Coping With Unforeseen Problems**

In your daily planning and decision making, identify alternative solutions to various problems. Then, if an unforeseen emergency arises and the chosen solution must be abandoned, you will be able to come up with an alternative quickly.

Over the next 3 months:

1. Identify and record 2 or 3 alternative solutions to major problems.
2. Refer to the alternative you have generated if obstacles stand in the way of implementing the best solution to the problem.
3. Decide which alternative would be best in view of the time constraints of the situation and available resources.
4. Maintain a record of instances where you apply alternative solutions.
5. Note the positive and negative consequences.
  - a. Were you able to successfully get projects back on track?
  - b. Did some of the alternatives make the situation worse?

As you become better able to identify and then apply solutions, the number of negative consequences will steadily decrease.

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