



**MINDFUL RELAXATION AND
STRESS MANAGEMENT PROCEDURES**

by

Terry Oleson, PhD

8170 Beverly Blvd., #108
Los Angeles, CA 90048

(323) 653-5781

terry.oleson@gmail.com

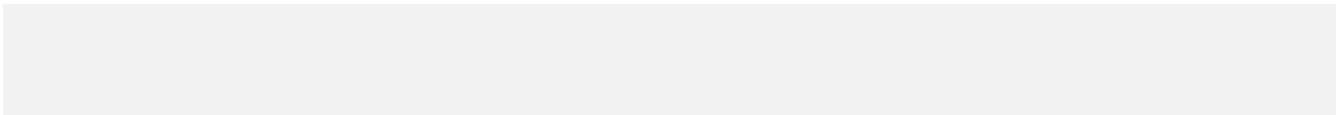


Table of Contents

Procedure Number	Relaxation Procedure
1.	Personal Stress Assessment by HDI
2.	Thought Stopping and Self Talk Procedures
3.	Abdominal Breathing Procedures
4.	Passive Progressive Relaxation Procedures
5.	Active Progressive Relaxation Procedures
6.	Autogenic Training Procedures
7.	Self-Hypnosis Procedures
8.	Meditation Procedures
9.	Guided Imagery Procedures
10.	Open Focus Relaxation Procedures
11.	Open Focus Dissolving Discomfort Procedures
12.	Sleep Improvement Guidelines
13.	Dream Analysis Procedures
14.	Goal Setting Guidelines
15.	Creating Goal Lists
16.	Dealing with Resistance to Goals
17.	Reassessment of Personal Stress by HDI

The different psychological procedures contained in this collection can be learned on one's own, but they are more easily mastered under the guidance of someone trained in biofeedback therapy or psychotherapy. Most of the exercises include both verbal instructions and a specific procedure that should be conducted when you can be in a quiet, safe place, where you will not be disturbed and where you can keep your eyes closed.

Number 1: PERSONAL STRESS ASSESSMENT BY HDI**Symptoms or Experiences During Previous 7 Days****Degree or Frequency of Experience**

Place an "X" mark in the box that applies to you

0 = Never 1 = Low 2 = Middle 3 = High 4 = Highest

1. Difficulty falling asleep at night	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
2. Difficulty remaining asleep at night	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
3. Felt sleep duration at night was inadequate	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
4. Tired, drowsy, or fatigued during the day	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
5. Full of energy and vitality during the day	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
6. Felt good, happy, euphoric	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
7. Engaged in fun or enjoyable activities	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
8. Socialized with people I like to be with	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
9. Felt confident or optimistic about things	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
10. Able to work productively and accomplish tasks	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
11. Back pain or backache	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
12. Headaches	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
13. Shoulder tension or stiff neck	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
14. Aches or stiffness in hands, arms, feet, or legs	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
15. Movements or activities limited by bodily pain	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
16. Chest pain, chest tightness, or tenderness in breasts	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
17. Nausea, stomachache, or abdominal discomfort	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
18. Constipation or diarrhea [circle which one]	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
19. Excessive overeating or binge eating	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
20. Under eating or low appetite	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
21. Runny nose, sneezing, or nasal congestion	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
22. Difficulty breathing, coughing, or lung congestion	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
23. Sore throat, mouth sores, or swollen lymph glands	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
24. Felt ill, sick, chills, or feverish	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
25. Sweaty palms or general sweating not due to heat	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
26. Heart pounding, rapid heart beats, or heart palpitations	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
27. Felt dizzy, unsteady, or faint	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
28. Trembling, shaky, or easily startled	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
29. Felt tense, restless, agitated, or on edge	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
30. Nervous or anxious	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
31. Felt scared or panicked for no apparent reason	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
32. Afraid something bad will happen beyond my control	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
33. Difficulty concentrating or unable to make decisions	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
34. Depressed, hopeless, or discouraged	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
35. Felt worthless or miserable	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
36. Lonely, isolated, or withdrawn	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
37. Sad, tearful, or cried easily	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
38. Experienced little interest or pleasure in daily activities	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
39. Felt irritable, angry, or resentful	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
40. Recurrent thoughts that are self-critical or negative	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
41. Number of days of physical exercise / average minutes per day	No. Days:		Minutes:		
42. Number of days of closed-eyes relaxation / average time per day	No. Days:		Minutes:		
43. Number of days smoked cigarettes / average number per day	No. Days:		Number:		
44. Number of days consumed alcoholic drinks / number per day	No. Days:		Number:		

Number 1: INSTRUCTIONS FOR HEALTH DISTRESS INDEX (HDI)

Overview: The purpose of this health distress survey is to assist you in evaluating your personal symptoms of stress, pain, tension, and mood changes during the past week. The Health Distress Index (HDI) focuses upon stress-related experiences that occurred to you over the previous 7 days. Place an “X” in the appropriate box related to the degree or the frequency of each experience.

Rating Levels: For items #1 to #40, please rate your most typical daily experience for each of the items indicated, using a rating scale ranging from the *Highest* [4] level of the presence of that experience, to *High* [3] level, to *Middle* [2] level, to *Low* [1] level, or *Never* [0] was there an occurrence of that particular symptom or experience in the previous week.

Basis of Evaluations: Self-report ratings are very subjective, thus you should anchor your evaluations by comparing them to the range of such experiences that you have previously had in your life. A rating of *Highest*, for example, would be reserved for the worst night you ever had in falling asleep or remaining asleep, the most severe headache, back pain, or body ache that you have ever suffered, the most bothersome nausea or coughing that you have ever experienced, the most pronounced period of overeating or under eating that you have ever done, the worst feelings of nervousness or depression that you can remember, or the best times of feeling good or working productively that you can remember. To rate such experiences as sweaty palms, you might place your hands on your forehead, whereas to assist your sense of shoulder tension, press your fingers into the muscles of your shoulders.

Number of Experiences: For items #41 to #44 on the Health Distress Index (HDI), please show the number of minutes you engaged in that activity or the number of times you took that item.

Physical Exercise: For item #41, indicate any vigorous physical exercise, such as brisk walking, jogging, going to the gym, or playing a sport. On the HDI, indicate the number of days out of 7 days in a week, during which you did any physical exercise or athletic activity. Also show the average number of minutes of exercise on those days that you were active.

Closed-Eyes Relaxation: For item #42, indicate any deep relaxation technique that you do with your eyes closed, usually in a quiet environment. It may include prayer, meditation, abdominal breathing, progressive relaxation, autogenic training, self-hypnosis, guided imagery, or just listening to soothing music. It does not include watching TV, reading, or talking to others. On the HDI, indicate the number of days out of 7 days in a week, during which you did any relaxation process. Also show the total number of minutes of relaxation on those days.

Cigarette Frequency: For item #43, list on the HDI the number of days out of 7 that you smoked cigarettes and the average number of cigarettes that you smoked on those days.

Alcohol Frequency: For item #44, list on the HDI the number of days out of 7 that you drank alcohol and the average number of glasses of alcohol consumed in a 24 hour period. One drink of alcohol equals one full glass of beer, one small glass of wine, or one shot of distilled liquor by itself or in a mixed drink.

Scoring: After you have completed the HDI, you may score your answers by adding together the values of the following items for different scales on this inventory. Any mean average values greater than 1.75 are greater than a normal response.

Somatic Distress: Add value of items #1 to #4 and #11 to #26 and divide by 20.

Emotional Distress: Add value of items #25 to #40 and divide by 14.

Well Being: Add value of items #5 to #10 and divide by 6.

Number 2: THOUGHT STOPPING AND SELF TALK PROCEDURES

While your mental thoughts are consciously intended to make appropriate decisions and arrive at adaptive behaviors, we sometimes think in maladaptive ways that interfere with our goals in life and impair rather than improve our self-esteem. Cognitive behavioral therapy procedures by Aaron Beck and Albert Ellis have assisted many individuals in taking effective charge of their thoughts and behaviors.

1. *Recognize Automatic Thoughts*, those thoughts which seem to run through your mind, over and over, without any conscious intention on your part to initiate them.
2. Say “*Stop!*” to obsessive thoughts, worry thoughts, negative thoughts, pessimistic thoughts, critical thoughts, or overly stimulating thoughts when they serve no adaptive purpose. Alternative phrases would be to say “*Get out of here,*” or “*Don’t go there.*”
3. “*Is this thought serving me now?*” is a question that you must continually ask yourself. If the answer is “*No,*” then direct your thoughts toward something more adaptive. Learn to say: “*This thought isn’t helping me right now. Let it go.*” Talk to your inner self critic and say: “*Get off my back!*”
4. *Stop Criticizing Your Self* for past mistakes or past failures, particularly ones which you can not do anything about. Learn from past mistakes whatever lessons which will help you in the future, but then stop mentally reviewing that uncomfortable memory and seek to forgive yourself.
5. *Stop Demeaning Your Self*, excessively pointing out areas where you feel inadequate or insecure. Focus on what you can do to help yourself in life, not dwell upon your flaws.
6. *Stop Worrying* about things getting worse when you have no evidence about what the future holds. Learn to say to yourself: “*I don’t know if things will get worse or better, and it is certainly not helping me to just focus on negative outcomes that have not yet occurred.*”
7. *Talk To Your Self in a Supportive Manner*, rationally evaluating whether a particular thought that you are thinking is helping you to feel better, or is it causing you to feel worse about yourself.
8. *Develop a Positive Attitude* that you can be in charge of your thoughts and that you can learn to change negative, obsessive thinking that is probably due to long-standing, bad habits.
9. *Practice Cognitive Reframing*, substituting a positive, optimistic perspective for a negative, pessimistic thought. Actively refute irrational ideas and excessive self-criticism, then develop a more productive attitude that leads to an increase in your sense of self-esteem.
10. *Practice Empathetic Empowerment*, accepting your emotional feelings when you feel weak or discouraged, rather than trying to suppress insecure feelings or criticize them for being irrational. Encourage yourself that you do have the power to pursue your chosen goals in life.
11. *Do Not Be Afraid to be Fearful Nor Embarrassed to be Sad.* Instead, be supportive of the sad, frightened, vulnerable or sensitive side of you that feels upset. Rather than criticizing yourself for making a mistake, or for being weak that such feelings have overwhelmed you, use compassion towards yourself. The negative emotions will pass with time, so you may need patience.
12. *Accept but Don’t Provoke Anger.* Anger is a natural feeling that accompanies frustration and the need to experience more power and control in your life. At the same time, one should search for ways to discharge hostile feelings, such as engaging in physical exercise, or calmly talking over problems with someone who can actually do something about the issue. On occasion, search for an opportunity to express “*righteous rage,*” a situation where you are clearly correct in your assessment of the situation and have every right to be upset. That is a time when you can blow your top, yelling as loud as you want. Don’t demean the other person, just let them know your rage is justified.

Number 3: ABDOMINAL BREATHING PROCEDURES

1. *Abdominal Breathing* is one of the most basic of all relaxation techniques. By focusing upon your breath, it is possible to effectively relieve tension, anxiety, and pain. Abdominal Breathing is a form of Yogic Breathing, wherein the inhalation of the breath reaches the deepest levels of your Abdomen. In contrast, Thoracic Breathing is centered in your Chest and is associated with the fast, shallow, irregular breathing that accompanies anxiety or panic attacks. The air you directly breathe in only goes to your lungs, which are located in your Thoracic cavity. By expanding the muscles of your Abdomen with each inhalation, the diaphragm extends downwards, passively allowing air to flow into your lungs. When the mind is calm, focused, and composed, the breath will tend to be slower, deeper, and more regular. Focusing the mind on the continuous rhythm of inhalation and exhalation provides a natural source on which to meditate. As you focus your awareness on your breath, your mind can become absorbed in the rhythm of the inhalation and exhalation, and less focused upon the sources of stress, worry, regret, resentment, anger, and apprehension that tend to agitate the mind.
2. *Balloon Image*: To facilitate breathing deep into your lower abdomen, you might find it useful to create the image of an *Empty Balloon* within your Abdomen. Allow this imaginary Abdominal Balloon to gradually fill as you breathe in, and gradually let the balloon deflate as you breathe out.
3. *Monitoring with your Hands*: To further develop your awareness of Abdominal Breathing, place one hand over your Chest to monitor your Chest Breathing and one hand over your waistline to monitor deep Abdominal Breathing. Take a Chest Breath and notice how the upper hand moves outward, then take an Abdominal Breath to notice how the lower hand moves outward while the upper hand remains stationary. With practice, only the hand over the Abdomen should move.
4. *Visualization of Breath*: One's breath can be imagined as if it were a vapor, mist, or steam, gently flowing into the imaginary balloon with inhalation, then gently flowing outwards with exhalation. Focus your visualization upon your breath as you breathe in through your nose, continue to follow your focus on the breath as it passes down through your throat, passes through your chest, and arrives deep into your lower abdomen. Continue the imagery upon your breath as you gradually release the air with exhalation, breathing out very slowly, mentally follow the breath as it leaves.
5. *Meditative Attention*: Allow the breathing to be the sole focus of your conscious attention, letting go of all other thoughts and sensations as they appear, repeatedly returning your focus to the breathing. If an outside sound distracts you, or if you start to dwell upon a persistent thought, or if you try to analyze the meditative process, simply acknowledge the distraction and return to your breathing.
6. *Counting the Breath*: Numerical counting procedures are utilized to further facilitate your ability to maintain meditative attention to your breathing. *Silently* count from *One to Four* as you breathe in, hold the breath briefly, then count from *Four to One* as you breathe out, always focusing your attention just upon the flow of your breath and the associated counting.
7. *Four - Eight Count Pursed Lip Breathing*: In this more advanced form of Yogic breathing, the exhalation breath should last twice as long as the inhalation breath. Breathe in through your nose while counting from *One to Four*, pause, then breathe out very slowly by counting from *Eight to One*. You will exhale through *Pursed Lips*, with your lips partially closed, in a small "O" shape, creating a slight "SH" sound. Breathe out slowly and gradually in order that you do not run out of air. This type of breathing allows enhanced utilization of oxygen for anyone with a respiratory disorder or who suffers from anxiety or panic attacks.

Number 4: PASSIVE PROGRESSIVE RELAXATION PROCEDURES

In this mindful, relaxation process, you are asked to consciously attune to specific sensations that you feel in different parts of your body, one body area at a time. Physical sensations that you notice may include tingling sensations, a sense of heaviness, or a sense of warmth. Continue to feel the space within and around that body area, and tune into whatever mental images that occur to you while focusing upon that body area. Bring your full awareness to the specific body area that you are directed to focus upon, then maintain your complete attention to that area, releasing awareness that arises from any other parts of your body or towards any distracting thoughts.

1. *Left Foot.* Allow yourself to become aware of sensations that you feel in your *Left Foot*.
2. *Right Foot.* Allow yourself to become aware of sensations that you feel in your *Right Foot*.
3. *Left Lower Leg.* Allow yourself to become aware of sensations you feel in your *Left Lower Leg*.
4. *Right Lower Leg.* Allow yourself to become aware of sensations you feel in your *Right Lower Leg*.
5. *Left Upper Leg.* Allow yourself to become aware of sensations you feel in your *Left Upper Leg*.
6. *Right Upper Leg.* Allow yourself to become aware of sensations you feel in your *Right Upper Leg*.
7. *Lower Back.* Allow yourself to become aware of sensations you that feel in your *Lower Back*.
8. *Abdomen.* Allow yourself to become aware of sensations you feel in your *Abdomen* and *Stomach*.
9. *Chest.* Allow yourself to become aware of sensations that you feel in your *Chest* and *Heart* area.
10. *Upper Back.* Allow yourself to become aware of sensations that you feel in your *Upper Back*.
11. *Left Shoulder and Left Upper Arm.* Allow yourself to become aware of sensations you feel in your *Left Shoulder and Left Upper Arm*.
12. *Right Shoulder and Right Upper Arm.* Allow yourself to become aware of sensations you feel in your *Right Shoulder and Right Upper Arm*.
13. *Left Forearm.* Allow yourself to become aware of sensations that you feel in your *Left Forearm*.
14. *Right Forearm.* Allow yourself to become aware of sensations that you feel in your *Right Forearm*.
15. *Left Hand and Fingers.* Allow yourself to become aware of sensations you feel in your *Left Hand and the Fingers of your Left Hand*.
16. *Right Hand and Fingers.* Allow yourself to become aware of sensations you feel in your *Right Hand and the Fingers of your Right Hand*.
17. *Neck.* Allow yourself to become aware of sensations that you feel in the *Back of your Neck*.
18. *Lower Jaw.* Allow yourself to become aware of sensations that you feel in your *Lower Jaw*.
19. *Forehead and Face.* Allow yourself to become aware of sensations that you feel in your *Forehead* and in the *Muscles of your Face*.
20. *Whole Body.* Allow yourself to become aware of the sensations that you feel as you allow yourself to notice your *Whole Body*.

Number 5: ACTIVE PROGRESSIVE RELAXATION PROCEDURES

This relaxation technique was developed by the American psychologist Edmund Jacobsen in the 1920's. In this more active form of Progressive Relaxation, you are asked to bring both muscle contraction tension and relaxation to specific areas of the body. You are asked to focus all of your attention upon sensations in specific muscles groups, first while you produce an increase in muscle tension in that body area, then continue to notice your experience as you allow that body area to relax.

1. Clench your *Left Hand* and tighten your *Left Forearm*, bending at your elbow. Then, Relax your Left Hand and Left Forearm.
2. Clench your *Right Hand* and tighten your *Right Forearm*, bending at your elbow. Then, Relax your Right Hand and Right Forearm.
3. Tighten your *Left Upper Arm* and shrug your *Left Shoulder*. Then, Relax your Left Shoulder and relax your Left Upper Arm.
4. Tighten your *Right Upper Arm* and shrug your *Right Shoulder*. Then, relax your Right Shoulder and Relax your Right Upper Arm.
5. Tense your *Left Lower Leg* and *Left Foot*, curling your *Toes*, tightening the muscles of your *Calf*. Then, Relax your Left Lower Leg and Left Foot.
6. Tense your *Right Lower Leg* and *Right Foot*, curling your *Toes*, tightening the muscles of your *Calf*. Then, Relax your Right Lower Leg and Right Foot.
7. Tense your *Left Upper Leg* and *Left Hip*, leaving the Knee bent. Then, Relax your Left Upper Leg and Left Hip.
8. Tense your *Right Upper Leg* and *Right Hip*, leaving the Knee bent. Then, Relax your Right Upper Leg and Right Hip.
9. Tighten the muscles of your *Abdomen* and arch your *Lower Back* inwards. Then, Relax the muscles of your Abdomen and your Lower Back, breathing slow and deep into your abdomen.
10. Tense your *Chest* and *Upper Back* inwards, while shrugging your *Shoulders* upwards. Then, Relax your Chest and Upper Back, allowing your Shoulders to drop and release any tension there.
11. Tighten the *Back* of your *Neck*, while pulling your *Chin* downward. Then, Straighten and Relax your Neck.
12. Open your *Lower Jaw Wide Open*, as if you were yawning, then gently Relax your Lower Jaw and allow it to gently hang loose.
13. Tense and Tighten your *Face Muscles*, clench *Your Jaw*, squeeze *Your Eyes*. Then, Relax and Smooth your Face Muscles, allowing the Jaw to Rest Easily.
14. Allow your *Whole Body to Relax*, letting a warm wave of relaxing sensations flow downwards from the top of your head, through your head and neck, through your body, and down your legs.

Number 6: AUTOGENIC TRAINING PROCEDURES

This relaxation procedure was developed by the German psychiatrist Johannes Schultz in the 1930's as a form of self-hypnosis for individuals who did not trust releasing conscious control of their mind to a hypnotist. The individuals are asked to silently repeat specific phrases to themselves, over and over, for at least five times. Each phrase refers to specific sensations that they are asked to identify in specific areas of their body. The individuals are asked to maintain all of their conscious attention upon those subtle sensations that they can identify in the part of the body referred to in each phrase. Emphasis is placed upon feeling any sensation that is present in a specific area of the body, even if it is not the exact sensation referred to in the *Autogenic Phrase*.

1. "My *Left Arm* is feeling *Heavy*."
2. "My *Right Arm* is feeling *Heavy*."
3. "My *Left Leg* is feeling *Heavy*."
4. "My *Right Leg* is feeling *Heavy*."
5. "My *Left Hand* is feeling *Warm*."
6. "My *Right Hand* is feeling *Warm*."
7. "My *Left Foot* is feeling *Warm*."
8. "My *Right Foot* is feeling *Warm*."
9. "My *Abdomen* is feeling *Warm*."
10. "My *Forehead* is feeling *Cool*."
11. "My *Heartbeat* is *Calm and Regular*."
12. "I am comfortably at *Peace*."

ABBREVIATED AUTOGENIC TRAINING PHRASES

1. "My *Left Arm* is feeling *Heavy and Warm*."
2. "My *Right Arm* is feeling *Heavy and Warm*."
3. "My *Left Leg* is feeling *Heavy and Warm*."
4. "My *Right Leg* is feeling *Heavy and Warm*."
5. "My *Abdomen* is feeling *Warm*."
6. "My *Forehead* is feeling *Cool*."
7. "I am comfortably at *Peace*."

AUTOGENIC DISCHARGES

While the intended goal of all relaxation procedures is to achieve a quiet, calm, deep state of mental, emotional, and physical relaxation, *Autogenic Training* specifically allows that during very deep states of relaxation, there may be a release of suppressed emotional tension or an awareness of uncomfortable forgotten memories that rise to the surface of consciousness. Although such *Autogenic Discharges* may be perceived as unwanted, it is actually encouraged that such experiences be allowed to surface. Your conscious intention needs to allow these *Discharges* to last as long as they last and to be as intense as occurs, not trying to avoid them, yet at the same time, not encouraging nor analyzing any negative associations that may occur. The goal is to simply allow yourself to notice these *Discharges* when they do arise, let them go when they dissipate, then return to repeating the *Autogenic Training* phrases and focusing upon the related body sensations.

Number 7: SELF - HYPNOSIS PROCEDURES

1. Allow your body to be in a relaxed position, with your arms and legs uncrossed, your feet firmly upon the floor.
2. Allow your breathing to be slow and deep, allowing your whole body to relax as best you can.
3. Focus your eye gaze upon a spot against the ceiling, or on the opposite wall. Continue to hold your visual attention to this spot, while you further encourage your body to relax.
4. Gently allow your eyelids to become "heavy," more and more "heavy," until they finally close.
5. With your eyelids still closed, gently roll your eyeballs upwards and focus upon an "imaginary spot" in front of of your forehead. The spot could be dark or light, small or large, distinct or vague.
6. Repeat several times the hypnotic cue words, "*Relax Now*," in order to deepen how comfortably relaxed you are already feeling. Repeat "*Relax Now*" several more times to serve as a signal that you are now ready to enter an even more deeply relaxed state of consciousness.
7. Stop repeating "*Relax Now*" and allow your eyeballs to rest comfortably as you let your whole self become more at ease and relaxed, doing whatever you need to do to feel comfortable.
8. Now imagine a flight of 10 stairs, where there are 10 steps, and you at the top.
9. Visualize going down the 10 steps as you allow yourself to become even more relaxed. Go down one level with each number you count downwards, from 10 to 1. Notice subtle sensations in your body that indicate a greater presence of deeper relaxing feelings as you descend each step.
10. When you arrive at the bottom step, allow yourself to notice your relaxed feelings and that you are able to feel calm, comfortable, and secure to whatever degree you are able to experience those feelings at this moment of time, and that is just fine, everything is alright.
11. In this calm, comfortable state that you are able to create for yourself, use your mind's eye to *Visualize a Particular Goal* that you would like to achieve. Imagine a realistic or a symbolic representation of that goal, and visualize yourself successfully attaining that goal.
12. Thinking about that goal you wish to attain, then *Repeat a Verbal Affirmation* for that goal, stating in a positive, affirmative manner, that you are able to achieve the goal that you are seeking. Repeat the hypnotic suggestion several times and allow it to sink into the depths of your mind.
13. Visualize going up the stairs you came down earlier, going up one stair with each number that you count higher, counting from 1 to 10. Let yourself become fully awake and refreshed at step "10."

Example Affirmations:

"I am able to remain fully alert and attentive to the material I am studying, and I will readily remember this material for the exam I will be taking."

"I am able to remain calm and comfortable while I confidently accomplish the goals I am pursuing."

"I am comfortably able to refrain from smoking cigarettes."

Number 8: MEDITATION PROCEDURES

There are many, different types of meditation that are practiced throughout the world. Meditative practices date back to over 5,000 years ago in ancient India and China. Some features of meditation are similar to the repetitive prayers used in many Judeo-Christian-Islamic traditions. Meditation is not a request to some higher divinity, nor the struggle to concentrate on a task you seek to accomplish. It is a mental procedure to facilitate an inner state of calm acceptance through *Effortless Effort*. Two primary types of meditation are referred to as *Concentrative Meditation* and *Mindfulness Meditation*. *Concentrative Meditation* is exemplified by the *Transcendental Meditation (TM)* movement that spread from India to the United States and Europe in the 1960's. *Mindfulness Meditation* has received more recent research attention since the 1990's. Meditation allows one to calm a hyperactive mind.

Concentrative Meditation

Concentrative Meditation focuses upon conscious attention to a single object, whether it be one's breath, a soothing word (mantra), a simple image (mandala), or a resonant sound (chant), in order to still the mind and allow greater awareness and clarity to emerge. The simplest form of concentrative meditation is to sit quietly and focus one's attention upon the breath, such as the Abdominal Breathing procedures describe earlier. Practitioners of *TM* are provided a sacred Sanskrit word, or Mantra, which they silently repeat to themselves over and over again for about 20 minutes. All the while, any mental distractions, uncomfortable emotions, or feelings of restlessness or discomfort are considered a part of the process, natural occurrences of the resistance of ordinary consciousness to the awareness of deeper memories beyond voluntary control. One learns not to fight such resistance, but to gently acknowledge the distraction and continually return to the basic practice of repeating the mantra over and over. Instead of a mantra, one may visualize a mandala, which is usually a very harmonious, peaceful image, such as concentric circles, a cross, or the Yin-Yang symbol of Taoism. As with mantra repetition, one seeks to hold the image centered in one's consciousness. The only concentrative meditation expressed out loud would be to verbally chant a specific mantra, such as to chant the word "Om" or "Aum." This word refers to universal oneness. In the *Relaxation Response*, Herbert Benson replaced Vedic mantras with the English word "One."

Transcendental Meditation

The *Transcendental Meditation* technique is simple, natural, effortless, and easily learned. It is practiced for about 20 minutes twice a day while sitting comfortably with the eyes closed. The *TM* technique is not a religion or philosophy, nor does it require any change of lifestyle. The mind is given something consistent to focus upon and this repeated effort becomes the object of the meditation

1. *Find a Quiet Space*: Sit quietly with your eyes closed in an environment with minimal distractions.
2. *Breathe Deeply*: Practice allowing your mind some time to calm down with Abdominal Breathing.
3. *Silently Repeat a Mantra*: Whatever word is used as the mantra, or object for attention, the aim of *TM* is to keep the mind focused on the mantra as often as you remember to do so.
4. *Acknowledge Distractions*: As the mind starts to wander, simply observe the stream of wandering thoughts and images as long as they remain the dominant focus of your awareness.
5. *Return to Object of Focus*: Whenever you notice that you have become distracted, simply acknowledge those thoughts and then gently re-focus your attention back toward the mantra.
6. *Avoid Self-Criticism*: This process of mantra repetition, allowing distractions, acknowledging distractions, then returning to focus upon mantra repetition, is repeated over and over, without criticizing or judging yourself for failing to perfectly follow the basic plan of mantra repetition.

Number 8: Mindfulness Meditation

Mindfulness Meditation involves opening one's attention towards awareness of the continuously passing parade of sensations, feelings, images, thoughts, and outside sounds that occur, without becoming involved in thinking about any of them. The person sits quietly, closes his or her eyes, and simply witnesses whatever experience goes through the mind, not reacting to nor becoming involved with multiple thoughts, memories, worries, or images that unfold. Mindfulness is a type of meditation that essentially involves focusing your mind upon the immediate present. To be mindful is to be aware of your thoughts and actions in the moment, without judging or analyzing what you discover.

With mindfulness meditation, one takes on the role of an impartial observer of everything that passes before our attention. Our intention is not to be narrow focused, but to be mindful, to be fully aware of what is going on in the present moment. Often the breath is still used as an anchor to the present moment in this meditation, but apart from that, no attempt is made to direct the attention.

Mindfulness meditation differs from concentration in an important way. Whereas concentration involves the practitioner focusing their attention on a single object, in mindfulness meditation practice, every aspect of experience is welcomed and appreciated. Multiple thoughts, sounds, images, ideas, or feelings are welcomed, nothing is excluded. One simply pays attention to whatever is there. Do not judge, analyze, or evaluate. Whatever happens, whatever occurs, is okay; just sit quietly and observe.

One is encouraged to release a persistent thought, "to let it go." One is free to observe life without getting caught in the mental commentary. It is important to be aware that the inner messages one hears during "thinking" is often just an old habit. The value of mindful practice is distinguishing different types of inner experience from the mental context within which they occur.

If you notice that your mind starts to drift towards thinking about something in the past, or in the future, then gently acknowledge that your mind has drifted away from the present moment. Shift your attention back to your current experience. *Mindfulness meditation* encourages the intention of staying focused upon the present moment; it is not about achieving some state of perfect awareness. Your aim is to just allow whatever happens within the mind to just happen, centered in the here and the now. To practice *mindfulness meditation* is to observe the paradoxical position that one side of our inner self may feel one way about an issue and another side of us feels exactly the opposite. All of your inner conflicts represent different aspects of the full dimension of who you are as a person.

1. *Find a quiet and comfortable place:* Sit comfortably, with your eyes closed and your spine reasonably straight, but not stiff.
2. *Encourage a focused attitude:* Put aside all thoughts of the past and of the future, simply staying focused on your experience the present moment, whatever that experience is.
3. *Become aware of your breathing:* Focus on the sensation of air moving in and out of your body as you breathe. Pay attention to the way each breath changes and is different from previous breaths.
4. *Watch every thought come and go:* Whether they be worry, anxiety, excitement or hope, when ever thoughts come up in your mind, don't ignore or suppress them, simply note them, remain as calm as you can be, and use your breathing as an anchor.
5. *Follow new experiences:* If you find yourself getting carried away in your thoughts, observe where your mind went off to, without judging or analyzing it, then simply return to your breathing. Remember not to be hard on yourself if this happens. Internally, one sees that everyone's mind is full of continual chattering with commentary or judgment, often referred to as "Monkey Mind."
6. *Come to a calming close.* After about 20 minutes; sit for a minute or two, becoming aware of where you are. Get up gradually.

Number 9: GUIDED IMAGERY PROCEDURES

Sigmund Freud is often quoted as stating that dreams are the royal road to the unconscious. If that is so, then *Guided Imagery* can be seen as the super highway to the unconscious. *Guided Imagery* is also referred to as waking dreams and is similar to the Jungian process of active imagination. Since not every person readily remembers their night time dreams, *Guided Imagery* can access archetypal symbols that are more representative of right brain functions than the more verbal, left cerebral hemisphere.

The difference between ordinary daydreaming and guided visualization is the mental images which appear during guided imagery are less consciously directed by voluntary actions. *Guided Imagery* helps someone get in touch with unconscious feelings that allow a person to experience an emotion, not just intellectually know about a problem. Visual images in the mind's eye just appear, whether they make logical sense or not. Images tend to represent a more honest picture of one's unconscious self than verbal reports which can be controlled by one's conscious mind. Guided imagery can be distinguished as either *Receptive Visualization* or *Programmed Visualization*.

In *Receptive Visualization*, one simply accepts whatever visual images the unconscious provides. A certain scene or concept is presented by the guided imagery format and one then just allows any image to surface. The *Guided Imagery* experience could be in the form of a visual image, a verbal thought, a tactile sensation, emotional feelings, or the memory of a past event. One needs to avoid judgment, censorship, anticipations, and any insistence upon a specific result that you may want to happen.

The attitude that accompanies *Receptive Visualization* is to just let the "Movie of the Mind" unroll. One allows whatever images that arise in one's mind to simply be there. One is encouraged to go with whatever experience comes up. The more aware one is aware of inner sensations and feelings, the more powerful the imagery process can become. One of the most important uses of *Receptive Vision* is to become aware of barriers and limitations that keep someone from accomplishing what that person consciously desires. Why would someone resist goals that they have consciously set for themselves?" A part of you may not feel that you deserve that goal. Another part of you may be afraid to change, especially a change in one's belief systems or one's failings or mistakes.

With *Programmed Visualization*, there is an active effort to create a particular image, such as a peaceful scene or a vision of a desired goal. One concentrates on manifesting some particular image and then allows one's inner self to present whatever image follows that suggestion. One's intention and one's attention are important aspects of *Programmed Visualization*. The difference between visualization and daydreaming is whether you are willing to do something about the matter or not. One needs to include the power of one's will and the power of one's mind.

1. *Relaxation*: Allow yourself to close your eyes and relax, using any combination of Abdominal Breathing, Progressive Relaxation, Autogenic Training, or Self-Hypnosis that you choose.
2. *Two Doors*: Imagine that within your mind's eye, two doors appear in front of you. Let yourself notice any details about these two doors that make them more vivid and real to you.
3. *Image from First Door*: Let one of the doors open and allow some image to appear from that doorway. Let yourself know that this first image symbolically represents one side of an inner conflict that bothers you. Describe this image with as much detail as you can perceive.
4. *Image from Second Door*: After the first image disappears behind the first door, next allow the second door to open. A different image is encouraged to appear that is in some way directly opposite to the image that was behind the first door. Describe this second image in vivid detail.
5. *Free Association*: Let your mind contemplate any memory that comes to mind about either image.

Number 10: OPEN FOCUS RELAXATION PROCEDURES

1. Can you imagine the distance between your *Eyes*.
2. Can you imagine the distance between your *Ears*.
3. Can you imagine the volume of your breath through your *Nose* and *Throat*.
4. Can you imagine the space inside your *Mouth* and *Cheeks*.
5. Can you imagine the space between your *Temples*.
6. Can you imagine the distance between your *Nose* and the back of your *Head*.
7. Can you imagine the volume of your *Lips*.
8. Can you imagine the distance between your *Chin* and your *Lower Lip*.
9. Can you imagine the volume of your *Forehead*.
10. Can you imagine the volume of your *Scalp*.
11. Can you imagine the space inside your *Whole Head*, including your scalp and face.
12. Can you imagine the volume of your *Neck*.
13. Can you imagine the distance between your *Shoulders*.
14. Can you imagine the volume of your *Upper Arms*.
15. Can you imagine the volume of your *Lower Arms* and *Wrists*.
16. Can you imagine the volume of your *Hands* and *Fingers*.
17. Can you imagine the space around your *Hands* and the space between your *Fingers*.
18. Can you imagine the distance between the *Tips* of your *Fingers* and your *Shoulders*.
19. As you inhale naturally, can you imagine your *Breath Flowing* into your *Chest*.
20. Can you simultaneously imagine the space inside your head, face, neck, shoulders, arms, hands, and fingers, and at the same time imagine the space around these regions.
21. Can you imagine the space inside your *Lungs*, as you inhale and exhale naturally.
22. Can you imagine the distance between your *Breast Bone* and your *Back Bone*.
23. Can you imagine the circumference of your *Ribs*.
24. Can you imagine the distance between your *Shoulder Blades*.
25. Can you imagine the space inside your *Stomach*.
26. Can you imagine the distance between your *Hips*.
27. Can you imagine the space between your *Body* and the back of your *Chair*.
28. Can you imagine the volume of your *Spine*, between your *Head* and your *Tailbone*.
29. Can you imagine the volume of your *Whole Trunk*. As you inhale naturally, can you imagine your breath flowing to fill your whole trunk area with space, including your chest, back, pelvic region, and your buttocks. Can you imagine the space around this region.
30. Can you imagine the volume of your *Upper Arms*.
31. Can you imagine the volume of your *Lower Legs*.
32. Can you imagine the space inside your *Feet* and *Toes*.
33. Can you imagine the distance between your *Hips* and your *Toes*.
34. Can you imagine the space around your *Legs*, *Feet*, and *Toes*.
35. Can you imagine the volume of your *Whole Body* from the neck down, your arms, hands and fingers, your trunk and legs, and your feet.
36. Now, at the same time, can you imagine the volume of your *Face* and *Head*.
37. As you inhale naturally, can you imagine your breath filling your *Whole Body* with space.
38. Can you imagine the space around your *Whole Body*, including your head, arms, legs, and feet.

Number 11: OPEN FOCUS DISSOLVING DISCOMFORT PROCEDURES

1. Can you imagine the volume of your whole body simultaneously.
2. Can you imagine the breath flowing up and behind your eyes.
3. Can you imagine the space around your body.
4. Can you imagine the volume of any pain, tension, or discomfort you're experiencing.
5. Can you imagine the distance between your area of discomfort and the top of your head.
6. Can you imagine the distance between your pain and the space between your shoulders.
7. Can you imagine the distance between your area of discomfort and the tip of your chin.
8. Can you imagine gently narrowing your focus to the discomfort you are experiencing.
9. Can you imagine yourself experiencing the center of your pain, the deepest part of the pain.
10. Can you imagine the space inside your area of discomfort.
11. At the same time, can you imagine the space around your area of discomfort.
12. Can you imagine the space inside your pain expanding until your whole body fills with space.
13. At the same time you imagine the space inside your body, can you imagine the space around your whole body.
14. Can you imagine that your area of discomfort, the space inside your body, and the space around your body are all part of the same space.
15. Can you imagine narrowing your focus, and directing your focus toward the area of discomfort, and moving closer toward the center of the discomfort, until you are experiencing the heart essence of your pain.
16. Now, can you imagine opening your focus, letting the pain be there, and also experiencing your whole body and the space around your body.
17. Can you imagine repeating this process, narrowing gently on the heart of the discomfort, until you let yourself experience the pain completely, and then gradually opening your focus, allowing yourself to experience your whole body and the space around your body.
18. Can you simultaneously imagine the space inside your body and around your body.
19. Can you imagine that this space is one continuous space.
20. Can you experience the space inside and around your body as one continuous space.
21. Can you imagine that any perceptions you experience are also occurring in this space, any sounds, thoughts, smells, feelings.
22. Can you imagine all these perceptions emanating from within your continuous space.
23. Can you imagine that we are all experiencing the same continuous space.
24. Can you imagine that as you open your eyes you can remain aware of this space, and include all that you see within this space.

Number 12: SLEEP IMPROVEMENT GUIDELINES

1. Do not worry about not falling asleep, nor worry about the consequences of not feeling rested for the next day's schedule. Worrying about insomnia only prolongs sleep difficulties. Focus your mind on something more pleasant, such as listening to calming music.
2. Train your mind not to worry about anything at bed time. Allow a maximum of 5 to 10 minutes for worry time. Then, focus on something else, such as abdominal breathing or progressive relaxation.
3. Do not plan the next day's activities while in bed. Set a specific time for daily planning, either earlier in the evening or the next morning, then forbid such plans for the bedroom.
4. Do not eat a heavy meal immediately before bedtime.
5. Do not have more than two drinks of alcohol before you go to bed, preferably have none. Also, do not drink coffee, tea, or caffeinated coke, all of which are stimulants. Nor should you drink a lot of water, or else you will be awakened by a full bladder in the middle of the night.
6. Do not read books or magazines nor watch T.V. in bed. While many people use books, magazines, and T.V. as a way of distracting their mind so that they can fall asleep, this approach can often stimulate the mind rather than relax it. Learn to use the relaxation procedures described earlier.
7. Put the bedroom off limits for everything but sleeping and having sex. Masturbation or having sex before going to sleep can be very relaxing. All other activities usually lead to mental stimulation.
8. Pay attention to slow, rhythmic, Abdominal Breathing, rather than count sheep as a mind focusing device.
9. Practice Progressive Relaxation, Autogenic Training, or Open Focus at least once a day, until they become reliable techniques for falling asleep.
10. Use an eye mask or dark curtains if outside lights awaken you at night.
11. Use ear plugs, music, a white noise generator, or an electric fan if outside noises distract you from falling asleep or remaining asleep.
12. Listen to soothing, relaxing music, not stimulating music, while preparing to fall asleep, and maybe throughout the sleep cycle.
13. Do not stay in bed longer than 15 minutes if you are unable to fall asleep. Get up out of bed, go to another room, and read or watch T.V. there. Return to bed only when you feel drowsy again. Avoid associating staying in bed with the negative thought "I can't get to sleep."
14. *Power Naps*: Learn to take mini-naps during the day if you did not get sufficient rest the previous night. A power nap or mini-nap is doing a well-practiced, deep, relaxation procedure for 5 - 15 minutes, not a one to two hour nap. With mental focus and repeated practice, in a space where you will not be disturbed, it is possible to enter a deep relaxation state within 5 minutes and achieve deep physiological rest after only 10 to 15 minutes of power napping. One can mentally set an inner alarm clock to wake up, or one can use an actual alarm clock to set the time for awakening.

Number 13: DREAM ANALYSIS PROCEDURES

The analysis of night time dreams is seen as one way to understand the deeper motivations of one's unconscious self. However, many people have trouble remembering their dreams. Moreover, they do not really know how to interpret those dreams that they can remember. The following procedures provide one way of accessing your dream images and then interpreting what such dreams may indicate. There is no single, correct interpretation for any dream; rather, there are many possible interpretations that may all be accurate. Many dreams can be interpreted at their face value, a reenactment of that day's events or a review of ongoing, everyday concerns. Some dreams, however, indicate the presence of deeper conflicts of which that individual's conscious mind is not fully aware. Dream images are often seen as symbolic representations of unconscious conflicts. When seen from an archetypal perspective, every figure in one's dream represents some aspect of one's own self. Dreams frequently indicate the relationship of one's early childhood experiences to problems with adult situations, indicated by the presence of a child in the dream. Both the male images and the female images in dreams, both the hero of a story and the villain in a dream, all represent some part of one's own self.

The analysis of one's dream utilizes the technique of Free Association, first developed by Sigmund Freud and Carl Jung. In the Free Association process, one thinks about one of the images from a dream and then allows a continuous flow of thoughts and memories regarding that image, being open to whatever subsequent thought or feeling that emerges. It is important to not stop at the first one or two associations that appear in one's mind. Instead, allow the flow of thoughts about the original dream image to continue and continue, often leading to as many as 10 associations to one dream symbol.

1. *Empower Remembrance of a Dream:* Before you go to bed at night, tell yourself that you will have a dream that night and that you will remember it when you wake up the next morning. Agree with yourself that you will write down the dream upon awakening, even if your memory is only of a dream fragment. If this approach doesn't work right away, be patient, it will work eventually.
2. *Review the Written Dream Story:* Review the recorded dream which you have already written down, elaborating upon any detail that you can remember with further evaluation of the dream story. When conducted as a part of psychotherapy, the dreamer should bring in 2 typed copies of the dream, one for the dreamer and one for the psychotherapist, so that they can examine the dream together.
3. *Identify Primary Images:* Identify each principle word or image of the dream, usually each noun and each affectively charged verb. Fully describe the opening scene of the dream, as if the dream were a play or movie. The first scene of the dream often indicates the primary problem that the unconscious self is addressing to the conscious ego. The final scene of the dream can reveal an unconscious perspective regarding the anticipated outcome of the problem.
4. *Extended Free Association:* Allow any thoughts or associations to come to mind in response to each primary image in the dream. Encourage exacting exploration of all associations to a dream symbol, going into every detail. If time is limited, select the one image which has the most emotional intensity, then begin with free associations to that one image.
5. *Record Associations:* When listening to another's dream, write down exactly the words used by the dreamer to each association, not paraphrases or theoretical interpretations. Let the association process work further by asking questions about each word to amplify the associations to that word.
6. *Avoid Interfering:* Do not interfere with the free association process by offering interpretations before the dream association process is complete. If the dreamer feels stuck, don't offer any interpretation, simply encourage the individual to continue with free associations. Let all insights come from the dream itself, which directly comes from that person's own unconscious self.

Number 14: GOAL SETTING GUIDELINES

You are asked to pick just a few goals to work on at a time. First write the goal down, then form a mental image of this goal. If your image of this goal is very clear in your mind, you are that much closer to attaining it. Next, think of any actions or tasks that will lead you toward achieving this goal.

You can achieve any goal that you want, as long as you really, really want it. It is first important to write down your list of goals on paper, or type the list into a computer. Not wanting to make a written list of goals is the first sign that you may not be fully committed towards attaining that goal. If there is something you are not willing to do in order to work toward your goal, maybe you do not really want that goal as much as you thought, or maybe it is really not what you need to have in your life at this time. If the tasks to attain the goal seem too hard or will take too long or could never happen to someone like you, you need to seriously evaluate your level of commitment to that goal.

Goals can be related to your career, your finances, your personal relationships, your hobbies, travel, purchases, or your physical health and attractiveness. There is no goal too great, nor too mundane, to justify the avoidance of the simple task of writing it down on a list and then forming a mental image of it. As best as you are able, develop a clear, vivid mental image of that goal and then verbally affirm that you honestly believe that this specific goal is attainable by you. Bring the full force of your inner will toward attaining this goal and maintain that motivation until you succeed.

Always check in with yourself to determine how you honestly feel about a particular goal. If you have a knot in your stomach or if your shoulders feel tense when contemplating a particular goal, there may be a problem with that goal that needs to be addressed. On the other hand, if you feel a warm glow of contentment while contemplating this goal, the chances are that all of the different parts of your inner self are also in accord about this goal.

Make sure that you cover all of the varied aspects of the goal. Don't leave out any detail that may come back to haunt you. Be very specific, precise and detailed in writing down the verbal description of your goal and notice all the mental image qualities that accompany your visualization. Part of obtaining a goal may be the patience and persistence required to wait for the goal to become clear in your inner imagery. Another part may be the need to overcome your lack of confidence or lack of feeling deserving of achieving a particular goal.

You may interfere with your spontaneity about the joyfulness of achieving a particular goal if you let rigid thoughts constrain your notions about the particular way a goal can ultimately occur. Avoid being obsessive and controlling in setting when these goals should happen and who they should happen with. Written goals are not cast in gold, nor in concrete. You can always change or revise these goals if you come to understand something that you had not previously recognized. The difference between visualizing a goal from ordinary daydreaming is whether you're willing to do something about pursuing that goal. One should not limit the many possible avenues by which a goal could be realized.

Notice what you are willing to do to get the desired goal, such as putting up with the discomfort or changing old habits, eating differently, exercising more frequently, getting a different job, or going through a period of uncertainty. Notice what you are not willing to do. If there is some basic goal activity that you are avoiding, maybe you are not really committed to this objective. Avoid focusing just on problems that involve being ill or having liability. There needs to be some goals that bring joy to your heart. If a dark, negative, unpleasant image spontaneously appears while contemplating a particular goal, you should seek to understand the meaning of this image, not simply discount it. The dark quality of some images may guide you to the ultimate path of success.

Number 15: CREATING GOAL LISTS

1. *Write Down Your Goals:* Take a moment to consciously think about all of your goals and your personal desires that readily come to mind. Then take at least 3 minutes of uninterrupted time to write down as many goals as you can think of, including the most important and the seemingly unrealistic goals that come to mind. Take another 2 minutes to review your list, adding additional goals, or modifying the goals that you have already written. This initial task should take only 5 minutes, but you are allowed to take more time if you prefer. Rather than spend a long time trying to think of all the possible goals that you might want, write down the first set of goals that come to mind and save additional goals for a later time. This process can be repeated again at a later time.
2. *Short and Long Term Goals:* Divide your goals by those that are immediately attainable and those goals that will take several years to accomplish. Having completed this task, think about those goals that are most important for you to accomplish within the next 10 years. Revise your 10 year goal list and put a higher priority on those specific goals that have the highest value to you. Resort your list and place the higher priority goals at the top of the list. Having established those goals that you most want to attain within 10 years, next make a list of those goals that you will need to attain in 5 years in order to accomplish the goals that you want to achieve within 10 years. Once that list is complete, write down those goals that you will need to achieve in 1 year in order to obtain the goals that you need to accomplish by 5 years. As one final task, create a list of goals that you would like attain in 6 months if you knew that it would be the last 6 months of your life. How would this perspective affect any other part of your goal list?
3. *Specific Goal Areas:* Most goals can be divided into three specific areas: physical health goals, career or financial goals, and personal relationship goals. Make a list for each of these areas, but there are other goals that can also be considered. Don't take on too many goals at once.

Physical Health Goals include such desires as losing weight, gaining greater muscle strength, improving attractiveness, increasing vitality, reducing pain, or alleviating a chronic illness.

Career or Financial Goals include such areas as educational pursuits, specific career objectives, a higher job position, new professional clients, financing for a business project, a larger annual salary, more organized time to work on creative pursuits, or greater financial security. One should set very specific objectives for one's career and one's income, not a general idea. At the same time, one should not limit the potential that one could earn or the type of occupation one can obtain.

Personal Relationship Goals include the creation of a romantic love interest, the formation of a permanent partner, having more friends and social contacts, or improved interactions with specific members of one's family of origin. When envisioning a desired relationship, it is good to be as specific possible regarding the physical traits and personality qualities that are most valued by you. At the same time, don't limit yourself to such specific qualities that prevent you from being satisfied by acceptable, alternative relationships.

4. *Specific Actions:* For each goal that you are pursuing, list several actions, activities, or tasks that you are willing to take in order for you to obtain that goal. Set your conscious intention to commit to a physical action that will lead to the success for fulfilling the desired goal.
5. *Verbal Affirmations:* Write down a specific statement that positively affirms that you will attain the goal that you desire. This statement should be worded in a clear, concise, and specific manner, yet it should still contain the full essence of that which you desire. Avoid complicating your thoughts when creating this statement, but do not fear affirming an intention that may not immediately seem possible. Repeat the affirmation for your three most important goals at least 3 times a day for a period of at least 3 months. Allow yourself both patience and perseverance for this process.

6. *Visual Affirmations*: While the left hemisphere of your cerebral cortex works best with logical, verbal statements, the right side of your brain more effectively utilizes visual imagery to facilitate your emotional drive to attain a particular goal. It is possible to deceive your conscious self with left brain “good ideas,” but deeper fulfillment of your true intention to attain a specific goal can more honestly occur with the ability to form a mental picture of that goal.

To best achieve this imagery, first create a state of deeper relaxation. Whether you use rhythmic abdominal breathing, quiet prayer, mindful meditation, progressive relaxation, autogenic phrases, or self-hypnosis, a relaxed state of mind allows the more creative, unconscious mind to form more vivid imagery. Avoid trying to create a particular picture that does not readily appear. Don't effort or force a preconceived idea. Rather, allow the spontaneous appearance of an image that most authentically reflects your deeper unconscious self.

Close your eyes, breathe slow and deep into your abdomen, relax each area of your body one region at a time, then allow a specific mental image to appear in your mind's eye. One technique is to see before you a closed door or curtain. At the count of 1, 2, 3, let the door or curtain open, and revealed before you there will be some image. The image could be a realistic picture of your desired goal, or it could be a symbolic representation of what that goal means to you. Focus upon imagining your three most important goals for a period of at least 3 months.

7. *Confronting Resistance*: If a particular goal were easy to achieve, there would be no need to conduct all of these exercises to attain these objectives. There is always some inner resistance toward any goal that is difficult to attain. Whether the resistance appears as an intellectual argument that the goal is not pragmatic or attainable, or there is some emotional discomfort that may be involved in pursuing the goal, such resistance may discourage your confidence in attaining that goal.

If while repeating the verbal affirmations, there consciously appears some self-doubts or self-critical judgments that tend to negate your ability to attain these goals, observe these negative intrusions rather than hurriedly dismiss them. Consciously evaluate the valid merits of these negative thoughts, but then just as strongly refute them. Typically, such doubts are not based upon sound logic or established facts, but simply reflect self-critical assessments or overly pessimistic attitudes. There is often one part of your inner self that demeans you as inferior or incompetent, or criticizes you for what you “Should have done” better. Inwardly say to these thoughts “*Just Stop*” or “*Shut Up*.” Re-affirm your verbal statements and tell yourself that your goals are possible to attain and that you do deserve them. Supportively encourage and empower yourself that you can achieve these goals.

If negative or confusing images occur while visualizing your goal, let yourself calmly observe how these images affect you emotionally. If this experience is too uncomfortable, open your eyes and come back to the negative imagery at another time. If you can tolerate the appearance of these unwanted images, let your mind free associate to them. Allow one thought to follow after another thought, or allow one image to appear after another image, letting whatever negativity is there to openly come to mind. Focus upon these negative thoughts and images as if you were interpreting the symbolic associations in a dream. You may alternatively choose to interact with a figure in the imagery and determine what the figure wants to communicate to you.

Utilize these techniques to discover the reasons behind the resistance. Once that has been completed, allow the images to guide you on how best to overcome the resistance. The figures in the image may communicate with you in words or by their actions in the imagery. You may visualize the desired goal as a distant object and then visualize a path to that goal. The resistance can appear as a barrier that is blocking your path. With continued work, you may discover a way past this barrier. If you are successful in getting around the barrier, proceed toward distant goal and experience yourself being there, having successfully attained your goal.

Number 16: DEALING WITH RESISTANCE TOWARD GOALS

If you can't visualize what you think that you want, there may be some internal resistance toward accepting this goal. The resistance may appear in a realistic form or in a symbolic form during your visualization. It is important to deal with these inner barriers to your particular goal.

When visualizing your goals, be very attentive to any negative feelings or body experiences that come up. These feelings are trying to tell you something. There may be something that you need to change in your life before attaining this particular goal is appropriate. There may be some outer event that needs to occur before you are ready for this goal.

The universe may be seen as an interconnected system of energy fields. As you create an energy resonance within yourself, you can attract a similar resonance from the universe, like two tuning forks vibrating to the same frequency. That is one possible way that our mental visualizations can become materialized in physical form. The universe can provide you with all that you need, but you first must be clear with your self what that need is. By taking the time to both verbally express your desires and mentally visualize your goals, they may more likely occur for you.

Ask your unconscious self through guided imagery, "Why are you resisting this goal?"

1. A part of you may feel that you do not deserve this goal.
2. A part of you may feel that this goal is not right for you. Such an objection may be for wise reasons and this goal is not one you should pursue, or the resistance may be due to more primitive concerns that are not valid.
3. A part of you may be afraid to change, especially if attaining this goal contrasts with some basic belief system or your opinion about the world.
4. A part of you may want some secondary gain issue that conflicts with a goal, such as medical patients who unconsciously remain ill because they receive a lot of social attention for their health problem.
5. There may be partial reinforcement of a periodic behavior that occasionally brings you joy, but more often brings discomfort. Partial reinforcement is the hardest learned behavior to break because you don't know when the behavior will be reinforced again.
6. Perhaps your intellectual, conscious mind is confusing what you immediately want with what you actually need. Many people want a lot of money, when what they really need is the happiness that can come from something quite basic and inexpensive. Many people want sex or romance with a particular person, when what they really need is the love and companionship of someone who is better suited to them. Many people want to be more beautiful or attractive, when what they really need is someone who accepts them for themselves as they already are.

Number 17: REASSESSMENT OF PERSONAL STRESS BY HDI

Symptoms or Experiences During Previous 7 Days Place an "X" mark in the box that applies to you	Degree or Frequency of Experience				
	0 = Never	1 = Low	2 = Middle	3 = High	4 = Highest
1. Difficulty falling asleep at night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Difficulty remaining asleep at night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Felt sleep duration at night was inadequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Tired, drowsy, or fatigued during the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Full of energy and vitality during the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Felt good, happy, euphoric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Engaged in fun or enjoyable activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Socialized with people I like to be with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Felt confident or optimistic about things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Able to work productively and accomplish tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Back pain or backache	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Headaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shoulder tension or stiff neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Aches or stiffness in hands, arms, feet, or legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Movements or activities limited by bodily pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chest pain, chest tightness, or tenderness in breasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Nausea, stomachache, or abdominal discomfort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Constipation or diarrhea [circle which one]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Excessive overeating or binge eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Under eating or low appetite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Runny nose, sneezing, or nasal congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Difficulty breathing, coughing, or lung congestion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Sore throat, mouth sores, or swollen lymph glands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Felt ill, sick, chills, or feverish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Sweaty palms or general sweating not due to heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Heart pounding, rapid heart beats, or heart palpitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Felt dizzy, unsteady, or faint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Trembling, shaky, or easily startled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Felt tense, restless, agitated, or on edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Nervous or anxious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Felt scared or panicked for no apparent reason	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Afraid something bad will happen beyond my control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Difficulty concentrating or unable to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Depressed, hopeless, or discouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Felt worthless or miserable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Lonely, isolated, or withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Sad, tearful, or cried easily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Experienced little interest or pleasure in daily activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Felt irritable, angry, or resentful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Recurrent thoughts that are self-critical or negative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Number of days of physical exercise / average minutes per day	No. Days:		Minutes:		
42. Number of days of closed-eyes relaxation / average time per day	No. Days:		Minutes:		
43. Number of days smoked cigarettes / average number per day	No. Days:		Number:		
44. Number of days consumed alcoholic drinks / number per day	No. Days:		Number:		

