

# Mindful Leadership and Practical Tips for Calming Your Mind

Please apply these practices safely and appropriately.

## I. Mindfulness of Breath / Breath Counting

1. Find a quiet place where you can sit or stand without disturbance or physical danger.
2. Lower your eyelids or close your eyes completely.  
Take three deep breaths and relax your body as you exhale, then begin breathing naturally.
3. When you inhale, keep your mind at ease.
4. When you exhale, say a number in your mind. One, two, three... up to ten.  
Breathe at an even, comfortable pace. Make each count as long or short as your exhale naturally lasts. It is not necessary to extend your exhalation in order to extend the count. (For step 4, you can simply make a mental note of each inhale and exhale without mentally counting the numbers.)
5. Repeat steps 3 and 4. Remember to breathe naturally without trying to make your breath even, longer, or shorter. Do not be bothered by distractions or wandering thoughts.  
With evenness of mind, continue to pay attention to your breath and count as described.

## II. Centering in the Dantian

1. Find a quiet place where you can sit or stand without disturbance or physical danger.
2. Lower your eyelids or close your eyes completely.  
Take three deep breaths and relax your body as you exhale, then begin breathing naturally.
3. Let your awareness gradually sink down to a point about three finger widths below your navel and two finger widths under your skin. This is an energy center known as the Dantian. If sensations such as warmth or vibration arise, simply notice them without holding on to them.
4. Maintain your awareness at this point. Do not react to sounds or other thoughts.  
With evenness of mind, keep your awareness at the Dantian.

## III. Center in the Big Toe

1. Find a quiet place where you can sit or stand without disturbance or physical danger.
2. Lower your eyelids or close your eyes completely.  
Take three deep breaths and relax the body as you exhale, then begin breathing naturally.
3. Let your awareness sink gradually down to either your right or left big toe.  
If any sensations such as warmth, numbness or vibration arise, simply notice them without holding on to them.
4. Maintain your awareness of this point. Do not react to sound or other thoughts.  
With evenness of mind, continue to keep your attention focused at your toe.

#### IV. Mindful Walking

This is a walking practice. Remember to maintain enough awareness of your physical environment to be safe.

1. Find a suitable location for mindful walking. A relatively long and straight journey on an even surface, without vehicular traffic or other dangerous obstructions such as stairs or curbs would be a good situation.
2. Take three deep breaths and relax your body as you exhale, then begin breathing naturally.
3. Walk at an even and comfortable pace. Keep your eyes open and maintain a gentle awareness of your surroundings.
4. Become aware of the general tactile sensation in the sole of your feet as you walk. You may choose to focus on the center of each sole.
5. Mentally note the sequence of the movement of your feet. For example: right heel up, swing forward, step down, left heel up, swing forward, step down, and so forth.
6. Maintain your awareness at your feet as you walk. Do not react to distractions or other thoughts. With evenness of mind, continue to keep your attention on the soles of the feet.

#### V. Ah

This practice releases stress and helps you feel more calmness and openness.

1. Whenever you feel the need to release physical and mental tension, take a deep inhalation and exhale slowly and gently while sounding out the syllable “Ah.” This sound creates vibration within your body that eases tension and stress and opens your heart.



**Master Your Mind.  
Master Your Life.**