



**INSIGHTS FOUNDATION** INC.  
A Motivational Support Organization <sup>TM</sup>

Personal Empowerment thru AWARENESS - ACCEPTANCE – ACTION

# **A BASIC REFERENCE GUIDE**

## **De-stress ~ Focus ~ E.F.T.**

### **Branch #2**

- Conscious Breathing - Focus - Meditation
- E.F.T. - Emotional Freedom Technique
- Your Bodies Energy - Vitality
- Relaxation - Laughter - Contemplation
- Creativity & Healing Arts

[insightsfoundation.com](http://insightsfoundation.com)  
[insightsfoundation@yahoo.com](mailto:insightsfoundation@yahoo.com)

949.723.5255  
P.O. Box 175  
Balboa Is. CA 92662

---

I.F. - Building ~ Positive Self-Perspective, Life Strategies & Alliances

***Insights Foundation has designed a 5-branch system  
Designed to create balance & wellness in your life  
Each of these branches has specific tools for you to apply  
This reference Guides you through Branch 2***

**2. De-stress - Focus - E.F.T.**

- a) Conscious Breathing - Focus – Meditation
- b) E.F.T. - Emotional Freedom Technique
- c) Your Bodies Energy – Vitality
- d) Relaxation – Laughter – Contemplation
- e) Creativity & Healing Arts

I.F. Reference Guide Topic List

Branch 1 – Self Discovery

Branch 2 – De-stress - Focus

Branch 3 – Physical Fitness

Branch 4 - Health & Nutrition

Branch 5 – Positive Living Strategies, P.L.S.

In each reference guide you will find tools and keys to personal Awareness – Acceptance of your now – ways to take Action for your best future I.F. is about providing successful lifestyle strategies...

Instructions – Review the progressive steps in this reference guide, answer the questions as you go. Practice the skills, assess often, track your progress.

**Becoming better educated / A better communicator / Enhancing our abilities**

**If** you learn to create happiness for yourself. **If** you create a unique lifestyle for yourself.

All those you influence will benefit. Self-development enables us to serve, to be more valuable to those around us...

Making us better friends, parents, spouses, this is a gift we can give to others.

If you keep refining all the parts of your character – your health - your connections & contributions you will feel Whole...

You will positively impact others: Breath first, then help others to breathe. Decide what is you focus – take steps to achieve

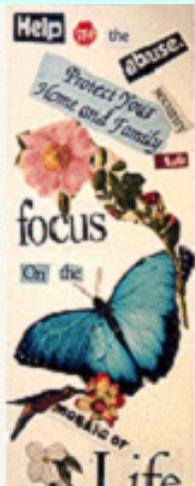
**To be fulfilled happens as we meet human needs,**

**Certainty - Comfort – Significance – Growth –Variety – Contribution – Connection**

Please contact **Insights Foundation Inc.** for copies, assistance in training programs, additional guides and support.

# De-stress - Relax - Focus - E.F.T.

<p>Conscious Breathing  <b>It's all in your Breath ~ Centered breathing, Peace at the top and bottom of each breath</b></p> <p>Create calm – Adjusting your state of mind - Lower your anxiety -</p>	<p>Focus – Meditation</p> <p>Stop for a moment and place your awareness in the deepest part of your being, picture a brilliant sun, allow yourself to experience it.          ‘You have meditated’</p> <p>Living in the now mean- It means being fully present to your moment to moment – appreciate – create good</p>
<p>Emotional Freedom Technique - EFT</p> <p>Energy Psychology - overcome emotional and physical blocks. EFT is a effective, &amp; gentle treatment technique A unique form of “psychological acupuncture” using the meridian system to relieve psychological stress and physiological pain. EFT balances the energy system with a tapping procedure, Restoring the balance of the energy system while neutralizing emotional conflicts at their source, which then allows the body and mind to resume their natural healing</p> <p><b>Anxiety Relief - Phobias - Guilt, Shame and Low Self-Esteem - Pain Control - Trauma Relief</b></p>	<p>Relaxation – Contemplation - Laughter</p> <p>Befor you relax, contemplate – create positive thoughts &amp; feelings – laughter is one of the best ways out of a bad mood, or loss of empowerment. <b>start paying attention to your thoughts.</b> The positive part of this process is that when you become aware of your thoughts, just quietly noticing, you create a space for change. Yes, it is that simple, it’s called <b>awareness.</b></p> <p>Laugh often: Laughter reduces the level of stress hormones like <u>cortisol</u>, <u>epinephrine</u> (<u>adrenaline</u>), dopamine and growth hormone. It increases the level of health-enhancing hormones like endorphins, and neurotransmitters. Laughter increases the number of antibody-producing cells &amp; enhances the effectiveness of T cells. All this means a stronger immune system, as well as fewer physical effects of stress</p>



## Creativity & Healing Arts

*Through creative expression individuals gain a sense of renewal and power. Our images of hope, survival and strength educate others as to the work survivors of trauma take to change their lives.*

To give participants the opportunity to express their feelings of surviving abuse and to help others understand how it feels

### Objective:

To provide an opportunity for participants to tune into their own personal needs by creating a flower where each petal represents one need. To begin to see the many layers of needs – physical, emotional, spiritual, and more – and to honor all these layers.

To notice that our needs are deeply linked to who we are as a unique and special person.

Promoting positive coping skills for handling anger and pain is an essential step in helping women heal from trauma. Art allows women to give voice to their anger and release it in healthy ways, so that it is not turned against others or themselves



**Conscious Breathing ~ Breath Watching** We can't try to breathe, we are meant to breathe unconsciously. Are you breathing right now? Without changing your breath, notice how you are breathing.

Think about your rib cage, shoulders & stomach. Which areas lift & expand? Do they relax as you exhale?  
Are you taking full breaths or just taking short small breaths?

Once you have started to breathe deeper, check in with yourself throughout the day to see if you are breathing fully.

This simple change of watching your breath can change the way you handle stress and definitely change your attitude.

- Practice this exercise whenever you think that you need to control everything and everyone around you.

**It's all in your Breath ~ Centered breathing, Finding the Peace** at the top and bottom of each breath

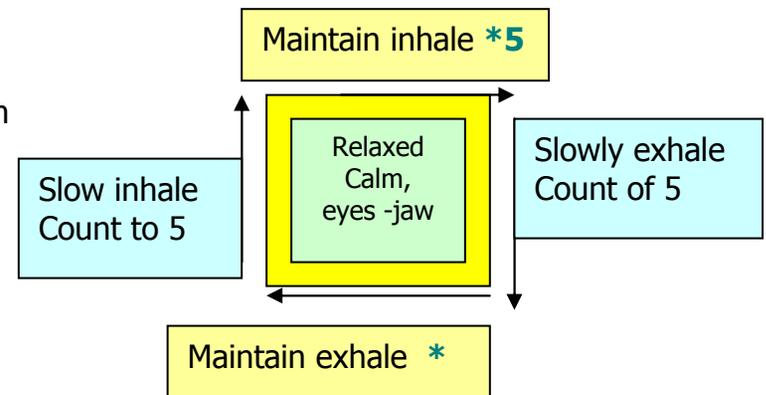
**Create calm – Adjusting your state of mind - Lower your anxiety**

**inhale #5 – maintain #5 – exhale #5 – maintain #5**

1. sit or stand up straight – lengthening your body
2. relax the face, eye rim – jaw – forehead, roll your shoulders back & down
3. exhale – completely
  - a. Softly – Slowly inhale to the count of #5
  - b. Softly – **Maintain** the breath - **pause**, for a count of #5
  - c. Slowly exhale to the count of #5 – *(as if through a straw)*
  - d. maintain the exhale – **pause** for the count of #5

Repeat the breath squared cycle **five times**

**inhale #5 – maintain #5 – exhale #5 – maintain #5**



\* **During the pause – maintaining, look inside to the calm – the peace you have while you are not rushing the breath. And realize that every breath you take has that moment of calm – allow it, recognize it, accept it – utilize it.**

**Can you feel it - Can you find it? Practice - breath squared**

Quick, shallow breaths will create more stress on your body ~ Long, slow, deep-breathing patterns will reduce stress and anxiety.

Knowing this, accepting it, practice it – this is up to you – this is a tool that is always there for you. No one can take it away, but you must apply it. Work with Breath squared often. Train yourself to use the gift of calming breaths, the peace that exists at the top and bottom of every BREATH.

**Focus – Meditation** is a focusing of the mind on a single object, creating the cessation of all thought. As thoughts dissipate, the mind becomes quiet, and we are able to be fully in the present moment. The techniques of meditation are simple and easy to learn, but the ability to keep the mind focused takes time, patience and practice. The benefits of a regular meditation practice include reduction of stress, tension, anxiety and frustration, as well as improved memory, concentration, inner peace and whole body well-being.

What does living in the now mean? It means being fully present to our moment-to-moment experience as it unfolds, without the need to compare it to past experience or project it into the future. Such presence requires a more holistic awareness, which can only result from a state of balance.

Meditation is a primary technique of balance that is based upon focused awareness in duration. Meditation can happen with eyes closed or open... while sitting quietly or moving dynamically through life. Here is a simple form of meditation you can use anywhere and anytime that brings you into the now:

Wherever you happen to be... whatever you are doing... whenever you remember, simply become aware of your physical body... the way it feels... its solidity... its weight... its height, etc. Maintain this awareness of your body as a background as you move through your day. Whenever you forget, become aware again. Simply being aware of your physicality is a now experience. You only ever notice yourself now.

*Sit in a comfortable position, either cross-legged on the floor or in a chair. Sit up tall with the spine straight, the shoulders relaxed and the chest open. Inhale the palms together and lightly press the knuckles of the thumbs into the sternum at the level of your heart (you should feel a little notch where the knuckles magically fit). Breathe slowly, smoothly and deeply into the belly and into the chest. Soften your gaze or lightly close the eyes. Let go of any thoughts or distractions and let the mind focus on feeling the breath move in and out of your body. Once the mind feels quiet and still, bring your focus to the light pressure of the thumbs pressing against your chest and feeling the beating of the heart. Keep this focus for 1 to 5 mins.*

Reflect upon the areas of your life where the energy could be stagnant. Once you have identified one or two "stuck" areas, ask yourself what it would take to return to a flowing state. Set the intention to let go of the old and open to seeing new possibilities.

Letting go of the known can take courage, but the reward is life experienced in a more fulfilling and joyous way.

Begin by contemplating the thought... then, introduce a feeling component to the thought in which you begin to feel truly excited that something is actually going to manifest. Keep coming back to this affirmation as often as possible and each time, see if you can really create a wonderful happening for yourself.

Positive thoughts in conjunction with positive feelings can open a doorway to new possibilities. The balance that results from a life-affirmative focus allows the space for something magnificent to enter your life.

## Getting Issues with E.F.T.

### Anxiety Relief - Phobias - Guilt, Shame and Low Self-Esteem - Pain Control - Trauma Relief

Emotional Freedom Techniques (EFT) A unique form of acupressure” to relieve stress and physiological pain. A tapping procedure restoring the balance of the energy system as it neutralizes emotional conflicts at their source, EFT is easy to apply.

Complete the Inquiry – review the tapping sequence information – tap through your issues. Contact Insights Foundation for further assistance:

### EFT – Inquiry

	Rate	current stress level
➤ Stress issues:		
1) . _____	(1-10)	____ ____
2) . _____	(1-10)	____ ____
3) . _____	(1-10)	____ ____
➤ Anxiety:		
1) . _____	(1-10)	____ ____
2) . _____	(1-10)	____ ____
3) . _____	(1-10)	____ ____
➤ Pain – Illness:		
1) . _____	(1-10)	____ ____
2) . _____	(1-10)	____ ____
3) . _____	(1-10)	____ ____
➤ Ritual or Bad Habits:		
1) . _____	(1-10)	____ ____
2) . _____	(1-10)	____ ____
3) . _____	(1-10)	____ ____
*remember it’s likely that at one time the ‘bad habit’ was your solution to a problem		
➤ Alternate area of significance: _____		
1) . _____	(1-10)	____ ____
2) . _____	(1-10)	____ ____
3) . _____	(1-10)	____ ____

Circle the issue you feel O.K. about working on in this environment.

Personal work: When was the first time you had this feeling \_\_\_\_\_ What were the circumstances?  
 Picture it in your mind, focus... write... express... For your work to be terrific you need to be specific.

---

**Brief list of meridian connections to our body & emotions.** See chart on following page

**Karate Chop SMALL INTESTINE**  
**For:** Joy **Corrects:** Sadness, loss, sorrow, worry, obsession, compulsiveness, vulnerability

**Eyebrow BLADDER meridian**  
**For:** Inner direction, peace & harmony  
**Corrects:** Fear, anxiety, frustration, restlessness,

**Eye Corner GALL BLADDER meridian**  
**Corrects:** Rage, fury, wrath, fear of growth and change, resentment, rage, muddled thinking

**Under Eye STOMACH meridian**  
**For:** Contentment, tranquility  
**Corrects:** Disgust, greed, emptiness, nausea, hunger, fear, disappointment, bitterness, nervous

**Under Nose GOVERNING VESSEL**  
**For:** Inner connection  
**Corrects:** Embarrassment, grief, physical disturbance, guilt, fear of failure, success

**Chin CENTRAL VESSEL**  
**For:** Self-Empowerment  
**Corrects:** Shame, embarrassment

**Collarbone KIDNEY meridian**  
**For:** Gentle spirit energy, sexual assuredness  
**Corrects:** Fear, anxiety, craving, sexual indecision, paranoia, worry

**Under Arm SPLEEN meridian**  
**For:** Choice making, confidence, empathy, centeredness  
**Corrects:** Anxieties - future, obsession, hopelessness, insecurity, esteem

**Under Breast LIVER meridian**  
**For:** Transformation, happiness, forgiveness, self-esteem, respect **Corrects:** Anger, unhappiness, complaining, frustration, bitterness

**Gamut Spot TRIPLE WARMER (thyroid)**  
**For:** Hope **Corrects:** Depression, despair, grief, hopelessness, despondency, loneliness, solitude

## Emotional Freedom Technique – EFT, Anxiety Relief: EFT can successfully alleviate acute anxiety attacks, generalized anxiety

Learn the technique while teaching your body that you will honor and respect your needs.

Tap at each spot while taking a deep-slow breath. [*a tap is medium pressure, so that your fingers slightly bounce back*]

**STEP 1:** Identify the emotion or problem – work through the feeling - what is behind it. Is it the TRUE issue!

**STEP 2:** How intense is it? Stress level [0-10]

**STEP 3:** State it: Even though I have anxiety about \_\_\_\_\_, I deeply and completely accept myself. I respect & love myself ~ I'm still a good person ~ I know I'm O.K. positive wording

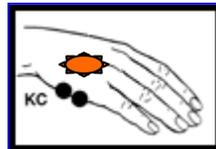
**STEP 4:** SET-UP: While tapping on the Karate Chop Point, state your affirmation **out loud 3 times.**

Choose an easy, short Reminder Phrase that represents the issue your working on, such as “this anxiety problem” “health issue” relationship horror” or “my chocolate cravings.”

This can be adjusted as you go through the Taping process, go with your feelings.

**STEP 5:** SEQUENCE: **Tap, while stating the problem or issue:**

- 1) Both – inner edge of EYEBROW 
- 2) SIDE OF EYES 
- 3) UNDER EYES 
- 4) UNDER NOSE 
- 5) UNDER MOUTH 
- 6) Both - COLLARBONE 
- 7) Each side - UNDER ARM  [4” down]
- 8) TOP RIB [aprox.6”under nipple] 
- 9) KARATE CHOP  
- 10) TOP of HAND  below last 2 fingers



Shack your hands out – Take a deep-slow breath; OBSERVING, your feelings, physical and emotional. Notice your thoughts, you may get further insights.

**STEP 6:** Reassess Stress level [0-10] has it changed? Adjust statement with consideration to

Aspects: An ‘aspect’ is a different part of the problem. You’ve tapped for ‘this anger’ and the anger is gone – instead you feel sadness. “Even though I feel this sadness about it now” etc.

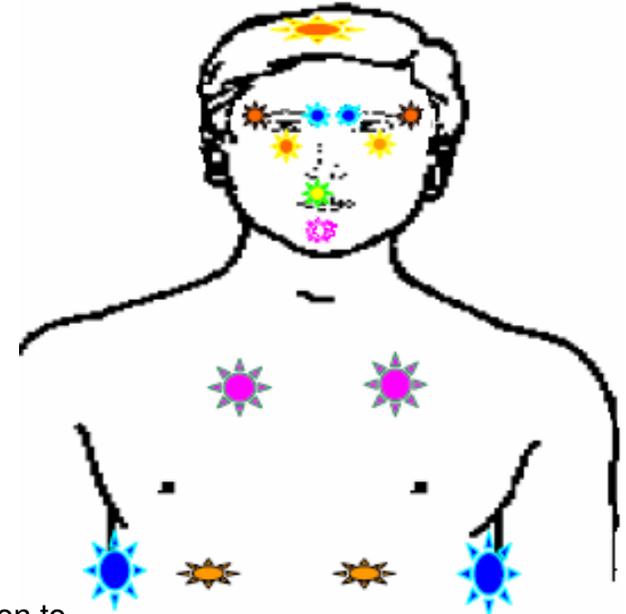
**STEP 7:** Reassess the intensity of the problem, Measure your anxiety or stress level on 0-10 scale

**STEP 8:** At a Reassessed Stress level that has changed below #3, Adjust statement\* to a complete positive and tap again adding the TOP of head as the last point. 

\*Aspects: An ‘aspect’ is a different part of the problem. You’ve tapped for ‘this anger’ and the anger is gone – instead you feel sadness. “Even though I feel this sadness about it now” etc. Three (3) to Five (5) cycles creates a pattern of healing.

EXTENSIVE instructions and guidance is available through Insights Foundation. Designed by Gary Craig, personal performance coach.

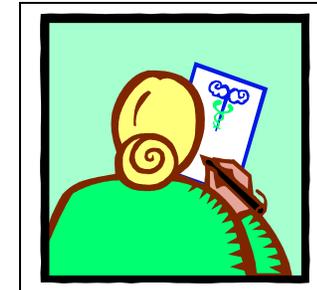
While the technique is simple and effective, we recommend you visit Gary’s web site, <http://www.emofree.com> for in-depth information.



## Contemplation

## Relaxation

## Laughter



Affirmation techniques can take many forms. Here is one that makes the process fun using affirmations a game for your mind. **Firstly**, look for words that make YOU feel good. Think of inspiring, beautiful words such as: giving, love, caring, abundance, enthusiastic, peaceful, tranquil. Say the individual words to yourself with feeling. When you say the word "peace" for example, open to the vibration of peace that exists in millions of hearts throughout the world. You connect with peaceful intentions; the outer world has peaceful energy to tune in to.

**Secondly**, whatever you come across during your day, associate a positive word with it. For example, when driving, walking, go through the alphabet, think of a positive word for each letter. This makes affirmations fun - it becomes a game for your mind. Create a funny rhyme, find positive places for your mind to go, fun ways to create positive inspiration & balance in your life. 'What you affirm becomes your reality.'

Contemplation: I can always use a miracle... *You can create one by living life with Insights* ~ As we grow up, we learn that even the one person that wasn't supposed to ever let you down, probably will. *They will feel bad about it – forgive them, for as you are they also are human.* You will have your heart broken probably more than once and it's hard every time. *You will get over it, and the empty space will shrink – to make room for a new love.* You'll break hearts too, so remember how it felt when yours was broken. *Be kind - but direct – don't leave the belief that the door is open when it is not.* You'll fight with your best friend or sister or brother. *Take the first step to make amends – for those relationships are not replaceable.* You'll cry because time is passing too fast, and you'll eventually lose someone you love. *So always leave with a hug, call when you can – love like you've never been hurt.* Because every sixty seconds you spend upset is a minute of happiness you'll never get back. **Don't be afraid that your life will end, be afraid that it will never begin.**

~ **Love and Light** ~ ~ **By: Kellina** ~

The practice is this - **start paying attention to your thoughts**, notice them. When you become aware of your thoughts, just quietly noticing, you create a space for change. Yes, it is that simple, it's called **awareness**.

You begin a journey of self-awareness and start to make a difference in your own life. Do you want to be good at life skills? All it takes is practice. Start by taking a look at yourself. **How do you want to be - in word and deed?**

Is what you say and do showing that you have peace, love and joy? Do you have a calm demeanor, one of acceptance and compassion for your family and the people you come into contact with daily? Or do they see a disgruntled malcontent? It is much easier to think about how everyone else could change, it just never works. Ask yourself **"How am I doing in my interactions?"** To express that wonderful quality of happiness, takes practice. Let the love & light be a bigger part of your day and it will become a part of who you really are. The space you create will be amazing and it will be manifested in your actions, opening up new avenues of possibility for your life.

- **Laughter** relieves pain - produces natural feel-good endorphin hormones, which can reduce stress & anger and other negative emotions, aid relaxation and sleep. Laughter-producing endorphins build up the body's immune system. Can produce a natural "high." Laughter is infectious, as is resilience. Your choice to respond to problems positively is certain to cheer those around you. It is the perfect gift, and it can be handed out freely every day. Internal Workout: A good belly laugh exercises the diaphragm, contracts the abs and even works out the shoulders, leaving muscles more relaxed afterward. Also providing a good workout for the heart.



## Creativity & Healing Arts

### Our Healing Arts program offers opportunity to heal and create opportunities for personal enrichment

Through creative expression, Insights Foundation assists trauma survivors in taking steps to change their lives. Our program has been enriched through the training and certification of 'A Window Between Worlds'. Creative expression as a healing tool has benefited over 40,000 battered women and their children in crisis shelters, transitional homes and outreach centers throughout the United States. By providing an environment that promotes healing, art workshops help women and children to develop a renewed sense of hope and possibility that profoundly impacts future decisions regarding the direction of their lives, their relationships, and how to stay safe. **Art empowers** survivors to transform how they view themselves, allowing them to see past the abusive messages they learned from their batterers and rebuild their self-confidence.

- I.F. makes art available as a powerful resource for domestic violence survivor's
- Assists domestic violence agencies in creating vital, permanent art programs
- Leverage the impact of our work through collaboration.

*Through creative expression individuals gain a sense of renewal and power. Our images of hope, survival and strength educate others as to the work survivors of trauma take to change their lives.*

*Sexual abuse has affected my entire life; my entire being; my entire existence. Some say, that is the past, get over it. or what is the big deal? IT IS A BIG DEAL! I never had a chance to just be. I never had a chance to enjoy my childhood or to live a so-called 'normal' life. Early on I was always reacting in my life in context to what happened to me...*

*It took me a very long time to figure out who I really was. Who I really wanted to be when I grew up. It took me a very long time to even begin to LIKE myself.*

*Now, I am healing. I am continuously growing as a person. I am continuously figuring out who I am. I am trying to be gentle with myself. I am learning to be my own best friend. This is me...*

**Introduction:** Many of us are not able to talk about sexual/domestic abuse and the profound affect it has had on us. My hope is for all of you to express yourselves in a different way, one that may feel safer to you. The project we are doing is called "Take a Walk in My Shoes." Everyone wants to be understood so as not to feel alone.

Make this shoe that you have chosen - speak for you. There are no limits, so use whatever you need to tell your story of bravery and courage.

**Opening Circle:** At the beginning of each session, check in with yourself, to see how you're doing. As you can express yourself, open up in this safe environment – let the symbolize flow.

**Closing:** share how it felt working on your shoe. I find that they are always surprised how the shoe seemed to create itself. Encourage creativity in your life.



*Victim No More: These were the shoes I wore the day we married, the day I now think of as the first day of my former life. We were children when we committed our lifetimes to each other. You were charming and unwittingly persuasive...*

## Personal Needs Flower

**Objective:** An opportunity to tune into your own personal needs by creating a flower where each petal represents one need. To begin to see the many layers of needs – physical, emotional, spiritual and more – and to honor all these layers. To notice that our needs are deeply linked to who we are as a unique and special person.



*Personal Needs Flower with its first petals.*

**Note About Conflicting Needs:** Sometimes a person might notice that their different needs seem to be in conflict with each other. (example, the need to have more quiet, alone time & the need to spend more playful, fun time with children.) This is okay. *The purpose of this workshop is to reveal the many needs - even conflicting ones that can be seen as part of our entire makeup.* (It is okay not to be problem-solving at this time, rather supporting our selves & participants while revealing & learning to accept ourselves at this very creative stage, seeing not only the needs that can be fulfilled, but also those that seem far from resolution. By putting all the needs around a single circle, *we allow our conscious mind to see how they all can coexist & we can begin to find safer - more creative ways to embrace & move through conflicts.*

“Stress, tension and internal pressure can all come from a need for balanced nutrition, hydration and elimination. Yet many of us don’t take the breaks necessary throughout our day to do such basic things as eat, drink and go to the bathroom, at the times that our body needs. Many of us don’t even breathe! This workshop will be a chance to ask ourselves, What are my bodily needs? “Some of our needs are hidden needs. They are harder to sense—our needs for comfort, safety, security, our need to feel whole, supported, in community. This workshop will be a chance to ask ourselves, What are my hidden needs?”

**Relaxation:** “Draw your senses inward by closing your eyes and nestling into your seat. Wiggle about until you feel cozy and comfortable. Tune into your body from the top of your head, scanning slowly through to the tips of your toes. As you move your intention gracefully down your body, I’m going to be asking you some questions. Let the questions in and allow the answers to surface in whatever way your particular senses want to speak. For some of you, it might mean hearing an answer in your mind. For others, it could be that you see images in front of your closed eyes. The body also can speak to us through physical sensations. Note the responses and trust whatever comes to you think about, contemplate these questions:

*What are your needs? Are you breathing? Are you thirsty? Do you need to pee?  
Do you have a need for comfort? Security? Safety? Do you have a need to tell something?  
Do you have a need to keep quiet about something? “Take time to notice any hidden needs*

Tune in to your belly, to your heart, to the senses in your torso, gently, be general, be receiving. Allow an impression of something to arise and bubble-up as thought, image or sensation. Acknowledge a vague fleeting sense, if one passes by. Pay attention to pictures and memories that appear. Let what happens now be as mysterious and as elusive as it has to be.

*“Just relax and take your time as you ask yourself “What are my needs?”*

*“With these thoughts and images stirred in your mind, begin to think about your flower.*

The important thing is to keep noticing and honoring those needs. Encourage ~ keep asking the question, that are my needs? Allow the question to echo like a mantra in your consciousness.



*Step Three: You could glue your flower together ~(above) or save it in a pile like a special deck of cards to carry with you*



## Meeting our needs to heal to be strong to be whole

Conscious Breathing	Focus – Meditation	E.F.T. - Emotional Freedom Technique	Contemplation Relaxation - Laughter	Creativity Healing Arts
Notes: How did each of these activities affect you? What was your response? How are you going to implement?				

- ❖ INSIGHTS Foundation (I.F.) is a support organization, working to establish positive perspective and personal empowerment through awareness, acceptance and action.
- ❖ I.F. is dedicated to the process of health, a state of optimal mental, emotional, social and physical well-being, and a condition of wholeness.
- ❖ Our system of 5-branches for balance & wellness includes - Self-discovery – Focus– Exercise – Nutrition and Coaching with our Positive Living Strategist (P.L.S.) system, to assist in positive behavioral change, using a variety of methods to fit individual needs.
- ❖ We are a non-profit, non-denominational organization with open and diverse programs to assist individuals to have health, happiness, and peace, enriching their quality of life.

*Take a moment . . . Breathe . . . Assess . . . Plan . . . Act*