

Building Personal Resilience™

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Reference Guide

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Building Personal Resilience™

HeartMath Institute
(831) 338-8500 • www.heartmath.org

HeartMath Inc.
(831) 338-8700 • www.heartmath.com

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14700 West Park Avenue • Boulder Creek, Calif. 95006
(831) 338-8500 • www.heartmath.org

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Building Personal Resilience™ — Reference Guide

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Steps for Personal Discovery

1. What do I want?

Consider what matters the most to you, what you want more of in your life and how living from what is important to you affects your resilience and how you “show up” in daily life.

2. What gets in the way?

Become more aware of the day-to-day stressors and the emotions you experience in response to each stressor. Consider your reaction to stressors and how that affects you, including how your emotional reaction depletes your energy and resilience.

3. What can I do?

Practice the in-the-moment techniques to neutralize stress reactions and build your resilience. You'll discover that regardless of the stressors you encounter in day-to-day life, you can build your capacity to choose how to respond in any moment. Your practice can lead to more effective choices, better communication, less stress and has the potential to positively impact your health and wellbeing.

4. How can I sustain it?

Consistent practice of the coherent techniques helps build a new baseline of resilience where you naturally start to experience less stress and are more resilient. You may discover you gradually become more of who you truly are.

NOTES:

Heart-Focused Breathing™ Technique

The Heart-Focused Breathing Technique is a simple to use, energy-saving, self-regulation strategy designed to reduce the intensity of a stress reaction and to establish a calm, but alert state. It helps you to take a “time-out” where you can step back and neutralize depleting emotions.

Combining the simple act of focusing on the heart area with a slightly deeper level of breathing helps draw energy away from distressed thoughts and feelings by interrupting your body’s mechanical stress response.

We can gain benefit from conscious breathing if we use it to help us shift into and sustain a more balanced state, understanding that breathing is only the start of what we call the coherence-building process.

Step

Focus your attention in the area of the heart. Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual. Find an easy rhythm that’s comfortable.

Heart-Focused Breathing Applications

- Neutralize emotional reactions in the moment
- Reduce the impact of stress
- Plug energy drains

Once you are familiar practicing the step above, try the Quick Step.

Quick Step

Heart-focused breathing

Track Your Practice Log

Tracking your practice can help you build awareness and notice changes in how your response impacts you and the daily situations you encounter. Review this handout and take time to appreciate each shift you made. They all add up!

Situation	Technique/Practice I Used	How I Responded	How My Response Affected the Outcome	What was Different?
Upset with colleague	Heart-Focused Breathing™ Technique (several times)	I was calmer.	We had a better conversation. We don't agree, but we worked it out.	I didn't get upset and brood about it
Job interview	Heart-Focused Breathing Technique (several times)	Felt more composed	Able to stay focused and answer questions clearly	I wasn't as nervous as I have been and actually enjoyed it
End of busy day	Heart-Focused Breathing Technique	Felt more at ease	The evening was peaceful; had more energy to enjoy a good book	I slept better

Track Your Practice Log

Situation	Technique/Practice I Used	How I Responded	How My Response Affected the Outcome	What was Different?

Resilience

What is Resilience?

Key Concepts:

- Your resilience capacity can be thought of as the amount of energy you have stored in your inner battery.
- The greater your capacity and your resilience, the more energy you have available.
- Having more energy gives you greater ability to self-regulate your emotions and behaviors so you can choose how to respond rather than react automatically.
- Learning and applying the coherence techniques can increase your energy reserves, thereby increasing your resilience capacity.
- Plugging energy “leaks” throughout the day so you don’t waste energy is key in building and sustaining your resilience. Getting enough sleep to recharge your inner battery is also essential in building your resilience.

What is resilience and what does managing your energy have to do with it?

You’ve likely experienced times when you feel you don’t have much energy and may have used phrases like “I’m running on fumes,” or “I’m drained” to describe the feeling of being tired. It’s common that when your energy is low and you feel drained, it can be difficult to think clearly, perform tasks well and bounce back, all of which are good indications that your resilience is low.

So, what exactly is resilience and how can you have more of it?

HeartMath’s definition of resilience is a broader understanding of resilience:

Resilience is the capacity to prepare for, recover from and adapt in the face of stress, challenge or adversity.

A key word in the definition is **capacity**, which is how much of something you have. You can think of your current resilience capacity as the amount of energy you have stored in your inner battery. It’s how much energy you can draw upon to handle your daily challenges and tasks. Resilience is the energy you have available to use not only physically, but also mentally, emotionally and spiritually. When you have a high level of resilience or a fully charged inner battery, you have greater capacity to remain calm, think clearly and be in control



of your emotions so you don't overreact. In other words, **you can more effectively handle challenges and flow through them rather than become stressed, which further drains your energy reserves.**

When you are resilient, you are better able to bounce back and recover faster after challenging situations. This helps offset much of the lingering wear and tear that affects not only you, but the people around you too.

By building your resilience you'll be better prepared, adapt more quickly, make smarter decisions and remain clear in situations that arise throughout the day. Having greater resilience doesn't mean you will not find yourself in difficult situations. What it does mean is you'll have an internal capacity that will give you the ability, energy and resolve to handle whatever comes up.

On the other hand, similar to a drained car battery making it impossible to start your car, when your inner battery is depleted, there isn't energy to draw from when you need it, making it difficult to be your best and respond well in tough, and often, in very ordinary situations. You also may end up draining even more energy.

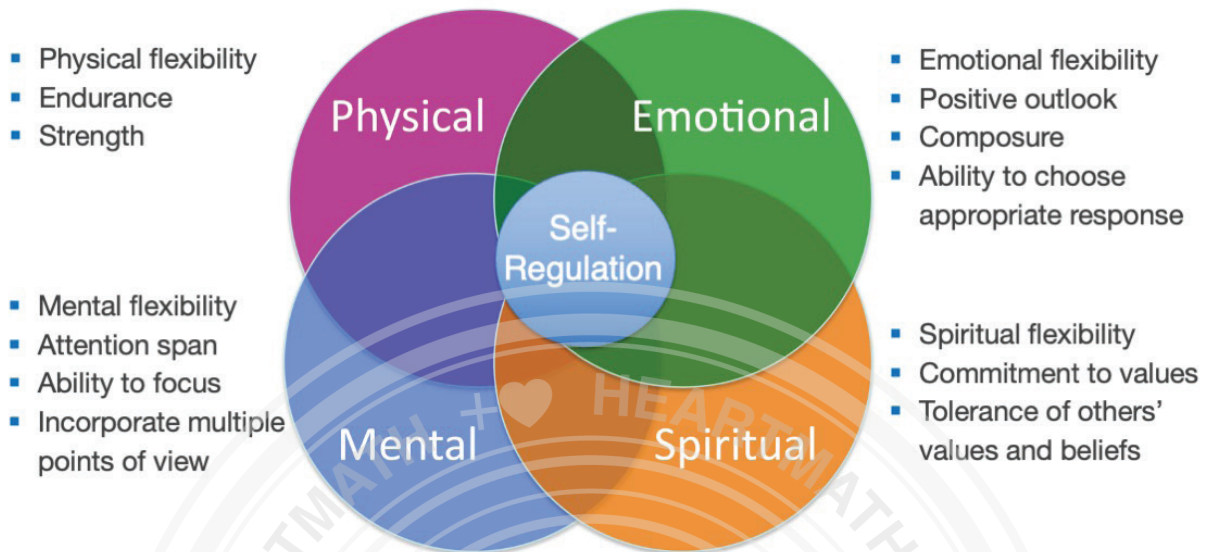
A key in building and sustaining resilience is managing how you spend and renew your energy. The goal is to not waste energy unnecessarily and to effectively replenish your energy reserves.

Learning and applying coherence techniques can build your energy reserves, giving you more energy to draw from when you need it. If you do not monitor and manage your energy, you can become depleted, making it more difficult to handle daily situations well.

Plugging energy leaks also is important in building and sustaining your energy reserves. Greater reserves enhance your ability to maintain your mental focus and clarity and your emotional composure throughout the day.

A very important way to renew energy and recharge your inner battery is by getting enough uninterrupted, regenerative sleep. Sleep is one of the most basic ways the body renews its energy levels. Sometimes though, it's difficult to get a good, rejuvenating sleep. The techniques you will learn can help you gain more of the benefits of sleep.

Domains of Energy and Resilience



Key Concepts:

- The domains are interrelated, with each one affecting the others.
- Some people may be more resilient in one domain than in other domains.
- We tend to waste a lot of energy unnecessarily and therefore deplete internal reserves (inner battery) in the emotional domain.
- The accumulation of small energy drains in the emotional domain can be more depleting than one big emotional outburst.

There are four primary domains of resilience: physical, emotional, mental and spiritual. To be fully resilient, it's important to pay attention to all four domains because, as the overlapping circles illustrate, each affects the others.

Some people are naturally more resilient in one domain than in another. People who are naturally able to better self-regulate their emotions and maintain their cool and composure under pressure would be considered more emotionally resilient. Even though someone may be naturally resilient in one domain, they can be in a state of low resilience overall if they allow their energy or internal battery to become drained in even just one of the domains. Feelings like frustration, anger, resentment and anxiety burn a lot of extra energy.

Some of the hormones produced during a stressful interaction stay in your system for many hours and can disrupt your ability to get renewing sleep and can also diminish your ability to focus and think clearly.

Energy-Renewing Exercise

This exercise can help you notice and appreciate simple things around you. Often we are so busy, pre-occupied, overwhelmed, stuck in drama or distracted that we overlook the simple things that are all around us that can be regenerative.

A sense of renewal often comes from experiencing the emotions and attitudes we want more of in our lives. With practice we can learn to draw upon regenerative emotions and attitudes to positively impact our daily lives.

1. In the first column, identify situations or moments when you felt a sense of renewal, as though you were charging your inner battery. Write those in the first column.
2. In the second column write down the emotions or attitudes you experience in each situation you identified. You may find that you experience more than one emotion in each situation.
3. Next, consider how those situations impact you mentally, emotionally and physically. How do they impact your relationships, your communication, decisions you make or your resilience? Write your responses in the column labeled Impact.

Situations	Emotions and Attitudes	Impact
Friend asks if I need anything	Appreciation Felt cared for	Changed my attitude
Finished a project	Sense of accomplishment Proud of my effort	Relieved Refocus and help others Can go to bed earlier
A good talk with my daughter	Love Peaceful	Feel more connected to her Recharged my energy

Energy-Renewing Exercise

[illegible]

Energy-Draining Exercise

This exercise is to help you gain more awareness about daily stressors. Include the stressors that are obvious and easy to see. Also try to become more aware of the stressors that are subtle and not as obvious because they often add up and become big energy drains and impact us in ways we may not be aware.

1. In the first column write down the situations, events or experiences (stressors) you encounter during the day that drain your inner battery and deplete your resilience.
2. In the second column, consider your emotional response(s) for each stressor. How do you react? Depleting emotional responses are typically what we experience as stress.
3. In the column labeled Impact, write down how your emotional response(s) affects you and how you respond.
4. In the fourth column write down what you do now, for each stressor, realizing it may or may not be effective.

Stressor	Emotion and Attitude Responses	Impact	What I Do Now
Late for appointment	Frustrated Feel guilty	Changed my attitude	Apologized Still frustrated Feel guilty
Issue with family member	Bitter Angry	Argue and brood about it	Withdraw Don't handle it
Heavy workload	Feel anxious Depressed	Headache Can't think clearly	Talk to a friend Eat junk food

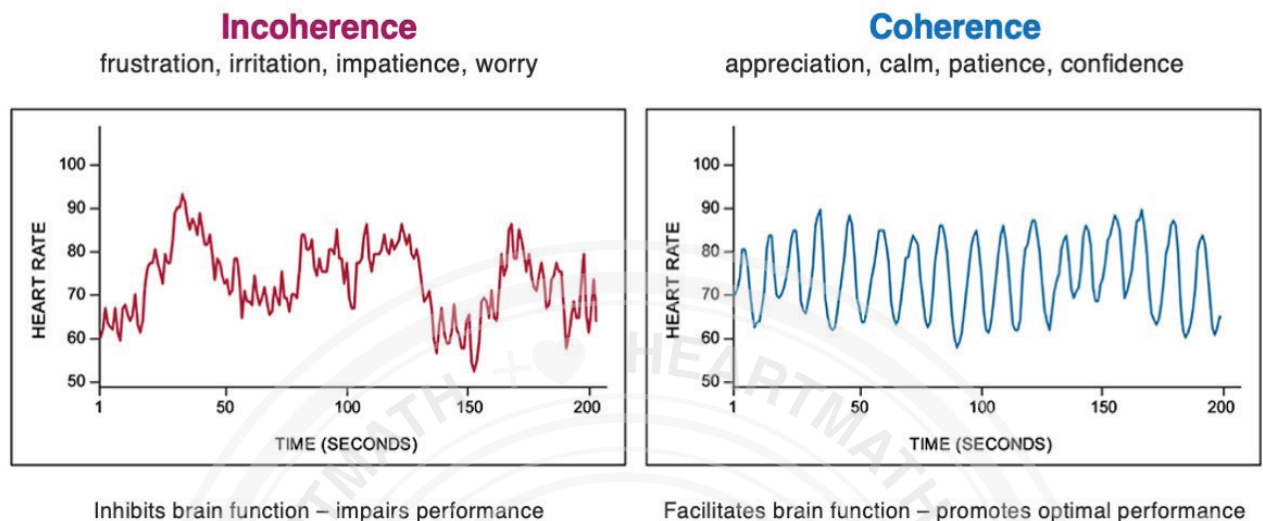
Unregulated emotions and attitudes lead to unwanted and ineffective behaviors that often create even more stress and rarely meaningful solutions. People often find their current solutions are not effective.

Ask yourself, **“Are my current solutions genuinely effective and aligned with what I want more of in my life?”**

Energy-Draining Exercise

Stressor	Emotion and Attitude Responses	Impact	What I Do Now

Heart-Rhythm Coherence: Emotions and Heart Rhythms



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Coherence is an optimal state in which the heart, mind and emotions are aligned and in sync. Physiologically the immune, hormonal and nervous systems function in a state of energetic coordination.

You can learn to generate coherent or “smooth” rhythms by activating renewing emotions like appreciation and patience. Coherent heart rhythms actually help the brain process information more efficiently. In other words, you can think more clearly and make better choices when you are in a coherent state.

The Emotions and Heart Rhythms diagram shows two actual heart-rhythm patterns of a woman. The left, chaotic-looking image, called an incoherent pattern, reflects when she was asked to experience a feeling of frustration. The right image, or coherent pattern, was generated when she was asked to experience a feeling of appreciation. The HeartMath® coherence techniques will enable you to shift from an incoherent heart rhythm to a coherent rhythm, which is the foundation for intelligent energy management, emotional self-regulation, optimal performance and mental clarity.

Remember, it's renewing emotions that add energy to your reserves, *but it takes more than thinking positive thoughts*. Genuinely feeling renewing or regenerative emotions is what creates coherence. Using the coherence techniques helps plug energy leaks and recharge your inner battery. Generating coherence even for a few minutes brings your physical, mental and emotional systems into alignment.

- Plugs energy leaks
- Builds resilience capacity to enhance the ability to recover faster from physical, mental and emotional stressors
- Optimizes performance
- Develops faster reaction times and better coordination
- Helps increase capacity to be in charge of how you respond
- Aligns the body's systems to work in sync with less wear and tear
- Increases ability to think more clearly, stay focused and make better decisions
- Facilitates better sleep

Attitude Breathing™ Technique

An effective technique for shifting attitudes and establishing new neural patterns. Feelings, emotions and attitudes are malleable and can be changed. The Attitude Breathing Technique helps to instate replacement attitudes and feelings that are more effective and save energy.

Step 1. Identify a feeling or attitude you want to replace with a new attitude such as calm, patience, kindness or compassion. Or identify an uplifting or positive attitude you want to reinforce or strengthen.

Step 2. Focus your attention in the area of the heart. Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual. Find an easy rhythm that's comfortable.

Step 3. As you continue heart-focused breathing, draw in and anchor the uplifting or positive attitude or feeling.

This can help create new perceptions that expand our awareness.

Step 4. Practice breathing in the attitude or feeling as you move through your day-to-day interactions.

Remember, you can use Attitude Breathing on-the-go to replace or strengthen an attitude or feeling..

Attitude Breathing Applications

- Reinforce a renewing attitude or emotion
- Shift reoccurring attitudes
- Prep before an upcoming situation or event

Once you are familiar with practicing the steps above, try the Quick Steps.

Quick Steps

1. Identify
2. Heart-focused breathing
3. Draw in and anchor
4. Maintain

Attitude is the difference between an ordeal and an adventure. – Unknown

Attitude Breathing™ Exercise

The Attitude Breathing Technique helps us instate replacement attitudes that are more effective and save energy. With practice, you can use it any time you are experiencing a depleting, energy-draining attitude or feeling and then shift, in the moment with eyes open, to an uplifting, energy-renewing attitude.

Practicing this technique can help you become more coherent and experience greater emotional stability, clearer thinking and feeling better overall. You can also use it to anchor renewing attitudes and emotions you're already experiencing.

Depleting attitude _____

Uplifting or Positive attitude _____

Depleting Attitudes

- Stressed
- Impatience
- Overwhelmed
- Anxious
- Frustrated
- Angry
- Sad

Uplifting or Positive Attitudes

- Calm, Ease, Neutral
- Composure
- Kindness
- Compassion
- Gratitude
- Patience
- Peace

In what situations or interactions will you practice the Attitude Breathing Technique?

To Prep

To Shift and Reset

*The greatest day in your life and mine is when we take total responsibility
for our attitudes. That's the day we truly grow up. – John C. Maxwell*

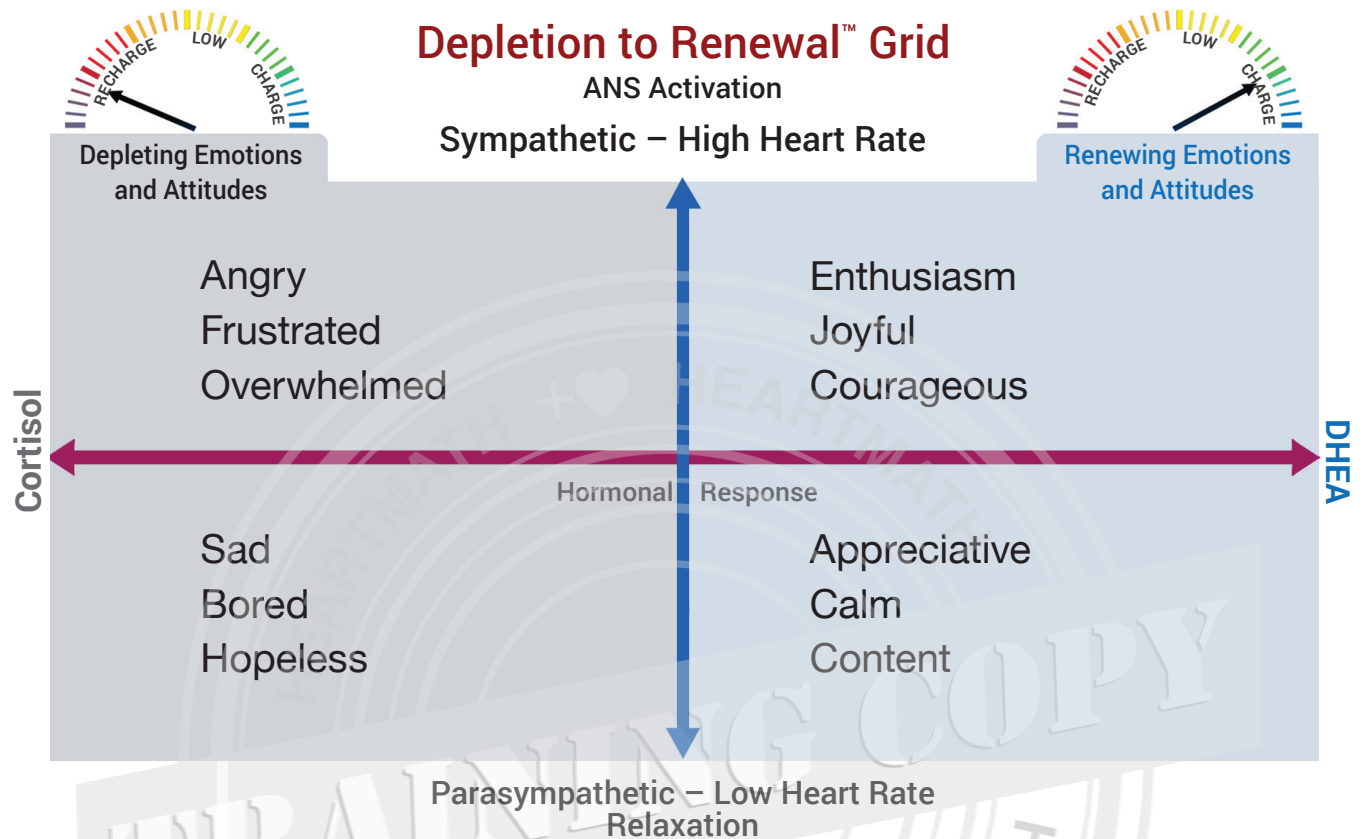
Three Practices for Building and Sustaining Resilience

The following are three important practices to regulate your energy, increase your resilience and handle situations more effectively. Understanding these three practices can help you see when and where you can apply any of the techniques.

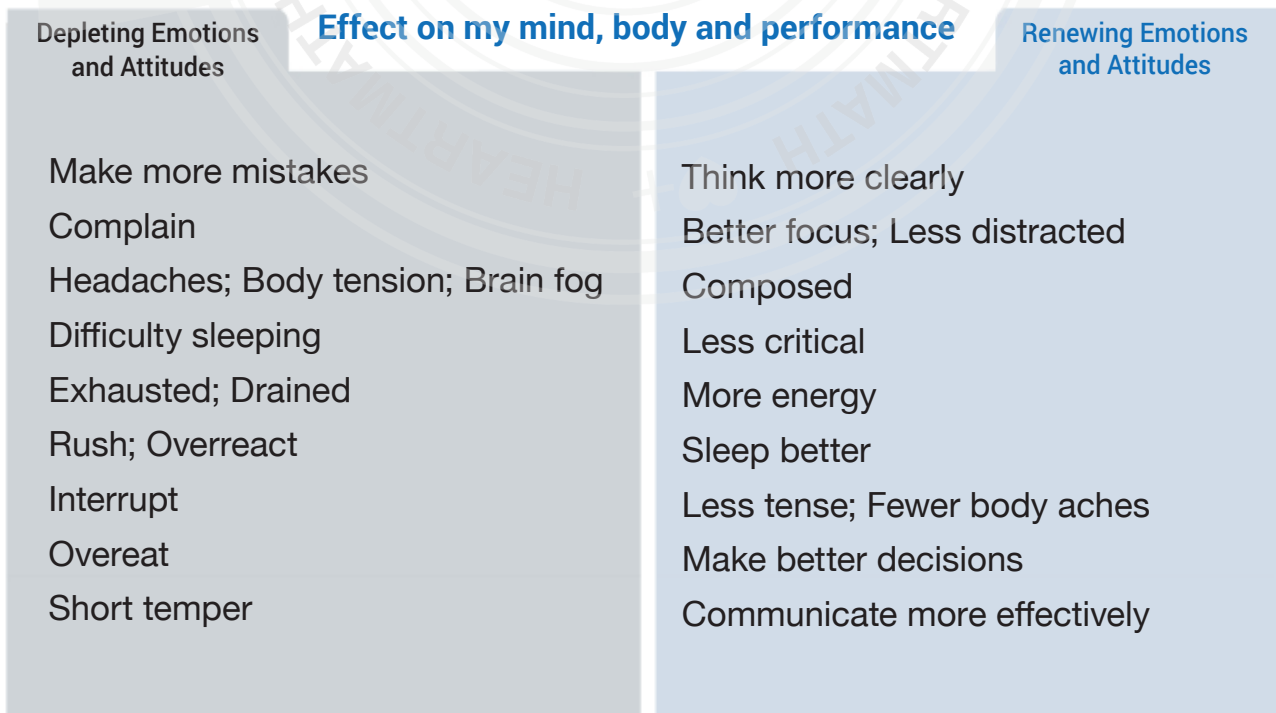
- 1. The value of Prep cannot be overemphasized.** The purpose of Prep is to ensure that before entering a challenging situation, you are in a more resilient and composed state so you are able to meet the challenge and respond optimally. This is not merely thinking about feeling calmer and composed, but rather creating the actual feeling of ease, calm or confidence, which creates coherence. You can Prep for anything. Prep to set the tone for the day, before meetings, before working on projects or meeting with a client.
- 2. Shift and Reset** by practicing a HeartMath® coherence technique in-the-moment when challenging events, big or small, occur to stabilize emotions and minimize energy drains as soon as possible. Shift and Reset before resting or going to bed to get the maximum benefits from rest or sleep.
- 3. Sustain** your resilience throughout the day by establishing regular practices to Prep, and Shift and Reset on-the-go throughout the day. Using a technique even when you aren't experiencing stress reinforces a more coherent and resilient state. It all adds up!

NOTES:

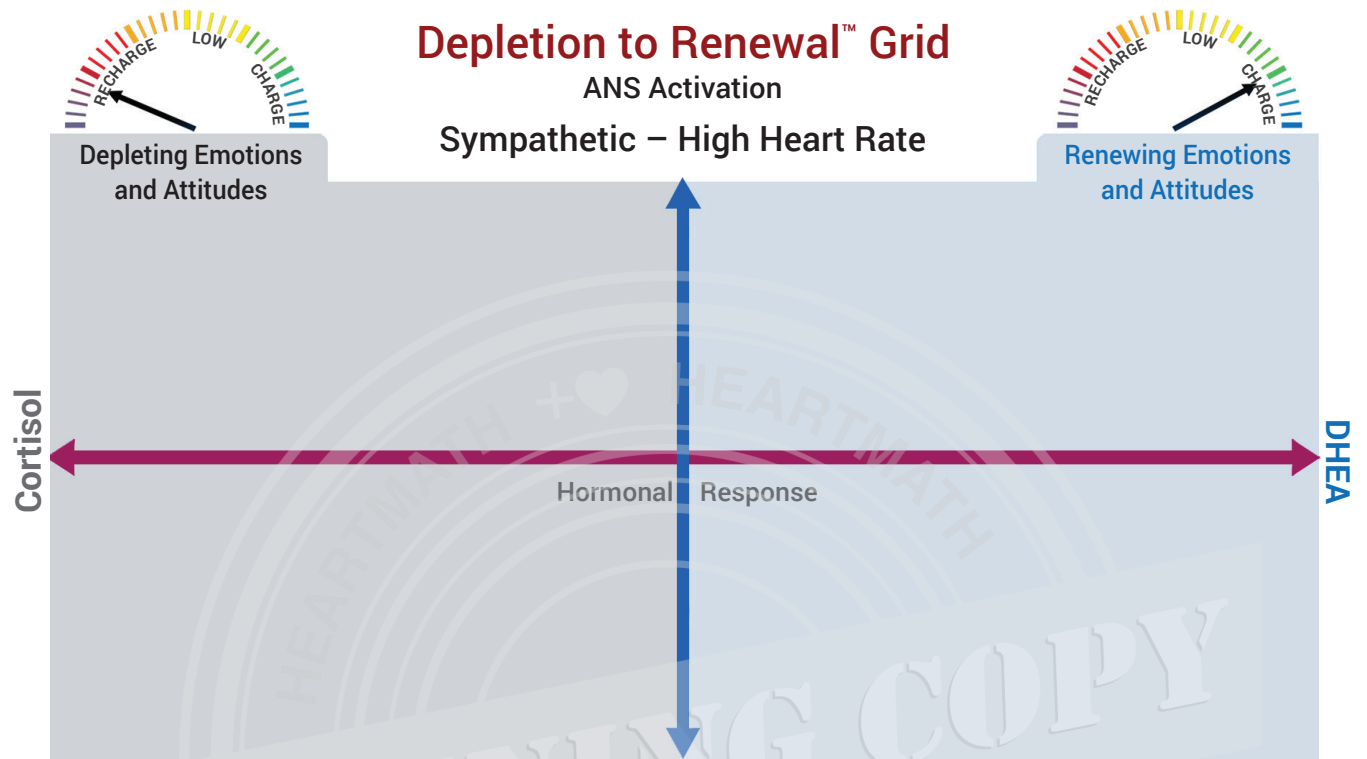
Depletion to Renewal™ Grid



Part 2



Depletion to Renewal™ Grid



Part 2

Depleting Emotions
and Attitudes

Effect on my mind, body and performance

Renewing Emotions
and Attitudes

Freeze Frame® Technique

A multipurpose technique that can be used in the moment for gaining clarity, increasing creativity and stopping energy drains. Practicing the Freeze Frame Technique helps you access your intuitive intelligence and create more objectivity which can help you find more effective solutions, resolve problems and enhance your creativity.

Step 1

Become aware of a life issue, challenge or opportunity and any feelings or attitudes about it.

Step 2

While focusing your attention in the area of the heart, imagine breathing a feeling or attitude of inner stillness or appreciation slowly and casually through your heart or chest area. This helps balance your mental and emotional energy.

Step 3

While maintaining inner stillness, calmness or appreciation, ask your heart for guidance, solutions or deeper understanding.

Step 4

Quietly observe any subtle changes in perceptions, attitudes or feelings.

Step 5

Commit to sustaining beneficial attitude shifts and acting on new insights.

Freeze Frame Applications

- Making decisions or planning
- Enhancing creativity
- Gaining insight on how to handle a situation
- Using in your client sessions

Quick Steps

1. Become aware
2. Breathe inner stillness or appreciation
3. Ask your heart
4. Observe
5. Commit and Act

Freeze Frame is a multipurpose technique that can be used in the moment for gaining clarity and stopping energy drains. It also helps balance your mind and emotions so you can think more creatively and make better choices. This technique helps you gain a clear and balanced perspective by accessing your intuitive intelligence.

The Freeze Frame Technique is helpful to use when you have to make quick decisions or when out-of-the-box solutions are needed.

The term “Freeze Frame” is used because this process is similar to pressing the pause button to stop a video. The technique helps you stop your “stress movie” in-the-moment so you can edit the frame and create a different outcome.

First, taking a time-out to acknowledge how you feel about an issue can help you see judgments or depleting emotions that are lurking beneath the surface. Next, creating more coherence by shifting your emotions and attitudes can help you see the situation more objectively rather than from emotions that may color your perceptions and add to your stress.

Being more coherent can help you see a bigger picture and also expand your awareness for new insights and options.

Clarity or insight might not come right away. This could have a lot to do with the complexity of the issue, past history and the intensity of any emotions that may or may not be related to the issue or situation. That’s OK. Be patient with yourself. Repeat the process later or the next day. It will begin to feel more natural with practice. Often, solutions are inspired through communication or input from others.

Be sure also to notice any subtle shift in the way you feel. Shifting from feeling anxious about an issue to feeling calm is significant! You not only plugged an energy leak, but you also shifted your feeling experience and opened the door for a solution to emerge at another time.

NOTES:

Freeze Frame® Exercise

The Freeze Frame Technique is designed to use regardless of whether or not stress is present. By bringing heart qualities to the forefront, it can help with mental clarity, decision-making and creativity.

Step 1. Become aware of a life issue, challenge or opportunity and any feelings or attitudes about it.

The issue, challenge or opportunity?

My attitude or feelings about the issue, challenge or opportunity **before** practicing the Freeze Frame Technique are:

Step 2. While focusing your attention in the area of the heart, imagine breathing a feeling or attitude of inner stillness or appreciation slowly and casually through your heart or chest area. This helps to balance your mental and emotional energy.

Step 3. While maintaining inner stillness, calmness or appreciation, ask your heart for guidance, solutions or deeper understanding.

Step 4. Quietly observe any subtle changes in perceptions, attitudes or feelings.

Step 5. Commit to sustaining beneficial attitude shifts and acting on new insights.

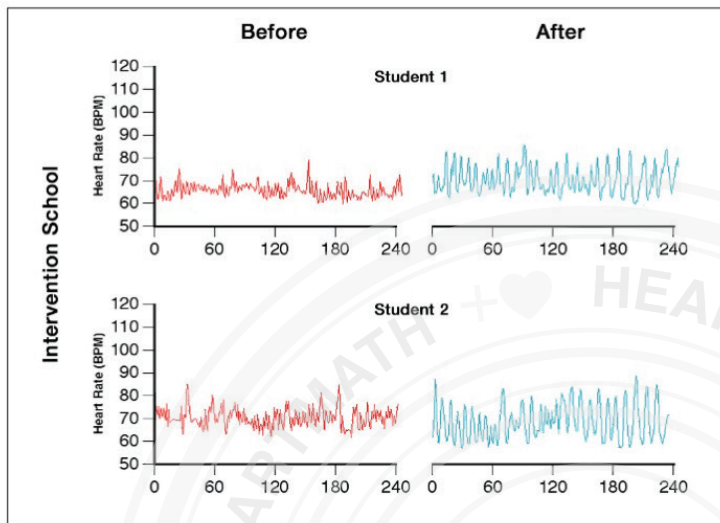
Write down the first thing that comes to you.

My attitude or feelings about it **after** practicing the Freeze Frame Technique are:

What actions will you take to sustain beneficial attitude shifts and act on new insights?

Creating Coherence Baselines

Research Showing a Baseline Shift



Resting HRV baselines before and four months after practicing HeartMath® coherence techniques.

These heart-rhythm graphs are of two high school students who were part of a HeartMath® research study. 140 students participated for four months in this part of the study. The two graphs on top belong to one of the two students and the two graphs on the bottom belong to the other student.

The heart rhythms shown on the left reflect the students' resting HRV coherence before they learned and regularly practiced the coherence techniques and used the emWave.

The graphs on the right side were taken at the end of the 4-month study. They show the students' resting HRV. The students were not practicing any of the techniques during this measurement. They were simply sitting still as if waiting for a friend.

The graphs clearly show there was an increase in the amount of their HRV (the height of the waves), indicating they had more resilience. It's also clear that their heart rhythms were more coherent, meaning there was a change in their baseline patterns.

By practicing the HeartMath techniques on a regular basis, they measurably changed their baseline over time.

In practical terms, we must shift our baseline to achieve sustained emotional and behavior change. Shifting a baseline takes practice. How long it will take to make a baseline shift depends on how deeply engrained the existing patterns are. It also depends on each person's sincerity of practice.

Bradley, R.T., McCraty, R., Atkinson, M., Tomasino, D., *Emotion Self-Regulation, Psychophysiological Coherence, and Test Anxiety: Results from an Experiment Using Electrophysiological Measures*. Applied Psychophysiology and Biofeedback, 2010. 35(4): p. 261-283.

Heart Lock-In® Technique

The Heart Lock-In Technique helps you connect more deeply with your heart and facilitate a baseline shift. It can also help you accumulate energy and renew and recharge your system with these steps:

Step 1

Focus your attention in the area of the heart. Imagine your breath is flowing in and out of your heart or chest area, breathing a little slower and deeper than usual. Find an easy rhythm that's comfortable.

Step 2

Activate and sustain a regenerative feeling such as appreciation, care or compassion.

Step 3

Radiate that renewing feeling to yourself and others.

Heart Lock-In Applications

- Reset neural patterns to form a new, healthier baseline
- Practice it anytime you want to instate emotional composure, confidence or ease and to anchor intentions
- Practice when your resilience is low or you're not feeling well; it can be helpful for self-care
- Use with meditation, mindfulness and healing arts' practices
- Radiating a renewing feeling to your clients can help establish a deeper heart connection with them

Once you are familiar with practicing the steps above, try the Quick Steps.

Quick Steps

1. Heart-focused breathing
2. Activate and sustain
3. Radiate

About Heart Lock-In® Technique

Sustaining coherence heart rhythms for a longer period of time can regenerate your mental, emotional and physical systems and help you recharge and accumulate energy. This makes it a powerful method for helping you shift your baseline to create beneficial and sustained changes at the physiological level, which is imperative for building a new baseline of resilience. Activating and sustaining coherence trains the nervous system to a new “normal” where calm, composure, confidence and patience become the new baseline.

Building a new baseline is similar to downloading a new operating system on your computer. In practical terms, it means that things that once triggered you don't bother you anymore or as easily. You "operate" from a new baseline. You also may find you have more energy and that you flow through your day, handling what comes up with greater ease.

The Heart Lock-In Technique also can help you make a deeper connection with your heart where you can experience things such as expanded awareness, a sense of connection with others and the richer textures that reside in your heart.

NOTES:

Coherent Communication™ Technique

The Coherent Communication™ Technique is designed to create greater connection and understanding between the listener and speaker. Practicing coherent communication can help people genuinely express themselves and create a space where people feel heard.

Practicing this technique can be beneficial in any interaction. Authentic interactions in which you speak, listen and act from the heart, helping to make a genuine connection

Step 1: Shift into a heart coherent state before communicating to effectively share and receive information.

Suggestion: Set an intention to be respectful of others' views or situations.

Step 2: Listen for the essence of what is being said without prejudging or getting pulled into drama.

Suggestion: Remember to re-center in your heart if you start to overreact or lose emotional composure.

Speak from a genuine tone and consider what you are going to say and how it may affect others.

Step 3: It's effective to reflect (or mirror) the essence of what you heard and be open to refinement to confirm mutual understanding.

Yet, when rushing communications, this is the step most of us forget.

Coherent Communication Applications

- Prep before phone calls, meetings and giving or receiving instructions
- Prep before your sessions with your clients
- Shift and Reset if you become reactive, aren't listening or are interrupting
- Anytime you are speaking or listening

Coherent Communication Quick Steps

1. Shift into heart coherence
2. Listen for the essence; Speak with a genuine tone
3. Confirm mutual understanding

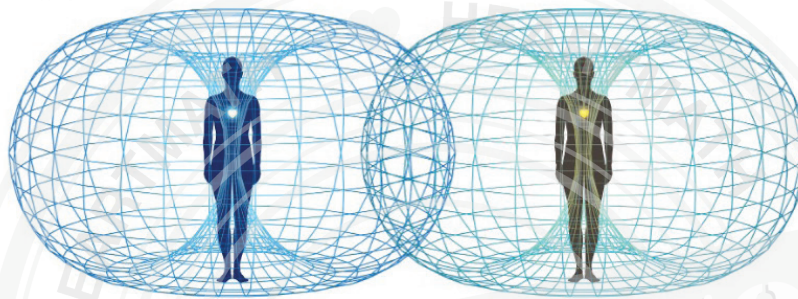
The Heart's Magnetic Field

“What am I feeding the field?”

Research confirms that when an individual is heart coherent, the heart radiates a measurably more coherent electromagnetic signal into the environment that can be detected by the nervous systems of other people and animals.

“Our thoughts, emotions and attitudes affect the heart's magnetic field, which energetically affects others positively or negatively, **whether or not we are aware of it.**”

—Doc Childre



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Every time the heart beats, electricity is produced which is measured by the electrocardiogram. When there is a flow of electrical current, a magnetic field is produced. The magnetic field radiates into the external environment and carries emotional information. Magnetometers are used to measure the heart's magnetic field. You can think of your heart's magnetic field as your personal energy field environment.

NOTES:
