

## **KEEP CALM™ Body Awareness Mini Guide**

### **The Embodied Leader's 30-Second Reset for Nervous System Regulation**

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*“Calm is a skill. Regulation is the practice.  
Embodied leadership is the result.”*

#### **Welcome: You Need to Regulate Differently.**

You are a high-responsibility professional who handles everything, yet rarely exhales. Most leaders mistake their stress for a need for more discipline or better time management.


But the truth is, the way you regulate determines the way you lead.

This mini-guide is your soft, supportive routine for when pressure rises. It is not about a quick fix or pushing through. It's about building in space to pause, reflect, and adjust before things escalate.

You don't need to fix anything right now. You just need to notice what's happening in your body. This check-in is a gentle structure designed to help you interrupt stress before it spirals, reconnect, and steady yourself—anytime, anywhere.

#### **The 30-Second KEEP CALM™ Check-In**

 **Time:** 30 seconds

 **Use it:** Between meetings, before an important decision, or when transitioning from work to home.

##### **1. Pause (5 seconds)**

Stop what you're doing—just for a moment. This brief interruption signals safety to your nervous system.

- Let your shoulders drop a little.
- Unclench your jaw.

##### **2. Breathe (10 seconds)**

Intentional breathing is your quickest tool for real-time regulation.

- Take one slow breath in through your nose.
- Exhale *longer* than you inhale. (If you can, repeat this sequence one more time.)

##### **3. Notice (10 seconds)**

Turn inward with curiosity, not criticism. This is reflective practice.

Ask yourself—no judgment, just awareness:

- **Where do I feel tension right now?** (Is it physical bracing in the chest or forehead?)
- **Is my breath high or low?** (High, shallow breathing signals alert; low, deep breathing signals safety.)
- **Am I rushing... or grounded?** (Observe the pace of your thoughts and movements.)

*You don't need answers. Just notice.*

#### **4. Soften (5 seconds)**

You are allowed to slow down and begin gently.

Choose one place in your body to soften:

- Jaw
- Shoulders
- Hands
- Belly

Let the tension ease just 10%. That's enough to signal safety.-----**If Your Mind Is Racing...**

If mental clutter and scattered focus try to pull you away, gently anchor yourself with a quiet phrase:

**“Nothing is wrong. My body just needs a moment.”**

#### **Deepening the Practice: From 30 Seconds to 1 Minute**

To strengthen your regulatory capacity long-term, you can integrate one of the foundational practices from the **CALM Framework™** into your day.

The CALM Framework focuses on building habits that support you long-term, at work and at home.

**Centring Breathwork: Box Breathing**

(1 Minute)

Box Breathing is a powerful centering technique that helps calm the mind and improve emotional regulation.

1. **Inhale** deeply through your nose for a count of **4**.
2. **Hold** your breath for a count of **4**.
3. **Exhale** slowly through your mouth for a count of **4**.
4. **Hold** your breath again for a count of **4**.

*Repeat this cycle for one minute, focusing only on the breath.*

**Active Movement: Shoulder Shrugs**

(1 Minute)

This practice releases the chronic tension you might be carrying in your upper body.

1. Inhale deeply as you lift your shoulders up toward your ears, creating tension.
2. Hold for a moment.
3. Exhale and release your shoulders back down to their natural position.

*Repeat this motion for a full minute, focusing on the breath.-----*

### **Next Steps for Clarity and Grounded Leadership**

Small pauses create steadiness. Steadiness creates clarity.

This practice is your step toward building sustainable impact and leading from a place of grounded presence, instead of reactivity.

### **Want more tools and ongoing support?**

- **Join the Wholistic Community Newsletter** for simple practices that fit real life and ongoing support to help you stay connected and grounded.
- **Dive Deeper** with the **KEEP CALM™ Digital E-Book**, which provides 40+ CALM Practices for foundational skill building and strengthening your regulatory consistency.