



I hope in the past fortnight you have remembered the importance of self-compassion. Furthermore, your intracommunication was always with loving kindness. If ever you are having a really bad day....it is quite healthy to give yourself a hug! Children often seek comfort in themselves by wrapping their arms around their legs (after sitting themselves on the floor) if they are struggling emotionally. Think how much better you feel when you hug a friend, someone hugs you, or when you are hugging someone very close to you in your life. Different chemicals become present in your body which provides an overall warm feeling inside your body.

MULTI-TASKING



Many of us are led to believe that we should be experts at multi-tasking. Everyone does it! The reality is, I am afraid to inform you, the mind cannot focus 100% on two tasks at once. When we are multi-tasking, our mind constantly switches attention from one task to another. While this switching is occurring, a blank screen appears between changes; consequently, we are unable to work efficiently. Furthermore, researchers have found that multi-tasking also increases unhealthy stress levels. If, in emergency situations, we must multi-task, we should keep our switching between activities to a minimum. This will not only improve efficiency with less moments of blank screens appearing in our mind, but it will also reduce overall stress levels.

Mindfulness involves engaging oneself completely in the moment; consequently, giving our full attention to only one activity or experience at a time. For example, our minds should be completely engaged with respect to exactly what we wish to communicate if we are composing an important email, calling someone on the phone, or writing a letter. If someone approaches to talk to us, we need to either ask them to wait for a moment (if appropriate) or stop what we are doing and give our full attention to the person. If we are on the phone, this may mean we ask the person on the phone if we can call them back later if the matter can wait. Not only is it courteous to do one or the other, but if we attempt trying to communicate to 2 people at the one time, research clearly demonstrates we are much more likely to miss critical information or feedback from those we are endeavoring to communicate with.



If we are to practice mindfulness effectively and efficiently it also often involves prioritizing what we need to do if there are lots of tasks we need to complete. If we undertake this strategy, not only will we feel a sense of satisfaction that we have completed the most important tasks at the end of the day, but we will find we are much less likely to experience ongoing stress in the future by having simply avoided those difficult or challenging tasks.

Furthermore, by tackling each task individually in order of priority, we are much more likely to perform each task more competently because our minds are wholly engaged - rather than having to switch attention constantly from one activity to another. It may mean we simply delay looking and responding to emails, or tackling less important activities until we complete the most important tasks first.

Likewise, if we are at home at the end of the day and having dinner with others, we should avoid taking phone calls, replying to emails, or watching television. Not only will we be able to be completely mindful of what we are eating, but we will be able to remain completely engaged with any communication that may occur.