

“ Self-control is strength.  
Right thought is mastery.  
Calmness is power. ”

- James Allen

Everyone is born with potential. Every person is a gift to another. Yet none of these things will take place, unless we take full responsibility for how we choose to live. You can't control what happens to you, but you can control what happens in you. In there lies the opportunity for us to not just accept our lives but to start leading our lives.

Here is a guide I've created to help you get started by finding 5 mins in a part of your day, every day, to leverage the power of P.A.U.S.E. and increase the quality of your life today.

Leverage the power of...

**P**ONDER FOR PERSPECTIVE

**A**LIGN FOR PURPOSE

**U**NWIND FOR PEACE

**S**ENSE FOR INSIGHT

**E**NGAGE WITH FOCUS

**WHAT AREA OF YOUR LIFE DO YOU NEED TO START LEADING?**

“Men are anxious to improve their circumstances, but are unwilling to improve themselves; they therefore remain bound.”

- James Allen

## WHAT AREA OF YOUR LIFE DO YOU NEED TO START LEADING?



**PAUSE**  
Gift yourself 10 minutes of uninterrupted time



**REFLECT**  
Grab a pen & paper, then use the prompts below to leverage the power of P.A.U.S.E.

Write down an area of your life that you want to start improving.

### **P**ONDER FOR PERSPECTIVE

**For the next 60 seconds,**

Write down whatever thoughts come to your mind. Don't overthink it, just write and don't give yourself a moment to question your thoughts.

### **A**LIGN FOR PURPOSE

**Check your thoughts against your values and beliefs.**

What areas align to what really matters to you and what areas don't align?

### **U**NWIND FOR PEACE

**Take a break!**

Now's the time to step away. Do a **boxed breathing exercise** to allow your body to relax and increase oxygen to your brain.

### **S**ENSE FOR INSIGHT

**Now reflect.**

What new insights have you gained? what else can you see that wasn't there before?

### **E**NGAGE WITH FOCUS

**Plan, Prioritise and Act!**

What actions can you take to improve the selected area of your life? **Apply the 80/20 'Pareto Principle'** - if you could only do 2 things out of 10, which 2 will give you 80% of the value?

## 5 in 5



### Time

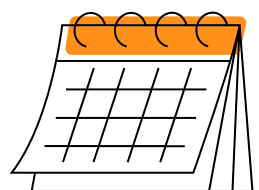
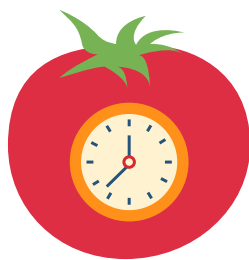


### Morning Routine

How you start your day will set the tone for the rest of your day

### Pomodoro Technique

Create a rhythm of focus time and break time throughout your day

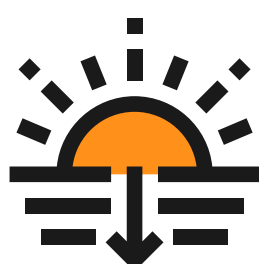


### 5 minute-less meetings

instead of 60 min meetings, make it 55. Remember "Parkinson's Law".

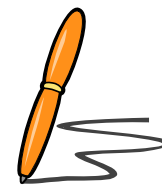
### Device-free time

The greatest gift you can give is time. Putting away your device is saying "you are more important than anything else right now"

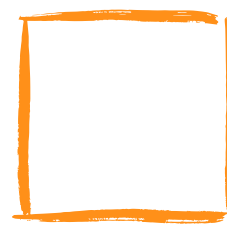


### Evening Routine

How you end your day will set the tone for the rest of your future. Start strong, finish stronger.



### Activity



### Boxed-Breathing Exercise

What and how to do it

### Cultivate an Attitude of Gratitude

Gratitude helps reduce stress and anxiety

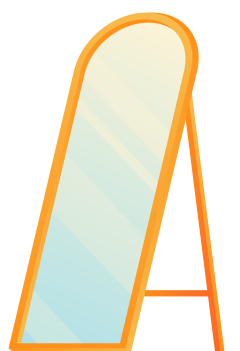


### 'Fill your cup'

You can't give what you don't have. Do what's needed to help you be best at your best for others

### Reflect and evaluate

Amplify the good and identify opportunities of growth



### Prioritise with Pareto Principle

What should you say 'yes' to and more importantly, what will you say 'no' to?