

HOW TO CALM MENTAL CHATTER AND LOWER STRESS

IN 5 MINUTES



Tools and tips to help you gain clarity, get grounded, and find focused flow.

BY CARLA ROYAL

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A NOTE FROM CARLA

WELCOME! I'M SO GLAD YOU ARE HERE.

If you are here right now, then I imagine you may be feeling somewhat overwhelmed by stress and mental chatter. I can't think of a single person who hasn't been overwhelmed from time to time.

Many folks live in a state of overwhelm. This is entirely understandable given the state of the world. These are chaotic times and I believe that we are not only feeling the weight of our own personal challenges but we are also feeling the weight of the collective challenges.

It is a difficult and exciting time to be alive. The world is in great need and it is important that each of us step up and give our very best gifts. That's extremely difficult to do when we are caught up in so much mental chatter, overwhelm, and burnout.

In this training, I offer some very simple and practical ways to calm the mental chatter and lower your stress levels. I do hope you find these tips helpful.

Carla Royal

POWERFUL, SIMPLE TIPS TO REDUCE MENTAL CHATTER, STRESS, AND OVERWHELM

Of course, we all know that any promise of results in 5 minutes is most likely a lot of hype. I have to agree.

At the same time, when you practice these tips for 5 minutes at a time over time, they can be incredibly helpful. And in time, you will be able to calm your mind down in 5 minutes or less. You could think of these tips as brain training for your mind. Over time, the results become cumulative.

I'm certain you've heard of some of these tips, but my guess is that you rarely use them, or you use them hit and miss.

I'll tell you what you already know; they won't help if you don't find a way to make them part of your everyday life.

At the end of this EBook, I'll share some strategies with you on how you can successfully incorporate these practices into your daily life so that they can support you in reducing stress, anxiety, and overwhelm.

Take your time with these tips. Play with them long enough to find out which ones are helpful to you. One and done will not work. You've got to give them a chance, and that takes time.

Above all, have fun with these! If you practice them, I'm certain you will find them helpful.

Experiment!

TEN MIND-CLEARING TIPS

I recommend that you glance through the list and check two or three that you are going to experiment with this week. Next week, experiment with others.

See how they feel. Get clear about which you want to incorporate into your daily life over the long haul.

Be certain to read the details I provide for each tip that you can find after this checklist. I think you may hear something new so please don't stop at this checklist. Take a deeper dive.

- 1. Start Your Day with Intention
- 2. Learn to Breathe Like a Navy Seal!
- 3. Check Your Stories of Past and Future
- 4. Plant Yourself Fully in the Moment
- 5. Step Away from News & Social Media
- 6. Stand Up From Your Desk to Stretch
- 7. Practice Power Poses
- 8. Don't Over Rehearse. Do it Imperfectly
- 9. Create a Motivational Music Playlist
- 10. Spend Time in Nature

DIVING DEEPER

Let's Go Deeper Into These Tips

1. Start your day with intention.

There are many ways to begin your day with intention as I'm sure you've heard: meditation, journaling, gratitude practice, exercise, inspirational reading, etc. I want to share a way that you may not have considered before.

When you arise, ask yourself these two questions either in your journal, on a walk, or by simply sitting quietly with them:

- **Who do I want to be today?**
- **What 3-5 core feelings do I want to have at the end of my day?**

The interesting thing about these questions is that they can prime the pump of your brain to begin looking for ways to generate those feelings.

2. Learn to breathe like a Navy Seal!

When you feel yourself beginning to get tense, overwhelmed, or caught up in your mental chatter, consider those feelings as an alarm clock to wake you up to the fact that you are not grounded. Once you realize it, try a breathing technique to help you return to clarity.

Navy Seals learn a breathing technique that helps them keep their cool under the most intimidating and frightening circumstances. If



it works for them, it's bound to work for you!

It's called Box Breathing.

It's quite simple and you can do it anywhere, anytime.

- Inhale to the count of 4
- Hold for the count of 4
- Exhale to the count of 4
- Hold for the count of 4
- Repeat for several rounds

Practice this technique and see where you feel different in your body and mind after doing it for a while.

3. Check yourself on your stories about the past and the future.

When you are caught up in overwhelm, you can bet that you are caught up in a narrative or story about the past or future.

When I'm most overwhelmed, anxious, or agitated, I'm almost anywhere but the present moment. When I look, I see that I am caught up in a painful story about the past (and, remember, the past no longer exists except in your imagination) or I am imagining what could go wrong in the future (remember, too, that the future only exists in your imagination).

Picture yourself in a canoe alone. If you've ever paddled alone, you know that it's safest to paddle from the center of the canoe. If you sit in the front or the back, the canoe becomes dangerously tipsy. You become unbalanced.

It's the same when we take up residence in the past or the future. The answers you need only ever exist in the present moment. And your balance and clarity can only be found in the moment. It's fine to think of the past and imagine the future, but don't take up residence there. Don't live there. When it becomes stressful, move your attention elsewhere and I give you a simple way to do that in tip 4.



4. Plant yourself firmly in the moment.

If you find it difficult to bring yourself back to the present moment or you are having a particularly rough time with overwhelm or anxiety, try this simple but helpful technique. You may want to begin by bringing your attention to your breath. Take a few deep breaths or do a few rounds of Box Breathing then begin:

- **Notice FIVE things you see** around you. It could be your dog, a chair, or anything in your surroundings.
- **Notice FOUR things you can touch** around you. It could be your hair, a pillow, or the ground under your feet.
- **Notice THREE things you hear.** This can be any external thing you can hear such the wind blowing, your refrigerator running, etc.
- **Notice TWO things you can smell.** The soap at your sink, the smell of your pet, fresh cloths from the dryer, etc.
- **Notice ONE thing you can taste.** What does the inside of your mouth taste like? Coffee? Gum? Garlic?

5. Step away from the news and social media.

We all know the addictive nature of social media and it can make us feel crazy! But the brain loves this stuff because clicking on a multitude of articles, checking the likes and responses, and scrolling over and over again give your brain little mini dopamine hits. Your brain craves it! There's nothing wrong with you that you crave it. It's designed that way. That's why you have to be intentional about stepping away from it.

Schedule breaks in your day that you will not pick up your phone. Put your phone in another room. Leave it home when you go out with our friends. Choose 2 or 3 news sources that you can check daily then leave it alone. Stop scrolling through the news or your feed all day long. It wastes the limited energy your brain has and it leaves you in the shallows, making deep thinking next to impossible. You'll be surprised by how much overwhelm just taking breaks from it all can take off your mind.



6. Stand up from your desk throughout the day to stretch.

Sounds simple I know but you may be surprised by how helpful this can be. I work from home and I am at my desk all day. Simply standing and doing chest opening exercises a few times a day circulates the blood through my body more freely. It helps bring better blood flow into my weary brain. It's quick, easy, and effective. You could try setting alarms 4 or 5 times a day to remind you.

7. Practice power poses.

If you have an important meeting or conversation approaching and you are feeling the nerves, practice a power pose. Our emotions often follow our body posture. You can literally change your state by changing your posture.

If you stand with legs shoulder width with hands on hips, spine straight, and head held high, your emotions begin to get the signal of confidence and power.

Your emotions want to adjust themselves to your body's posture. This can be a helpful way to align your body, emotions, and mind.

I don't suggest that this is a magic bullet but coupled with some of these other tips, it can make a palpable difference.

8. Don't over-rehearse. Do it imperfectly.

It's great to prepare well but when you over-rehearse you can undermine yourself. Over rehearsing can drain your energy and creativity. It can amp up your anxiety and move you into self-doubt. Rehearsing for perfection can absolutely hinder you from ever taking action and putting yourself out there.

Instead, give yourself permission to do it imperfectly! Remember, mistakes and failure **are** the path to mastery.

9. Create a motivation/inspiration music playlist.



We all know how powerful music can be and, it too, can change your state right in the moment. During my depressed years, I remember putting on sad music when I was feeling melancholy. I would listen to this music for hours and I would go into the depression even more deeply. The music didn't help me come out of my sadness, it actually sent me deeper into it because it was melancholy music.

The same is true for upbeat music. If I'm particularly tired or down and can't seem to find my way out of it, I'll put on my inspirational playlist for 15-30 minutes and sing at the top of my lungs. I can't help but dance around. I find that my energy begins to move and within minutes, I'm smiling and I notice that I'm not as tired. Sometimes it feels downright miraculous!

Take some time to create a playlist of your favorite songs that are upbeat, Inspirational, and motivational. It's such a simple thing to do that can have a huge impact on your felt sense of wellbeing.

10. Spend time in nature.

I can't stress enough how incredibly healing nature is. There is even research showing that spending time in nature (forest bathing) provides relaxation, reduces stress, and boosts immunity. Schedule in time to be in nature. Make it a part of your routine. Take long stretches outside but even short moments can be helpful.

When I'm having a particularly stressful and busy day or before a challenging call, I will often step out into my backyard and stand beneath the ancient live oaks. I stretch out my arms and breathe in the strength of these amazing trees. In just 5 minutes, I can feel my nervous system begin to relax and I can return to my desk refreshed and with more clarity.

Schedule times in nature into each day and longer times a few times each week.

I'm certain you've considered some of these tips and maybe even tried some of them but why haven't you continued with them? Well, you're



not alone. We all struggle introducing new behaviors into our lives. There's nothing wrong with you that this is difficult, it's a matter of how your brain functions.

One of the top priorities for the brain is to conserve energy. No matter how hard you try, the brain is going to override your good intentions in order to conserve energy so you are going to need to learn to override that tendency and work with your brain's needs.

Habits are an excellent way to do this. Create new habits. Easier said than done, I know. I will give you a few tips that will support you in creating these new habits.

5 Steps to Create Habits Easily

1. Keep it simple.

Start small. In fact, research shows that starting smaller than you want to start is key. You may be all hyped up about getting in shape but how often do you go all out with your new exercise regimen only to find that your will power and passion fade in a few weeks or even a few days? If you have the urge to go run 5 miles, start with 1 mile. If you have the urge to read more, start with one chapter. If you want to eat better, add one healthy food to your diet rather changing everything all at once. Start small and add gradually.

2. Stack your new habits with old habits.

This is a great way to easily add habits successfully. Stack your new habit with a habit that you are already doing with ease. If you want to incorporate the first tip I mentioned above, *Start Your Day with Intention*, then stack it with a habit you already have. For example, I already drink coffee every day when I wake up. So, I could stack my new habit with drinking coffee. Now, whenever I sit down with my coffee, I open my journal and consider how I want to feel at the end of the day.



You may have a habit of sitting down at your desk by a certain time each morning. That habit is in place. Now, you could stack the habit of Box Breathing with that habit. When you first sit down, you could do a few rounds of Box Breathing to get yourself focused and grounded, then you can begin your day with more clarity and flow.

By stacking these new habits with a habit you already have in place, you'll be much more likely to follow through.

3. Structure your surroundings to support your new habit.

The most successful people aren't any smarter than you and they don't have more willpower than you, they simply know how to structure their lives in ways that reduce temptation and supports them.

For example, if you want to start exercising when you first get up, put your workout clothes on the chest of drawers by your bed. Put them on immediately before leaving the room in the morning.

Set alarms on your phone or computer to remind you to take breaks in order to stretch or do your breathing exercises.

Don't bring junk food home.

Set an alarm for 30 minutes or so before you begin rehearsing something important so that you end your rehearsing before you over do it and deplete all your energy or freak yourself out.

4. Keep coming back to your why.

If you want to develop a new habit, it's imperative to know your why. I'm talking about your deep down why. Why does it matter to you to be without the overwhelm, anxiety, and mental chatter? Why is that important to you beyond disliking the uncomfortable feelings and sensations?

What's your why? Your why will pull you forward.



5. Get super specific.

If you decide to create a new habit, it's imperative that you get clear on these specifics:

- At what time are you going to do the new habit?
- Where will you do the new habit?
- How long will you do the new habit?

The brain appreciates a certain measure of structure because one of the brain's top priorities is to conserve energy. Structure helps the brain focus and use less energy. It doesn't need to be rigid structure. It can be flexible structure, but having some structure in place is going to help you follow through on the habits you are trying to establish.

Decide when, where, and how long you will do your habit. And then tweak as needed.

Summary

Keep this eBook close at hand. Experiment with it. Enjoy it! You will have far more success if you associate positive feelings with the actions you take. Research shows that we learn most easily when we play. As you experiment with the tips I've given you, bring a spirit of play and curiosity to it.

Use the form on the next page to track your progress.

Measuring your progress is an excellent way to support you in creating new habits but only if it's done with a large measure of grace and without harsh judgment.

If you've had enough excessive mental chatter, agitation, and hidden anxiety or stress, and you're ready to find more fulfillment in the midst of your success and strengthen your leadership capabilities, then schedule your FREE Clarity Call and end the cycle of suffering.

SCHEDULE MY CALL





Track Your Progress

Which Mind-Clearing Tips Did you Practice Today? No judgment, just notice.

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
MON				
TUES				
WED				
THURS				
FRIDAY				



ABOUT CARLA ROYAL

Carla Royal is a Certified Integral Master Coach™ and a Certified Strategic Intervention Coach who works with million and multi-million-dollar high-performance entrepreneurs who are quietly dealing with mental chatter, overwhelm, and enough self-doubt to keep them from reaching their highest potential.

She has been working as a therapist or coach since 1990 and has helped hundreds of people create a healthy and clear mind leading to a healthy and fulfilling life, better work performance, richer relationships, and deep meaning and purpose.

Have you had enough of the mental chatter, agitation, and hidden anxiety or stress? Are you ready to find more fulfillment in the midst of your success and strengthen your leadership capabilities? Now's the time to schedule your FREE Clarity Call and end the cycle of suffering.

[SCHEDULE MY CALL](#)



HAVE QUESTIONS?

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