

9 UNCONVENTIONAL STRATEGIES FOR

GETTING THINGS DONE

S U S A N R O S E , W W W . H E A R T O F W E L L B E I N G . C A



A note from Susan

Thank you for downloading this little eBook of strategies and tips to enhance your productivity. My mission is to help you have an easier time of Getting Things Done.

As you will notice when you read through them, much of the focus is on stress reduction, staying calm and happy. I don't focus on productivity as you probably have come to think about it. This is no mistake! All the research shows that you need less "how to" for being productive than you might think!

We all really need more of what simply will bring our big brains into their calm and productive natural mode.

These strategies will help you be more productive. Many of these tips come from alternative or holistic approaches to maintaining calm, because we have learned that an aligned and clear energy field creates optimum brain wave balance. The results from applying any of these suggestions will be more far reaching than you might think, guaranteed.

As a business consultant for more than twenty years, and specialist in holistic approaches to stress through harnessing and managing your energy field and brain, I'm delighted to share these with you.

Wishing you clarity and success along the journey of intentional change,

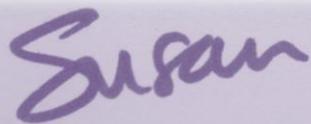
A handwritten signature in purple ink that reads "Susan". The signature is written in a cursive, flowing style and is centered within a light purple rectangular background.

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Introduction



As a leader in the use of subtle energy techniques for productivity, I can tell you that your logical brain has a far smaller role to play than you might have been taught in helping you focus and stay motivated.

I've created a month's worth of productivity boosting tips for you. I use my own strategies to create effortlessly everything I need for the smooth running of my business. Here's a sample of what you'll find in the pages of this document.

- ✓ Your brain functions best when it is calm.
- ✓ When you learn ways to calm yourself down, you can think better.
- ✓ You can learn to use different and unobtrusive techniques to create focus.
- ✓ You can even easily endow yourself with inspiration and creative ease.
- ✓ You can use any of these techniques at the office, in the boardroom or in your home office.
- ✓ All of this will help you be more productive – you will just find it easier to get things done.



Let's begin!

1. Limit NOISE

- Live in silence more often. Take the time to sit with yourself, without noise or distraction, every day.
- Don't automatically turn on the music; don't leave the television on. Your stress is much higher with noise! If you feel stressed, turn off the sound. Get some good noise-cancelling headphones.
- Acquire the habit of working or sitting in silence. You reap the benefits of meditation (without consciously meditating) when you are sitting or working silently, allowing your brain to work its way through the many thoughts that come up.



Limiting noise helps get things done now, while adding regular focused silence or meditation to your routine promotes productivity long term (see below for more on meditation).

2. Learn about EMFs

- What are EMFs? Man-made electromagnetic frequencies in all your gizmos. Take frequent breaks or stay out of the electromagnetic waves of computers and smart phones as much as possible.
- Get rid of, get out of, get away from any and every fluorescent light! They affect brainwaves, health, diabetes, ADHD and goodness knows what else.
- Turn off the wi-fi at night. Get out of the ambient zone of pulsed electromagnetic waves while you sleep – and as much as possible the rest of the day too.
- Learn about microwaved food: it affects your entire bioelectric field, causing you to feel suddenly tired, unable to think. Experiment with a good old stove and kettle and see if you notice a difference.
- Put some EMF antidotes into your day. Go out into nature and put your feet (socks or leather soles or bare feet) onto grass or earth. Doing this for 30 minutes a day heals all kinds of ailments, research is showing.
- Hug a tree, stand near a tree, in the energy of a big tree. Putting your back to a large tree, even for a few minutes, is very calming and centering.



3. Teach yourself to think HAPPY

- Want to think happy thoughts? Lift your chin, look towards the ceiling, and make a big, goofy grin. Your brain thinks you have just won the lottery, and the ensuing thoughts reflect that pleasure. (You're affecting the vagus nerve and the pineal gland with the same result).
- When you catch yourself feeling happy, notice and note WHAT you were just doing. Write it down, if necessary. Maybe you were watching the birds. Maybe you were making a cake. Notice when you are happy! Say out loud, if you can, "Gee, I'm feeling happy". When someone asks how your day was, and you say "Good!", learn to ask yourself "Why?" to educate yourself to focus on being happy.
- The goal is to spend 100% of your day in happiness. You can train yourself! Don't solve your thought 'problems' with thoughts. Talking about worries is unhelpful. Get away from the situation, physically move yourself out or away. Be creative to make jokes about what is annoying (You can complain if you make it funny: the experience in your brain is different and healthier).



A happy brain is far more productive. You can train yourself to speak happier, be happier, think happier when you understand why it's important. Your life is created by your thoughts and intentions. Happy outcomes come from happier thoughts.

4. Work where the working is EASY

- Change the orientation of your desk or computer. Notice where you are most productive: your energy grid is telling you something! You have a natural “calm” zone your brain likes to be oriented in. Find your best direction, and do your most demanding work there.
- Work in an area free of clutter. Files, papers and clutter ‘drag’ at your energy field, make you tired and slow down your clear thinking. For your most productive time, head out under the apple tree with a pencil and paper ... well, okay, that’s the concept anyway! But know that clutter free is your ideal, so making a single clear space helps you be more productive. Hide a mess from your energy field!
- Move away from the computer every hour, and take a short break. Your brain and your energy field are affected by both the light and the EMFs from this powerful electronic device. It’s more than “tired eyes”, it’s really “tired brain” that you feel. It’s real. Learn to do ideation on paper to give yourself a break. Your phone also has an EMF field, so keeping it at a distance helps your brain think better and be less tired too.



Your aim is to help your brain think clearly. Your brain and the rest of you are one big energy field that gets scrambled and disrupted by your electronic devices and even by facing the ‘wrong direction’ when you are trying to be productive or creative.

5. Learn to remove STALE ENERGY

- Take baths in a ¼ cup Epsom salts and ¼ cup of baking soda. This refreshes your subtle energy field and removes yesterday's frustration with a document, blog post or project!
- Wash your sheets and clothes often! The energy of yesterday stays in the fabric, so if you were sad yesterday, you'll feel sad today. Wash those clothes.
- Get some Tibetan cymbals, Celtic Bells, Tibetan bowls or tuning forks and "chime" the negative energy out of the corners of the room where it really does collect and stagnate!

In some circles, this is called residual energy, and it definitely lingers in rooms and on clothes or upholstery! Yesterday's frustration literally hangs around in the room. You can get rid of it with simple techniques and start afresh the next day.



6. Adopt a MEDITATION habit

- Learn a few simple MEDITATION techniques and include them in your routine.
- Get outside, stand barefoot on the grass, sand or snow and focus on natural sounds and sensations.
- Try this simple technique: breath in “through your heart” while feeling the emotions of love. Bring to mind the image of a new baby, a new puppy or kitten. It opens your heart to connect with joy!



Meditation enhances all aspects of yourself. There are wonderful silent meditations and really interesting short meditations using Tibetan, Vedic and other traditions. If you think you can't meditate, try one of the meditations using physical movement. Adding this to your day makes a tremendous difference. It's NOT about calming you for "today". It's about changing your brain. Meditation changes your brain, for the better. Add some to your life and watch your focus and productivity grow!

7. Reduce your stress from FOOD

- When you need to focus, simplify what you're eating. Avoid complex dishes with too many ingredients. They contribute to lack of focus! Yes, this is little known but true. Eat more simply!
- Learn about how your food affects your mood and therefore your productivity, focus and motivation. Watch for blood sugar dips! Carry some walnuts or almonds with you to snack and never eat carbs without some protein or good fat.
- Learn about how sugar affects your mood. The next time you feel upset, allow yourself to "surf" the feeling and the "crazy" thoughts while the sugar moves through. It's just the sugar!
- Stay away from *artificial* foods, flavors, low fat and low sugar. The chemical storm that you ingest with such foods creates havoc in your brain. And learn about the new research on gluten and brain fog. Many diseases are linked to the proteins in modern gluten. You may argue if you like, but I would rather stay on the safe side and eat fewer grains. I notice a significant difference in my ability to focus, concentrate and be happy. Try it!



Lower your daily stress from stressful foods you're eating. Stressful foods? These are the "extreme" foods that are part of a typical day, such as coffee and sugar. If you are serious about getting back your focus, experiment with your daily diet!

8. Get enough quality SLEEP

- Keep a healthy sleep “bank account balance”. Sometimes it’s difficult to get enough sleep, especially when traveling or working to deadlines. Know that it makes a big difference to your productivity, stress level and ability to make decisions. Adrenaline and coffee go only so far to writing that great article; managing sleep and stress go further towards long term productivity. Try catching up on weekends, if you can’t during the week.
- Protection from Wi-Fi is essential: Wi-Fi keeps us wound up, like caffeine, and unable to be in restorative sleep mode. Learn about it! Get a protective EMF busting ‘gizmo’, turn off the Wi-Fi at night and become more aware of your evening routine and sleep hygiene habits.
- Notice where you sleep well. Earth energy lines negatively affect sleep quality, so you may need to move your bed. Learn about this if you want to be healthy, productive and happy long term.

Don't make the mistake of spending the end of the day in the EMF field of your electronics! Your sleep is greatly affected by your end of day routine!



9. Learn basic TIME management

- Learn basic time management principles: when you are interrupted, you are 40% less productive (hey, where these numbers come from is not important, but the concept is really important).
- Applying that principle to your work day means blocking off time for important activities and avoiding checking other people's agendas (i.e. email) until after you have worked on your own agenda. Early day is best spent planning your day and your priorities.
- Learn to apply the stress-productivity connection. If it lowers your stress, it's good for productivity; if it makes you feel happy, it's good for productivity; if it makes you feel calmer, it's good for productivity.



I know most of you associate productivity with time management and ways to do things faster, but we are learning for both corporate and entrepreneur work environments, that being productive has less to do with how fast you do something and more to do with how calmly you work with clarity and confidence.

What clients are saying



• *Since working with Susan, I've noticed really big changes in how I am. I am so much calmer and I feel peaceful within myself. I'm not responding with "every fear particle" anymore, because they are just not there now. or they don't show up anymore. In situations that used to really bother me, I feel kind of "ho-hum" in a way I couldn't before. I'm more in a place to choose my responses rather than be on "auto-response" to situations that upset or annoy me. It's altogether amazing, really." ~ G.H., Barbara Brennan Healer, New Hampshire*

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• *Susan helps you clear inner patterns, clearing the way for you to truly be who you are, manifest what you want, and create in the universe what you are meant to create in the universe. These internal patterns are like a prison that keep you from achieving all your purpose and potential, and clearing the patterns is like opening the door and letting yourself be unleashed on the world. And I also really got a knowingness in her sessions that when we look at all the bad things that are going on in the world, I got really clearly that this work is how you change them. The best thing I can be working on for changing my world is to be working on changing these patterns. It is the only way to really change the world. And so the work that Susan does is the most valuable work on the planet right now!" ~ S.P., Master Coach & Corporate Trainer, Kansas City, Missouri.*

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• *"I've been feeling stuck in my self-development for years and I've been working on myself for as far back as I can remember. Connecting with Susan to do this work was kismet. Finally, it feels like I'm moving, old patterns are shifting, and the stagnation is starting to lift in me and around me. I still have a quite a ways to go, but finally after all these years I truly am moving, back towards the true and joyous me that is who I really am." ~ E.B. Homeopath, Canada.*



About Susan



Susan Rose is a Holistic Health Coach, Hypnotherapist and Intuitive. Her passion is to teach those on a path of spiritual growth new ways to stay positive, increase resilience to stress, and create intentional change. A productivity expert, she teaches her clients how to optimize their health, mental acuity and emotional balance through nutrition, lifestyle changes and energy psychology. Susan is clairaudient. She teaches her clients how to access their subtle energy field for inner wisdom and raising vibrations.

After stepping back from a high-performance corporate career in management consulting, I learned what being stressed, feeling overwhelmed and unable to move forward felt like. I was stuck and discouraged, and finally realized I needed full renewal if I was going to make sense of life!

When I began to study holistic health, I not only regained balance, but also an authentic level of happiness as I followed a roadmap to becoming the new vision I had of myself.

When I learned how to engage my whole self, and not just my logical brain in the process, I began to experience this WHOLE self, with a new sense of calm, groundedness, and wisdom. I gained clarity and sense of purpose along with the tools for creating conscious change.

Today, as a Health Coach, I help my clients learn to manage their health and their subtle energy field for happiness. I teach them how to access their own wisdom for clarity, and I use 21st century brain science and techniques from Hypnosis and Energy Psychology to release hidden resistance to success. I support them using the foundation of facilitation and strategic planning skills that informs all aspects of my practice.

When you work with me, you benefit from all my training. My programs teach step by step methods for clearing the way to success.

These tips are excerpted from my book **GETTING THINGS DONE: 9 Strategies for More Productivity and Less Stress.**

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