

# *Cool, Calm, & Confident*

*How Quieting Your Mind Helps You Manage the Chaos Around You*



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# Introduction

Finding calmness in a chaotic world can seem impossible. Or, at the very least, incredibly out of reach. We often accept stressed-out as our default emotion, but it doesn't have to be that way.

Being bombarded by information, expectations, and obligations on a daily basis can truly begin to take a negative toll on every aspect of your life. It can affect your mental health, your relationships, your self-confidence, your overall sense of well-being, and more.

With this type of repeated exposure to stressors, you may feel weakened and begin to experience emotional burnout. It can be even tougher to break the cycle when you find yourself in such a rundown state.

Fortunately, there are steps you can take to move past the overwhelm and to find your calm. Setting some concrete tasks in motion can help you to break the cycle of overwhelm and gain control over your life once more. Taking just a few steps will help you to feel more in control and can provide you with the motivation to keep going toward making change in your life.

That's what this eBook is all about. I'm here to share with you what I know about becoming cool, calm, and confident in the face of constant obstacles and stress. This report contains information to help you understand what's contributing to your overloaded mind, how to take control and find calm and how setting goals for yourself can provide you with the structure needed to kick overwhelm to the curb.

After exploring some of the things that contribute to all the tension you're feeling, I'll offer you concrete and usable tips to help you start to bring more peace to your world. These suggestions are all quite simple and actionable.

You'll find ideas you can begin using right away to gain some of the serenity you're lacking. The tips I offer are suggestions you can adapt to meet your specific needs, preferences and lifestyle. With such a wide selection, I'm confident you can begin to incorporate them into your daily practice toward implementing a state of tranquility and peace into your life.

If you're ready to get started, I invite you to read on. I'm confident you'll walk away from this eBook with a solid understanding of the ways in which chaos is bred throughout our daily lives. We'll explore ways to bring more calmness into your days, while gaining a sense of control and self-confidence over your world.

# The Danger of Information Overload

Information overload is a major cause of productivity loss, along with related issues such as stress and anxiety. The concept refers to taking in an abundance of information, resulting in difficulty with focus and concentration. It's a problem many people in developed society face today.

## Sources of Information Overload

In today's digital world, the sources of information overload are practically unending. Prior to the digital age, information used to be controlled by a select few sources. Book, newspaper, and magazine publishers put out our reading material for research and leisure. We received letters from friends through the mail. There were other sources of mail like bills and sales advertisements, as well.

There was also radio and television to contend with. They've been there for most of us our whole lives. These sources alone can seem like a battle to wade through, given all of the choices they provide us. Deciding on which show to watch, which broadcast to listen to, and dealing with all of the advertisements added another layer to the information at our disposal.

All of that is compounded in the modern age of electronic media. Today, anyone can be a publisher and can send out that information with immediacy. We're inundated with emails each day. There is a plethora of news sources to choose from, and we have to be very selective when deciding which we deem credible. Sorting through all of the alternatives can be a tiresome chore in itself.

Then there's social media. Talk about a deluge of information. There's Facebook, Instagram, Pinterest, Twitter, and more. Along with our friends and followers, there are millions of advertisers and businesses vying for our attention on social media channels through ads and sponsored posts. The flood we're faced with here is incredible.

What about all the other types of online information we look to for our information and entertainment? Industry forums for work beckon to us, along with blogs written by those we deem experts in other areas of our lives, like hobbyists and parents. Wiki pages can be written by anyone about anything. Head to any search engine to type in any query, and you'll likely be met with thousands, if not millions, of sources within seconds. It can all be quite maddening.

## Consequences of Information Overload

Our brains are wired to be able to process information in specific ways. They can only handle so much input at a time. This fact doesn't change simply because the

amount of available input has significantly increased in recent times. Our brains have not yet adapted to the amount of work we're asking of them in today's digital age. Continuing to expose ourselves to more and more stimulation from competing information sources on a daily basis is bound to lead to negative consequences.

One major consequence of information overload is a decreased attention span. In simplistic terms, your brain lights up in areas that are immediately being used. In the background, it is scanning other areas in case their use is required. When an abundance of information is being sent to your brain at once, numerous areas must light up. This leaves little capacity for focusing attention. Hence, you may find yourself switching from task to task quickly, accomplishing little in the long run.

This frenzied use of your brain and sporadic focus of attention can lead to a number of negative consequences of their own. Loss of productivity occurs when your mind is everywhere and you're unable to focus. You simply can't get as much accomplished in the time you would if you were able to harness your brainpower to one thing. Information overload provides too many distractions that take away from your ability to concentrate and perform efficiently.

In addition, lots of negative emotions are related to this issue. When you're less productive, your self-esteem and sense of worth might take a hit. You're also likely to fall behind on your work, leading to a sense of heightened urgency. Stress, overwhelm, and mental exhaustion can result.

This inability to focus makes it tempting to follow each new distraction that comes into view. Switching from a work project to check in with social media is a common occurrence, as is answering every email alert you hear. While many can feel wiped out from being on high alert and succumbing to these temptations, others find it exhilarating. Internet or social media addiction is a very real thing in which people find it impossible to put down or walk away from their devices.

Such behavior is detrimental to relationships. No one likes to feel "second" in line to electronic media. If you have a habit of paying attention to online distractions when you're in the presence of those close to you, this might be a problem you're experiencing.

Information overload is also harmful to decision making. With so many choices, we feel overwhelmed and paralyzed. We may find it harder and harder to decide on simple things like which item to choose on the fast food menu. Being inundated with data and having so much information at our fingertips can make deciphering the credible sources from the fake much more difficult, as well. Our brains can't keep up with the input that's being hurled our way. This is made even trickier when emotions are thrown into the mix, given today's frenzied political and social climate.

We also can't be expected to remember all of the buzz we're constantly being bombarded with. The onslaught of material we face each and every day, everywhere

we go, causes poor information retention. It's simply too much to hold onto for long periods of time. Our brains can't retain it. Therefore, it should be no surprise to learn that memory loss is another problem associated with this phenomenon.

Due to a combination of all the above consequences, we're often left feeling depressed, anxious, stressed, and overwhelmed. Along with the toll that information takes on our brain function and productivity, our mental health ultimately suffers, too. How can we be expected to feel less than frazzled and unwell when we're dealing with such difficulties as those mentioned in this chapter and more?

The good news is that there are strategies available to help you cope. You don't have to sit back and be a passive victim to the overwhelming information availability today. In fact, it's important to remember that having so much knowledge at your fingertips can be a good thing once you learn how to harness it. That's what we'll be talking about next.

### How to Cope with Information Overload

There are actually lots of different ways to handle this information overload throughout various aspects of your life. It doesn't have to overwhelm you and zap your productivity once you learn a few tips and discover some resources to wrangle it all. Technology and its ease of information dissemination is a good thing. The key is to understanding how to manage it all to your advantage.

When it comes to dealing with all of the information, media, messaging, choices, and distractions that come your way, the overarching theme must be to filter it all. Creating filters involves making strong decisions and setting priorities regarding what information you allow in, when you allow it, and how much of it is permitted. As you can see, the positive thing about creating filters is that you are in charge. Keep this proactive attitude in mind as we cover the following tips.

The first tip I want to share is to place self-imposed limits on your media use. Whether it's email, social media, television, texting, or even paper sources like magazines, it's important to limit the use of anything that takes up a significant portion of your time. Only you know what your biggest time-sucks are. Start with those first and set limits for the number of times you'll attend to them or the total amount of time you'll allow yourself to spend with them each day.

You will probably need to employ some trial and error strategies in order to find a limit that works for you. Sometimes we're tempted to overestimate what we're capable of handling, while other times we may fall into the trap of placing limits that are too easy and don't impose much of a challenge.

Decide how many times you'll allow yourself to check your email, visit social media, or mindlessly surf the web each day. Then stick to it, spending the rest of your time doing productive tasks. If other issues are your primary source of time-wasting, be

sure to address those. Perhaps you're a fiction addict, so you'll need to limit your reading time. Maybe TV is your downfall. Whatever it is - set limits.

Once you start to take charge of your time in this way, you'll find you have more motivation to keep going. If your will is weak at first, you can find some technology in the form of apps or software that might help you. There are apps that will limit your use of certain websites or email programs. You can set a time limit, and the sites will be inaccessible to you. There are also apps and programs that can help you streamline tasks automatically, such as filtering your email or automating your digital tasks.

A great deal of information in paper form is delivered to you through the U.S. Post Service or through memos at work. You can cut down on the junk mail you receive by contacting the Direct Marketing Association to have yourself removed from direct mail lists. When it comes to data overload at work, talk to your colleagues and inform them of your preferred communication methods. If you'd rather get emails instead of paper memos, spread the word. Not all departments may be able to honor your request, but it's worth a try in order to be able to better keep up with the correspondence you receive.

Finally, set aside some quiet time each day to simply unwind away from all of the information that surrounds you. This unplugged time can be spent doing anything you enjoy, as long as it's quiet. Go for a walk outside in nature. Curl up on the couch with a cup of tea and your thoughts. Doing so will have a restorative effect to help you reset your senses.

Taking these steps will provide you with a more satisfactory experience when it comes to the information you encounter. You'll feel calmer and more in control, allowing you to strategically manage the types of data and messages you receive. Information and knowledge are wonderful things when you take a proactive approach to the ways in which you choose to engage with them.

# Find Clarity by Calming Your Mind

Now that you know about the hazards of information overload and ways to manage it, let's move on to look at how to calm your mind when the data that's being driven in your direction continues to be too much. Learning ways to manage the overload won't completely stop it from coming your way. The sources that inundate our minds on a daily basis will still exist, and you'll need to strategically manage them. While dealing with the chaos in the proactive ways we discussed in the last chapter helps, there are days you may still find yourself feeling depleted.

That's why it's important to engage in activities that have been known for centuries to calm the mind. These practices hold merit today and continue to be relevant. Countless people rely on tried and true methods such as meditation and prayer to de-stress and unwind. While many of these practices are spiritual in nature, their benefits can be harnessed for modern times. Let's take a look at some of the steps you can take to find clarity by calming your mind. They may not all work for you, but I'm confident you'll find at least one or two that will fit your lifestyle.

## Meditation

Though meditation has been in practice for thousands of years, it's enjoying modern-day resurgence for its benefits in helping to banish stress and gain mindfulness. Living in the moment and clearing the mind are the basic tenets of meditative practices. You learn to clear away all of the thoughts that are swirling around in your head and competing for your attention.

Mindfulness meditation has been shown by researchers to alleviate stress, reduce anxiety, and promote relaxation. By quieting your thoughts on a regular basis, you'll begin to notice benefits carry over throughout other aspects of your life outside of your meditative sessions. You gain a fresh perspective on the world, better coping mechanisms, and less frenzied mind, among other advantages.

Your overall health and well-being will be improved through just a simple meditation practice on a regular basis. That's the key. Meditating only once isn't effective. This is something you'll need to incorporate into your life multiple times per week. It doesn't have to be difficult or overwhelming, though. Just a few minutes each day are actually enough to obtain the calming benefits.

## Prayer

Prayer is another exercise rooted in spiritual practice. If you already have an organized religion, you likely have some experience in using prayer to connect with a higher power. Even if you don't consider yourself to be religious, prayer can be a healing practice that helps you to align yourself with the universe or a force bigger



than yourself. It can be quite freeing to do so. A few minutes of prayer each day can help you to feel grounded and at peace. It allows you to let your negative feelings or worries go.

## Yoga

Yoga is a mind-body practice that has been in existence for centuries. It's known to provide health benefits, but it's also wonderful for your emotional well-being. In fact, yoga is cropping up in a number of settings like rehabilitation centers, hospitals and other medical facilities. The healthcare community is beginning to embrace the myriad of ways yoga can help people to feel better.

The practice of yoga involves strategically and mindfully moving your body into poses, each with a specific purpose. It also incorporates controlled breathing techniques and balance into the mix. All of this comes together to help provide advantages like mindfulness, awareness, resilience, decreased stress, and improved general well-being.

By focusing your mind on the moment and combining deep breaths with purposeful movement, you'll experience a calming effect unlike that of most other activities. The feelings are similar to those that come from meditation. Both activities allow you to shut out the world, harness your thoughts, live in the moment, and gain a sense of composure.

These effects go far beyond the yoga session. You'll notice you feel calmer, with increased clarity of mind, throughout your day. You'll be able to make better decisions and bounce back from obstacles more readily. Yoga is a transformative practice that affects all areas of your life.

## Journaling

Journaling allows you to take all the thoughts that are swirling around in your mind and put them on paper (or on a computer screen, depending on your preference). There are a lot of benefits to this activity that can lead to greater peace of mind and tranquility for you.

The key to making this work, though, is to do it on a regular basis. Making a habit of writing helps you to prevent the overwhelming thoughts from overcoming you, thus keeping some stress at bay. It also lets you see these thoughts in front of you. By removing them from your brain and bringing them to the forefront, you can gain better perspective and begin to see patterns from which you can make inferences.

There are lots of ways you can journal. It all depends on your personality, creativity, and preference. You may wish to free-write and jot down whatever's on your mind for five minutes at a time. Perhaps you want to start with a prompt that guides your writing for the day on a particular subject. Mind mapping is a process in which you write down ideas and connect them. A brain dump is a great way to simply write [www.hiddeningod.com](http://www.hiddeningod.com)

down all the random thoughts that are in your head as a means of gaining some clarity.

Regardless of the method you choose in your writing, the end results are all quite similar. Patterns will undoubtedly begin to emerge. You'll start to see where your main worries and problems lie. You can then begin the process of brainstorming solutions to those issues in a way that you couldn't when everything was just a jumbled mess in your head.

Give these strategies a try to see which you prefer. They're all great ways to gain clarity, feel calmer, and rid yourself of unnecessary stress.

# A Clear Path Boosts Confidence

Sometimes what you need is a plan in order to truly find some calm. Too often we choose to fly by the seat of our pants, going through life on autopilot. This is understandable. Planning may seem like a luxury when you're in survival mode and feel like you're barely getting by.

However, you may find that setting aside a couple hours to quietly think by yourself is just the thing you need in order to give yourself some purpose and to create a guideline that can help you gain more control over your life. Goals are important to attaining success. Knowing how to set purposeful goals can make a tremendous difference in your outlook, boost your confidence, and provide the motivation you need to make changes that can improve your overall well-being.

A simple mind-shift and some tools can make a big difference on how you feel. Let's take a look at goal-setting and how it can work to your benefit.

## About SMART Goals

When it comes to setting goals, the acronym SMART can help you to make sure your goals will be as effective as possible. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound. These are the guidelines you need to set goals that work, rather than simply jotting down wishes that never come to pass.

Let's examine each letter closely and see how it can guide you in goal setting. First of all, your goals should be specific. That means you'll want to add as many components to the goal as you can in order to be sure its definition makes sense. One of the most common goals many people have is to lose weight. However, this wish is simply too simplistic. It can't guide you toward an actual achievement. Instead, you'll want to add components to that goal. How much weight do you want to lose? In what amount of time? How will you do it? A better version is to say, "I will lose 10 pounds over the next three months by eating only real food and going to the gym at least three days a week."

Next, your goal should be measurable. In our above example, you've decided to measure your goal in pounds and months. You've included both the amount of weight you will lose and the time frame you wish to do it in. Over the span of 12 weeks, you hope to lose 10 pounds. It's a goal you can measure, which allows you to monitor your progress and stay on track. When you can see how well you're doing, you feel motivated and you can make adjustments if you should fall behind on your progress.

Achievable is our next marker. This refers to how realistic it is that you will achieve this goal. Again, looking at our weight loss goal, I think this is a very realistic hope.

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Over 12 weeks, you want to lose 10 pounds. Research says that losing a pound a week is a healthy and attainable marker. A goal of 10 pounds in three months gives you a little bit of wiggle room, but it's also not too easy. It's an achievable goal.

When it comes to setting goals, you want them to be relevant to your current lifestyle or where you hope to be. Sometimes we get ideas in our heads of what we want to or should be doing. These are often influenced by specific people or by society at large. To ensure your goal is meaningful to you, take some time to soul search. Decide whether what you say you want will actually benefit you and if it feels genuine.

Finally, make sure any objective you set for yourself is time-bound. This means it should have a beginning and an end. Otherwise, it's just too tempting to say you'll get to it "someday." Our weight loss goal ends in three months. After that, you can decide if you've met your intentions or if you need to adjust your initial goal. If you've achieved what you set out to do, you can then set a completely new goal. Otherwise, you can tweak things a little and shoot for your newly-adjusted target. Either way, you're continuing to move, rather than remaining stuck.

Planning and writing things down have a real power to them. Doing this tends to set things in motion that would otherwise be out of reach. It also provides you a framework from which to act. This alone can provide a huge boost to your mental clarity and sense of calm. It's often when we feel purposeless and out of control that stress takes over. Take back your power by simply setting smart goals.

# Tips & Ideas to Foster Clarity & Calm

This is my favorite part of the book. I'm so glad you've joined me to this point. In this chapter, I'd like to compile a list of practical techniques you can use when you want to cultivate more clarity and calm in your life.

It's so easy to let stress and overwhelm get the best of you. When life gets hectic, we can find ourselves simply carried away by the tidal wave of crises that we have to attend to. That's when it all starts to compound and we feel completely out of control.

Instead, having just a handful of tricks in your pocket can be the key to beating the difficulties that threaten to break you down. Consider the following suggestions for your calmness toolbox. Reach into it any time you're feeling out of sorts or like you need to center yourself. I can tell you from experience that employing just a few of these strategies can work wonders.

## Get Moving

Exercise offers so many benefits when it comes to lowering stress. It actually releases feel-good chemicals like endorphins. It also gives you a new perspective, especially if you find yourself out in nature for your exercise. But heading to the gym is a great way to get yourself out among people and to leave your worries at home or at the office. Not to mention the added bonus of how much energy you'll have after you engage in some physical activity and the confidence you'll gain as you begin to see your body transform.

## Look for Community

A community or network of people you can count on is a true blessing in life. It's also a valuable asset that can provide you with a host of wonderful benefits. A support network can benefit your emotional and physical health in a number of ways. Connection is a necessary part of the human experience. Having close ties lets you feel less alone. The people who are close to you can alleviate emotional burden by providing you encouragement and support when it's most needed. Plus, they're also a lot of fun.

## Deep Breathing

A simple focused breathing exercise can truly calm you in a hurry. Just take a deep breath in as you push your diaphragm out. You should feel your stomach expand. Hold that for up to 10 seconds, then exhale, feeling your stomach flatten. Repeat ten times. This cleansing exercise can be done on the spot when you're feeling anxious and is incredibly effective in lessening anxiety or stress.

## Mindfulness

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Mindfulness is the state of living in and appreciating the moment. When you find yourself in this state, you gain a sense of calm and control that extends into other aspects of your life. Meditation, yoga, and other such spiritual practices are great for helping you to push away scattered thoughts and to concentrate on the here and now. You'll find yourself feeling more centered, less frazzled, and ready to take on life's obstacles after a mindfulness exercise.

### Self-Care

Self-care is something most of us neglect during the most chaotic times in our lives. It's so ironic because that's precisely when we most need to give ourselves some attention. Self-care is anything that recharges and rejuvenates you. It can be as simple as taking care to eat healthy foods or indulging in a bubble bath. Going to see a movie with your best friend is good. So is stopping for an ice cream cone after work. Anything that is purposeful in giving you a positive lift will do.

### Form Habits

Some people might think that habits are boring. They may recommend living on the edge or being spontaneous. That's all well and good, but there is a lot to be said for routine. Instilling a schedule or routine into your life can benefit you in a lot of ways. By knowing what to anticipate, you'll be giving yourself a sense of security to an extent. While we can't anticipate every obstacle, having a plan in place sets a nice framework for the day. It also eliminates having to think on the run, allowing your mind to rest a bit. Forming habits can be a great way to take the edge off and add some calm to your life.

### Listen to Music

Music has power. It can make you feel any number of emotions. Don't underestimate this tool for helping to put you in a particular frame of mind. If you're feeling particularly frenzied after a hectic day on the job, some smooth jazz or soothing classical can transport you to a quiet place of rest and relaxation. Give it a try.

### Write

I've talked about writing and journaling a number of times in this eBook. That's because it's really so effective at helping to gain perspective, to make plans, and set goals. You can use writing in a myriad of ways, depending on your intent. A gratitude journal can give you perspective and make you feel better when life's got you down. Mind mapping and brain dumping gets all those crazy thoughts out of your head and puts them into some semblance of order. Morning pages allow you to start your day off on a positive note and to gather your thoughts. Creative writing is a fabulous outlet that can lead to a sense of satisfaction and purpose.

### Consider Your Diet

Food is the fuel of your body. It plays a huge impact on how you feel. Many of us forget this fact. If you've found yourself particularly run down lately, some changes in your daily menu might help you to feel better. Switch out some of your unhealthier snacks for tasty, but good for you versions. Even a few substitutions can have a big impact.

### Sleep More

Getting more sleep is always recommended if you've been skimping on your z's. Waking up refreshed means a lot when it comes to having a good day. Poor sleep has been shown to have a significant negative effect on how people function. It can make us cranky, less productive, and unhappy. Try to implement a regular routine in order to get your body used to it. This may take time, along with trial and error, but the results will be well worth it.

### Try Supplements

Adding supplements to your diet can help manage stress. Sometimes we simply don't get enough of the nutrients we need in our diets. In particular, try B-complex vitamins such as B-6 or B-12. These are known for improving mood. Vitamin C is good because it helps to balance your body's stress response. Magnesium is known as the relaxation mineral, and zinc is good for zapping stress as well.

### Control Your Environment

Your environment plays such a role on how you feel. If you want to add more calm to your life, start with your immediate surroundings. Fill your space with soothing colors like blue or peaceful pink. Add a scented candle and dim the lights to set the mood. Remember what music can do for a setting and add your favorite quiet tunes. Soon you'll have an oasis that will soothe your senses and take you away.

### Have Fun

Don't forget the benefits of play. Schedule some fun into your life if you find yourself feeling nothing but overwhelmed. It can be something you do with friends or even by yourself, just as long as it's enjoyable. Play and leisure time allow your mind to work in less strenuous ways. It's good for your mood, outlook, and your health.

### Prioritize

Plan your day and prioritize what's most important to be sure you're getting the crucial stuff done. Taking care to focus on these things will provide you with a sense of security, accomplishment, and peace. You won't have awful deadlines looming over your head, and you'll know you've gotten the tough stuff out of the way. Now you can work more efficiently and proactively. It's a great feeling to take control in this way.

## Cuddle

A really big stress reliever many people don't know about is the therapeutic effects of touch. Whether it's just a casual hug or an intimate snuggle, touch can have a tremendous impact on how you feel. Physical contact releases oxytocin, a feel-good chemical naturally produced in your body. It also lowers cortisol, known as the stress hormone. Your blood pressure and heart rate will both be reduced as a result. The physical benefits are real, so go hug a friend today!

These are all some of the best ways I know to unwind and let go of stress. They're easy to do. Most take few, if any, resources. They can be employed on-the-spot and result in a quick sense of calm. You should definitely add some of your favorites to your daily routine in order to reap the most rewards.



# Conclusion

I cannot believe we've reached the end of this journey. Thank you so much for joining me. I've thoroughly enjoyed putting this report together. Staying cool, calm, and confident in today's hectic, modern world isn't easy. I won't pretend that it is.

There are so many stressors in our lives. It seems we're expected to do more in less time and with fewer resources. There's a lot coming at us each day in the form of information overload. I hope now you have a sense of just what's involved in that concept and how it can negatively affect us all if we're not careful.

We don't have to be bombarded by information, though. There are plenty of simple ways we can take control and manage our media. By employing even a few of the strategies I shared with you earlier in this book, you can be more in charge of the kind of information you take in. You'll feel far less stress when you learn to manage the information you're exposed to each and every day.

In addition to managing the information you take in, you also learned ways to calm and quiet your mind. Meditation, yoga, and prayer are powerful mind-body techniques that have been used for centuries to bring inner peace to people. They're just as useful today for both physical and emotional well-being. Learning how to harness them in a way that works for you, your lifestyle, and your spiritual preferences is important. If these practices sound appealing to you, I highly recommend adding at least one to your schedule on a regular basis. The benefits go beyond each session. They accumulate into other areas of your life when you make a practice of these exercises.

Next, we explored the ways in which goal-setting can bring calm to your world. It's not something many of us consider, really, but setting goals, plans, and objectives for ourselves adds an element of purpose to our lives. Once you have a plan in place, you have a framework or guideline to follow. It's almost like a map, as your goals can show you which way to go. When you have something to follow, it's easier to make adjustments and get back on track. Setting your goals and intentions can go far toward providing you the peace you seek.

Finally, I gave you a whole host of ideas for when you need to find some calm quickly. Almost any of these can be used at a moment's notice to provide you with some serenity and to lessen your sense of overwhelm. The trick is remembering to pull them out of your kit. I recommend printing this eBook out so that you can easily refer to it when you need some ideas. Once you begin to implement some of these practices regularly, they'll become a routine part of your life and you won't need a reminder.

Again, I thank you for your time, attention, and confidence. I've so enjoyed our time together. I wish you the best of success in becoming the cool, calm, and confident person you long to be. It's a constant process, but I truly feel you're well on your way. Best of luck to you!