

*“Leading with excellence, being fully present for what we do, and connecting with others – these are innate abilities we all possess.”*

~ Janice Marturano, *Finding the Space to Lead*

### Developing a Calm Presence

- Being present requires developing the ability to stay attentive and focused
- Notice yourself - ‘How am I BEING, while I am DOING?’

**Mindfulness:** *Paying attention in a particular way – on purpose, in the present moment, with nonjudgment. When you notice that your mind wanders, gently bring it back to your point of focus. Breathe slowly and deeply.*

**Begin Day:** Take a few minutes to center yourself, clear your mind.

**Throughout:** Take **Purposeful Pauses** - moments of mindfulness in everyday activities

- Eating
- Walking
- Driving
- Washing your hands
- Drinking water
- Each time the phone rings
- When you get in your car
- When you find yourself waiting



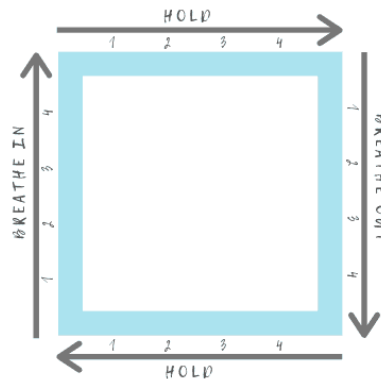
**End Day:** “What can I let go of from today?” Write a Gratitude list.

### Activities to Strengthen Calm Presence

#### Belly Breathing



#### Box Breathing



### GROUNDING WITH YOUR FIVE SENSES

<p>5 THINGS YOU CAN SEE</p>		<p>SUN PICTURE ON THE WALL PEOPLE WALKING</p>
<p>4 THINGS YOU CAN FEEL</p>		<p>WIND BLOWING FEET ON THE FLOOR PENCIL IN HAND</p>
<p>3 THINGS YOU CAN HEAR</p>		<p>BIRDS CHIRPING CLOCK TICKING CAR HORNS</p>
<p>2 THINGS YOU CAN SMELL</p>		<p>FOOD FROM THE CAFETERIA LAUNDRY DETERGENT ON CLOTHES FRESH CUT GRASS</p>
<p>1 THING YOU CAN TASTE</p>		<p>MINT Breakfast TOOTHPASTE</p>

*“When things fall apart, it’s a chance for leaders to step forward and become a secure base to the people around them.”*

~ Peter Meyers, Shann Nix – [As We Speak](#)

### Maintaining Presence During Crisis/Chaos

#### Regulating Yourself

Action	Regulation
PAUSE	Give your brain a chance to catch up with your nervous system
NOTICE	Notice your urge to react (want to yell, run away, freeze, collapse/disappear)
BREATHE	In through your NOSE and let out an audible SIGH through your MOUTH
MOVE	If possible, MOVE your body (walk, rock, stretch) ... if not physically possible – IMAGINE moving your body
SENSE	Tune into your senses - what do you see, hear, smell, taste or feel (touch)
SAY	Something that helps you feel safe (“I can handle this”, “Everything will be OK”)

#### Supporting Others

- Provide insight where there is confusion
- Offer security where there is fear
- Demonstrate honesty in the face of suspicion

Crisis Communication Formula	<i>Example: A water pipe has burst in a facility</i>
1. Here’s what we know for sure	<i>Affected 13 apartments</i>
2. Here’s what we don’t know	<i>Long term effects of water damage</i>
3. Here’s what I think	<i>We need to immediately ensure resident safety</i>
4. Here’s what you can do	<i>Go to each apartment and reassure residents that we will address as quickly as possible</i>
5. Here’s what you can count on from me	<i>I will give you hourly updates on how we are addressing the situation</i>
6. Here’s why it’s worthwhile	<i>We need to ensure that our residents know we put their wellbeing first</i>

Source: Peter Meyers, Shann Nix – [As We Speak](#)