

Hurry Up & Slow Down

"I'm so busy, I must be important"



By Julie O'Shea

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About the Author

Julie O'Shea aka Wonder Woman aka Jules aka Mor Mor aka Darling...

27 years of management and Director/Board experience with the last 17 years devoted to the Franchise business sector, Julie is intent on bringing more “inside out smiles” to the world. She has done the hard yards and the flying highs so has a suitcase full of knowledge and knows how to deliver it in a way that feels like you're having a cup of coffee with a friend (one of those friends who don't always agree with you).

Her business is called 'Colour Me Happy' for a reason. She brings fun and warmth into all her communications be they e-books, online programs, live ~~Work~~FunShops or keynote presentations.

Julie's desire for connecting people to their best self is infectious. She brings her openness and refreshing simplicity to what can be your biggest life and work challenges.

She has created the Colour Me Happy E-book series which are a taste tester of her online programs. They address the life challenges we face every day, giving simple and practical ways to be your best self.

Julie lives on the Gold Coast in Queensland, Australia with her husband Kim and her forever friends; Monty, Nahla, Jade, Emmaline, Jane, Elsa, Fossy, Eleanor, Indira, Simone & Merleen. Her children and grandchildren are more grown up than she is!



Introduction

‘There is more to life than increasing it’s speed’

said one of our most influential and unhurried leaders, Mahatma Gandhi

I was a professional “Hurry Upperer” so I can talk to you from experience. Experience that came crashing down on me, with the strength of 10,000 volts (literally, but more on that later).

I did not see any other way to be. I had an important job, lots of important things to do and people relied on me to deliver. I had no idea I had created a “Hurry Up Habit”. I was so busy and I liked it that way. So I thought.

While I had not listened to the many messages the universe was sending me, I did finally, sit up and take notice.

I’m putting this little e-book out there for you to read now, in the hope you won’t need to smash your leg to bits and pieces (like I did) or endure some other debilitating pain, to know you are a sufferer of the Hurry Up Habit and do something about it.

May you live a life of setting your own pace, with awareness, and in doing so, be more relaxed, more effective, more ‘in the moment’ than you have ever felt before.

Colouring your world,
Julie



Not Enough Hours in Your Day

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Are you in the “Hurry Up Habit”?

You are part of a fast paced world of everything convenient, everything at hand, everything moving quickly, everyone and everything just a push of a button away. Busy seems to be a way of life for many of us.

When you are in a car cruising down the freeway and see other cars travelling along at the same speed as you, they don't look to be in a hurry. If you were on the footpath watching the traffic speed by you'd be very aware of how fast they are going. It's difficult to see what's happening when you're in the middle of it.

Do you feel you just don't have enough hours in the day? Is your weekly to-do list getting ticked and getting smaller? Do you eat well? Do you exercise & meditate regularly, drink lots of water each day, spend quality time with friends and family? Have you done that one thing you've been wanting to do for a long time? Do you have 'you' time? Chances are you've been mouthing those nasty little “nooooo's”. Let's agree, you're in a hurry or you need to give this e-book to someone else that is!

A habit is, by definition, an automatic behaviour that occurs without much conscious thought! We're not aware of our auto-pilot in full flight mode as you bite your nails, light a cigarette, drive to work the same way, brush your teeth, welcome a new day. They are all zombie like habits. While research has differing opinions on how much time in every day is taken up performing habitual (nearly unconscious) activities, they do agree it is a lot! At least 40% of your entire day today is a habit (3). It could be as high as 90% (4)! That's a huge amount of time spent doing the same thing you did yesterday, last week, last month and last year.

Try this little exercise (I've given you one of my weeks on the next page, as an example):

- Recap on last week. What did you do that was brand new? Did you change the way you normally do something (e.g. I drove a different way to work). Did you do something you haven't done before (e.g. had your first saxophone lesson or woke up earlier to watch the sun rise)?
- Use a one week calendar (print out your last weeks outlook calendar or use the one you have hanging on your wall that you've almost forgotten about!). Write down every thing you did in this last week that was different to any other normal week (doesn't count if you're on holidays!). When you've written it all down, write down next to it how many hours (or part of an hour) each thing took and total it all up.
- Now write a big '168 hours' one the calendar (i.e. how many hours in a week).
- With 168 hours in your last week, you spent, how many hours, doing something differently or doing something new? Subtract those hours from the 168 hours. How many hours were you doing the same thing you did the week before?
- Was it somewhere between 40% (67 hours) and 90% (151 hours) of your week...or more?

Below is an example of what a week may look like. In this week, I spent just 4.3% of my week doing something different! I'm usually a very organised person so have my routine in place so I know what I've got to do and when. Though I've been known to get distracted too! I know a lot of what I do is good for me however what I'm interested in is how much I do the same thing. I need to shake it up more. How about you?

Weekly Calendar

[SUNDAY]

Gold Class Movies (2 hrs)

[MONDAY]

Called an old work colleague (15 mins)
Had lunch outside (30 mins)

[TUESDAY]

Stayed up later reading a good book (1hr)

[WEDNESDAY]

Started Saxophone lessons (1hr)

[THURSDAY]

?

[FRIDAY]

Got up early to go the beach (1.5hrs)

[SATURDAY]

Did a Tai Chi class (1hr)

168 Hours less 7.25 hours = 160.75

95.7% of my week I did the same things!

Let's not give 'habit' a totally bad wrap! 'Habit' is not a dirty word. It serves good and evil (maybe that's a bit dramatic!). Habits can be destructive (e.g. smoking), promote your well being (e.g. brushing your teeth twice daily) or they can be benign (e.g. what side of the bed you sleep on).

Every habit you have, was formed because of two main anchors - a Trigger and a Reward. In the Hurry Up Habit there will be many triggers. One trigger for you might be something as simple as seeing your boss or your boss seeing you! You want to impress your boss so your ingrained habit is to look busy, maybe even flustered, walking faster, talking faster, to send the message “see, I’m very important to you because I’m always busy” What’s the reward? In this scenario, it could be a smile from your boss, or a pat on the back, or even better “I know you’re busy, but do you think you could do something for me?” Oh yeah, now that’s a reward....NOT!

You will keep doing this thing that is not good for you, to get a reward. What we need to do is find a new good habit that will give us the same or a similar reward! It really is that simple (not easy though!).

I’ll be asking you a bit later on to create your own ‘bad habits’ triggers and rewards list, so you can kick those habits to the curb, replacing them with some far more enjoyable, rewarding habits. For now, we need to keep drilling into your basal ganglia (that part of your brain that supports your habits) to understand how habits can work for you and against you.

Habits are not easy to change. Misinformation is everywhere. You may have experienced incompetence or failed a few times trying to give up a bad habit or two. That’s no surprise. Since the 1950’s when a plastic surgeon, Dr Maxwell Maltz published his findings (1) about a minimum 21 days for behavioural change to occur, the world embraced the “21 Days to break a habit” myth. It was a blockbuster hit that sold more than 30 million copies. It was a disaster for many of us! 60 years later, many still believe you can change a habit in 21 days.

Even then we were all in a hurry to change our habits! 21 days is a short enough time span to motivate people to make a change. Now that is a dilemma, especially on day 22 and your bad habit didn’t disappear. You’re disheartened and wanting to go back to sitting on the couch instead of walking for half an hour when you get home from work.

Dr Maltz did state a MINIMUM 21 days...but who wanted to listen to that, we’re in too much of a hurry, give us the quick fix.

So what’s the real habit changing timeframe? It depends on how big a habit you are wanting to break. Phillippa Lally, a health psychology researcher at University College London proved that it can take 18 days to 254 days (2). Depending on the person, the habit, the circumstances, the average time to change a habit is 66 days. It just depends!

Knowing you need to allow anywhere from 2 to 8 months requires courage, patience and gratitude to make the change. These three core values that will help you through very difficult situations. Building better habits takes time. You will fall down every now and then, get up, shake off the dust and get going again. It’s a journey.

The Complicated Suitcase of Hurry Up

Here's the real kicker! Habits aren't just 'brain' controlled. Your body can hold onto habits without your brain getting into action. Really! So when you start working on breaking the Habit Of Hurry, you'll be changing a lot more about yourself than your wonderful brain!

Way back in the 1990's, Dr Candice Pert, a Neurobiologist and Professor of Physiology & Biophysics at Georgetown University, shook up the scientific world, when she discovered that emotions reside in our entire body, not just in our mind (5). She found that when you experience an emotion, it hitches a ride on an army of peptides (i.e. short chain amino acids, just a few links short of being a protein!) and these peptides (some call them little body opiates!) run through your body looking for a particular organ to attach itself too. Emotions reside and are memorised in our body organs!

'Dying from a broken heart', is not just a saying. In the days following the loss of a loved one, the risk of a heart attack increase 21 times (6) according to Chinese medicine, the positive emotion of joy is also held in the heart. That makes sense.

Emotions, good and bad, have a place to linger in your body. What an amazing body and mind system we have. The only problem is, now it's working against you in your quest to free yourself of the Habit of Hurry because there are quite a few emotions attached to this nasty habit, which in turn are memorised in many organs of your body, as well as your stubborn mind!

You're going to bed, saying to yourself 'I'll do it differently tomorrow' yet your mind and your body are saying "Nah, I'm used to this....let's just keep doing it this way". No wonder we so often keep doing the same things and keep making promises to ourselves we do not keep!

You get how habits work in our mind and body at a basic level. Now let's look more closely at the Hurry Up Habit, how it affects you and what you can do about it.

- | | |
|----------|--|
| Hurry Up | and get ready for work. you've slept in again!
<i>Kids, hurry up, get dressed. If I have to tell you one more time!</i> |
| Hurry Up | and get a take away coffee on the way.
<i>Damn, forgot my lunch again.</i> |
| Hurry Up | and reply to a few of the emails when I get home late to get them out of the way. <i>Hubby may give me a dirty look, but my dog won't!</i> |
| Hurry Up | and go to sleep so I'll wake up earlier, walk the dog, eat a healthy breakfast and get more organised when I get to work!
<i>Come one....sleep....sleeeeppppp</i> |
| Hurry Up | It's groundhog day. I slept in again.
<i>Oh nooooo</i> |

Are you exhausted?

All the emotions the HURRY creates...

Frustration Anxiety Resentment Worry Worthlessness Anger

...and many more. Imagine you have collected a whole swag of these negative emotions that keep raising their ugly heads....pack them all away in the same suitcase, lock it up tight and now you have this very complicated Hurry Up Habit that you are dragging with you everywhere you go.

The emotions your body and mind express when you Hurry Up too much is designed just for you because you've taught yourself to handle all these emotions in your own way. Your environment is not the same as someone else's environment. That is why you should not judge yourself harshly if you are finding it difficult to change a bad habit. That is also why you should not judge anyone else for how easily they can do things (i.e. smart-arse) or how hard they struggle (i.e. hopeless). Emotions rule our body and mind until we take hold of them and give them a good talking to!

I'll use 'frustration' as the best example because all of us have experienced this when things go wrong. Let's say you feel frustrated because you slept through your alarm; your car didn't start; you laddered your pantyhose (ok men, you have no matching socks!); the kids won't get ready and you're going to be late; now the traffic is going to make you later for work; you forgot to bring your lunch, again! How 'frustrating' is it that you seem to get a run of things happening to you to be frustrated about too. That's a lot of triggers setting you up for a bad habit. I'll be telling you a lot more about Triggers later on because it's important you understand exactly what a Trigger is and how it works against you when you are not aware of your actions.

"Take control of your consistent emotions and begin to consciously and deliberately reshape your daily experience of life"

Anthony Robbins

If this is the very first time your body has experienced frustration, it's not a habit. But what about the next time and the next time you feel frustration. Each time you experience this feeling, you'll set off a chain event that becomes stronger each time you feel frustrated. You might start with just feeling a little bit frustrated. The next time, your 'internal barometer' raises the feelings of frustration to a new level. It's not long before 'frustration' is your state of being every time that Trigger presents itself.

Then of course there is the reward. You survived the day, you did much of what you needed to you. Someone recognised you are working so well under pressure. That's your reward.

This is your reality. You get frustrated. What do you do? You deal with it as best you can. You repeat the cycle, different day, same drama. You are in the Habit of Frustration and this is just one of many emotional precursors to the Hurry Up Habit.

You can take your pick of the other shitty emotions that are going to hitch a ride on Frustrations little red wagon too! Frustration can sometimes lead to 'sadness' or 'depression' because you feel helpless and incapable of fixing your problems. Perhaps you'll feel 'anxious' because you'll look bad to the boss when you get in late. Then your frustration can turn into 'anger' because your thinking the kids never listen to you. How about that garage guy who didn't fix my car properly and that's why I'm late. Here comes that seething 'resentment'. Have you ever just had enough and thrown a 'hissy' fit? Flown into a 'rage' or maybe even gone totally 'beserk'.

You've got a plethora of deeply unhealthy emotions thrown or neatly packed (depending on your personal style) into your suitcase!

Have you had days like that? Weeks like that? Maybe months or even years?

There will always be a trigger and there will always be a reward. It can be like looking for needle in a haystack sometimes to find them. How do you find something you're not even aware of?

You need to unpack that suitcase. Put it on your bed, unlock it, peer into it and get to know all those feelings and habits you've been holding on to, that do not serve you.

There is ONLY one thing you need to Hurry Up and Do...and that is to...

HURRY UP AND SLOW DOWNNNNNNN

That's right. Hurry Up and Slow Down. It can't wait another day, week, month or year. Not if you want to smile, love and laugh more. Not if you want to connect more with your people and live the life you were meant to live.

"Take time for all things: great haste makes great waste. "
– Benjamin Franklin

Big Bangs & Blow Jobs

We get caught up in being so busy, so intent to prove to ourselves and those around us, that we are 'worthy', 'indispensable' 'needed' that we don't stop long enough to see what we are really doing to ourselves.

I can tell you from personal experience how hard it can be to break the Habit of Hurry...of being busy....and being important. I'll tell you my story. It's a doozie!!

October 2012. I'm a high flying National Operations Manager for Australia's largest Salon and Beauty Retailer. I mean that literally as I was flying all over Australia every second week, playing out my alter ego Wonder Womannnnnnn....yep, that's me

Coaching Regional Managers to be their best, supporting Franchisees to enjoy a profitable business and healthy lifestyle.

I can do anything. Everyone relied on me for advice and care. I was so busy, I must be important, right?

On one of my flights around the country, I joined our head office team to do the Stampede Mud Challenge. It's 10km's of mud and laughter. All for charity!

As a national salon chain and being all about HAIR....we called ourselves THE BIG BANGS & BLOW JOBS! (naughty pun eh!).

What a sensational day it was. Splashing through mud obstacles, jumping into ice water, sliding over old cars and careening down water slides into mud pools. Did I say it was 10km?



Then it happened. The last challenge, just 20 metres from the finish line. A long pen, filled with mud and hay bales and swinging all around you are live electrical wires....'ping' 'ping' not the type to kill you but certainly dropped many of us to the ground a few times!

So focused on getting to the other end, pushing through those live wires, I stepped over one hay bale, my foot went down into a mud suck-hole, but I kept going, until my leg didn't. Next thing, I'm on the ground, looking back at my foot, hanging down in a 120 degree angle from where it should be. I could not believe what was happening to me. That wasn't my foot hanging there. was it? It can't possibly be turned all the way around like that. This was totally surreal. I felt I was waking up from a dream and any moment now my foot would right itself.

The shock was holding back the pain and I could feel the power of the adrenaline was coursing through my veins. Adrenaline does strange things to your thoughts at a time like this. I started laughing. It looked so damn funny. No doubt it looked horrific to everyone around me, but I was a grinning cheshire cat! Meantime, Lexi and Chris, two of my team mates, were doing their best to help me. Lexi was standing above me holding the electrical wires off me...shouting 'would someone turn the #*%&# electricity off' and Chris was horizontal on the ground just centimetres from my foot, saying 'it's OK Julie, breathe...breathe.'

In the next 30 minutes, amazing medics had me drugged up and out, and literally turned my foot back the right way. They did of course ask to take photos of it all, as it was the worst break they'd seen at these events. Oh, of course, I don't do anything by halves...I think the Wonder Woman in me was wondering how she could be so stupid!!!

(I have spared you the gruesome photos! They are saved for the little e-book 'the 10 things you need to know if you break your leg' which will save many a lot of mental and physical pain through the many months of recovery)





You can imagine the hospital staff trying to wash down the dried layers of caked mud over every inch of my body! You just had to laugh....What else could you do?

Next day, after a lengthy operation, 19 pins, screws and plates were holding bits of my leg and foot together.

This is where I learnt the meaning of 'comminuted.' The surgeon said I had comminuted fractures of the tibia, fibula and talus. Do you know what that means? Medical speak for 'smashed in many pieces!'

"OK"

he goes on, *"You've come as close as you can ...to losing your foot."*

"OOOO KKKKK"

Really, that's OK. I am Wonder Woman. Let's make this work. What do I need to do to get out of here? Where do I hire equipment? What do I need to get organised for the Operations training week we're having in 4 weeks time? Seriously, this is what I was thinking.

Day 2 in hospital. My Boss calls to see how I am and asks when I was feeling up to it would I do some financial modelling for him on this great new idea *"but if you can't that's OK"* to which I replied *"Oh no, I'd like too - it'll keep me busy"*

And there you have it. For the next 6 weeks I took a grand total of 3 1/2 days off. 3 1/2 days. When would I learn?

I was so busy, I must be important.

I flew between my home on the Gold Coast and Melbourne every second week....why should anything change? Well one thing did change...I was carting my wheel chair with me and got very special treatment at the airport....and it was a good excuse to use my upgrade points and fly business class. Made it all worthwhile...so I thought.



Nothing would stop me! I was in the HABIT of HURRY, being this super busy and needed executive.

It took an 'intervention' meeting by two of my team...Jen and Susan, to bring Wonder Woman back to earth. They told me... they couldn't see me anymore. They didn't mean 'physically, see me'. They meant, they ...

COULDN'T SEE ME

They couldn't see person they trusted and relied upon.

Wow...then it hit me. I was being an ineffective leader and worst of all, I was affecting my teams own emotional well being. What the hell was I doing to myself, to my family and to my team? They were miserable. I was miserable but I was covering it up with this crazy Habit of Hurry.

That was my turning point. I had unknowingly been fighting the universe and what it had been trying to tell me for the last 2 years.

It was saying..."*You're not listening to me Julie. You need to slow down. Because you're not listening to me and because I know you're a stubborn woman....'wonder woman' I need to send you a very clear message. I am going to take your foot off the accelerator pedal....Literally*"

The universe smashed my right leg...and it was a gift. You'd expect me to say that as I'm a glass-half full person. Actually, I'm more like a glass overflowing with champagne and roses and chocolates and joy kind of person. Yet, thats not why I say it. Realising it was a gift was an epiphany that came not from positive thinking but from a deep reservoir of wisdom. I had learned an incredibly profound lesson.

We all have a purpose to fulfil while we lap up the moments our life serves up to us. I knew my path but I can get carried away (my friends are smirking right now!). Had I not experienced such a gruelling wake up call I may have been talked into staying much longer for the wonderful

company I was with. I might have wandered off my path a little too far, getting carried away with being Wonder Woman.

I am grateful for the messages I get, it's my own doing that they need it to be so forceful!

In that next 2 years I wound up my 70 hour per week career.

Told you it was a doozie!

I'm now doing what I had been talking about doing for 10 years. Living my best self, every day and bring more inside out smiles to the world!



What's Your Story?

What's your story?

Have you been getting messages that you need to slow down? They may not be quite so obvious as the gift I was given...but the signs will be there.

Do you never seem to have enough time?

Do you intend to do something good for yourself but something else gets in the way?

Do you get stuck back late at work finishing stuff?

Do you break a date with your partner or family because of a last minute urgent work thing?

How is your life balance going? Family, Friends, Work, Community, Finances, Health?

Are you the go-to person?

There will be a lot of negative emotions and behaviours you will need to unpack from your Hurry Up suitcase. There will also be many mind games playing volleyball in your head, convincing you to leave things as they are. It's one step at a time to break the HURRY UP HABIT.

If you HURRY UP and SLOW DOWN you'll give those nasty negative emotions a big shellacking! When you do, you will create a mind and body that will embrace and respond positively to slowness. You will also know how to step up to get things done without busting a foofie valve (my friend didn't know what a foofie valve is. Try holding your breath till you're blue in the face and....there you have it, you're busting a foofie valve! It's either orifice between your legs that can't do that long run or the last push up).

You're still reading this so I can safely assume you want to do something about your Habit of Hurry. I'm giving you 5 Hot Hacks to Hurry Up & Slow Down.

The challenge is, as a Hurry Upperer, your ready to impress, well designed self will be tempted to jump right in and do everything at lightning speed. To get the most out of these Hacks, you'll need to rely on three very important values. I recommend practising them each day to help you kick your Habit of Hurry:

- 👤 Show **Courage**. 'The ability to do something even though it is difficult'. Changing a bad habit is not easy. If it was, you wouldn't be reading this ebook. Ride the ups and downs of the journey. Count on your courage when you feel it's all too difficult.

*'Courage does not always roar.
Sometimes courage is the quiet voice at the end of the day
saying 'I will try again tomorrow''
-Mary Anne Radmacher*

- 👤 Have **Patience**. 'The ability to continue doing something for a long time without losing interest' (2 to 8 months remember!). Practice one Hack each week (not each day!). Take a week to read that one Hack, write notes, think on it, prepare yourself. Give it a go. You've been doing this Hurry Up thing for how long? Count on your value of patience when you feel you aren't getting there quickly enough. Remind yourself why you started this journey of slowing down.

*'Have patience with all things, but, first of all with yourself.'
- Saint Francis De Sales*

- 👤 Be **Grateful**. 'Thankful for what you have received'. Celebrate every positive step forward. Every small change you make.

*'Feeling gratitude and not expressing it is like wrapping a present and not giving it'
- William Arthur Ward*

Triggers & Rewards

Hot Hack #1 Triggers & Rewards.

It's important you know exactly what a Trigger is and how it works. In the article "What is a Trigger" from psychcentral.com it's described as something that sets off a memory tape or flashback transporting the person back to the event of her/his original trauma.

Triggers are typically benign (not harmful in themselves). Whether you have experienced PTSD (Post Traumatic Stress Disorder) because of a major event or it's just that day to day emotional suitcase we've been talking about. Triggers will steer your emotions into stormy waters if you let them. Or you can look at them and learn from them so you are able to navigate yourself into calm waters.

My PTSD story. You know that mud caked broken leg I got. Six months after that experience, my husband, Kim and I were holidaying in Fiji, at Matava, an intimate eco resort on the island of Kadavu. We were dropped off after a great day of scuba diving. We had to walk 50 metres or so from the boat to shore because it was low tide. In that last 20 metres there was no water, just mud. My first step on to that mud was one trigger. I felt butterflies in my stomach. Not enough to stop me but enough for me to instantly think about lying on the ground with a twisted leg and electrical wires hanging above me just inches from my face.

The mud was squishy but firm enough to walk on. Except the one part, of that whole foreshore I happened to step in to with my right foot. A small muddy sinkhole grabbed my foot and I instantly started crying. I was helpless. I stopped moving and cried. Thankfully Kim knew what was going on and helped me, holding my hand the rest of the way to the shore.

It was mud. Not life threatening or leg breaking in any way. The Trigger was mud. The feelings it elicited in me were real but not sensible. That's the nature of Triggers.

Triggers are activated by any of your five senses. Sight, touch, taste, hearing and smell. Do you remember smelling something that instantly took you back to your childhood (for me it's stale beer from growing up in hotels, but that's another story!). Those smells that take you to another time and place are Triggers.

Rewards are not a part of PTSD because the trauma is so powerful that rewards are irrelevant. However, for the every day happenings that trigger the Hurry Up Habit, there is always a reward. It may not seem obvious at first, but they are there. Rewards to keep you Hurrying Up.

When I was flying and working all over the country, in constant Hurry Up, the reward I got was recognition as WonderWoman, someone no one else could match. They knew I worked hard and long hours but I would be there to help them when they needed it. I was a stand out. I couldn't get that reward without being in a Hurry.

What are your Triggers and Rewards? Let's get this down on paper and start sorting through the quagmire of Hurry Up Habits, the Triggers that set it off and the rewards you get for being in a rush.

Write your own Hurry Up habits rehabilitation list with columns like the example below:

- The First column is 'Hurry Up Habit'.
- The second column is 'what Triggers it?'.
- The third column is 'what reward I get for doing this?'.
- The fourth column is Good Habit ideas (that still gives me the same/similar reward).

Write up as many Hurry Up habits you can think of. Take your time to think on what triggers it and what reward you get for doing it. As long as your answers make sense to you, then they are your Triggers and your Rewards.

Lastly, think on what good habit could replace this bad one. I've given you some examples below. Your list will be a very personal inventory and unpacking that old Hurry Up suitcase takes time (see, you will already be slowing down!). To put this into action, think of the small changes you can make to say goodbye to the 'bad habit' and hello to 'good for me habit' (more about that in Hot Hack #4)

Hurry Up Habit	what triggers it?	what reward I get for doing this?	Good Habit Ideas (that still gives me the same/similar reward)
Rush around at home in the morning	when I realise I've got more to do than time I have before I leave home for work	knowing I can do more than I think I can and in less time.	Set alarm 20 minutes earlier every weekday morning. Breathe deeply and slowly while still in bed Get my clothes ready the night before Get my/kids lunch ready the night before
Take on extra jobs at work when asked	a need to be thanked or recognised	a thank you from the boss	Regularly ask my boss for feedback, particularly what they think I do well Complete projects or tasks before they are expected and let my boss know it's done (this means being organised and not taking on too much)
send work emails after hours	a need to not be out of control, so catch up is needed	Ticked my to do list a reply email saying 'go to bed!'	Spend 10 minutes first thing in the morning reviewing what i've got on today and prioritising my workload so I can get everything done by the time I head home from work.
Do a job myself that I could've let someone else do	No one else can do it as quickly and as well as me.	It gets done the way I want it to	any job I have that someone else can do or would like to do, I will delegate to and will delegate effectively, so they feel supported to get the job done well and on time.

Breathe. Deeply and Slowly

Hot Hack #2 Breathe. Deeply and Slowly.

I'm yet to meet a person who can breathe deeply and slowly and be in a Hurry!!! Hurry is shallow short breaths. Your body is getting starved of oxygen and a good cleansing. If you don't breathe properly, you're making other body systems work overtime to remove toxins and that's another load on your body that can cause illness. 9 out of every 10 people, breathe only to 50% of their capacity (7)!

Breathe deeply and slowly. Do it with awareness, every day until you get into the habit (yep, this is a good habit to be in!). Here is how to take a slow deep in/out breath:

- For 5 seconds, inhale through your nose, expanding your belly, then fill your chest.
- Hold and count for 3 seconds, allowing the oxygen to energise your blood and cells of your body.
- Now, for 5 seconds, squeezing your tummy in (like squeezing a tube of toothpaste from the bottom), exhale slowly and fully, from slightly parted mouth. Feel the cells in your body release waste and empty out old energy.

Did you do it? Try it again. Imagine...

Breathing in Life and Love Breathing out Tensions and Toxins

While breathing is unconsciously done (or you'd die!), quality breathing is not. There are so many health benefits to slow deep breathing besides helping you to slow down! It releases tension, increases clarity, massages organs (even your insides like a massage!), oxygenates muscles, strengthens your immune system, to name just a few. While you would naturally breathe deeply and slowly when you meditate or walk along an ocean shore, this may not be a daily thing you get to do so you need some simple things to introduce into your daily regime. I'm a big fan of sticky note reminders; put them on your bathroom mirror, car steering wheel, fridge...where ever you need them to bring you back to slowness. Here are three best places and times to get into the habit of deep, slow breathing every day.

- **When you first wake up.** Don't jump straight out of bed. No matter how late you may now be. Take this 2 minutes for yourself. That's an order! While still lying in bed or sitting on the edge of the bed, stretch like a cat (long and luxurious). Stretch your hands and shoulders, out, up, roll your shoulders, finishing with an open chest (shoulders back, chest forward). Take 5 deep slow breaths..in...and out. Welcome every day like this. Make this part of your waking up habit.



- **When you drive a car or catch public transport.** This is a great place to get into the habit of breathing deeply. (Road rage would be non-existent if every driver breathed deeply and slowly). Every commute could be your very own detox treatment! Yes, that's right. Our body is designed to release 70% of its toxins through breathing (carbon dioxide is a natural waste of your body's metabolism and that's what you breathe out after it's passed through your bloodstream). Get your daily detox, every time you commute to work.



- **When you are eating.** Slow deep breathing encourages slow chewing of your food. Slow chewing and eating decrease overeating, giving your brain enough time to tell you you're full (takes around 20 minutes for your brain to catch up to your stomach). Horace Fletcher, aka "The Great Masticator" (haha...just had to mention this guy!) (8), preached 100 chews per bite! That's a lot of times to chew down on a carrot stick, so it's best to not get hung up and count your chews or you'll be at risk of doing it in a hurry and we don't want that! Just eat slowly and chew your food enough times to liquify it. Eating slowly is the second layer. Preparing the food you eat is the first layer (of your vegan home cooked lasagne with cashew nut cream sauce). You may remember I talked about The Slow Food Movement in my Blog. Started by Carlo Petrini in the 1980's in protest to the opening of a fast food McDonalds in Rome. Today millions of people have joined the Slow Food Movement. They are slowing chewing and eating their thoughtfully prepared home cooked food.

Chewing is like breathing.

We can do both unconsciously and poorly.

We can do both consciously and so well that we increase our vitality.

Consciously choose the latter.

My Monday Map

Hot Hack #3 My Monday Map

Make Mondays your planning time. Have a map ready for your week. Electronic or paper diary, whatever works for you. Book out time for everything you have on this week and if it's work, each day, break that down into bite size chunks of activities. Review how this week looks now. Set aside time for your wellbeing, family, friends, community, work and stuff to do at home.

This is time well spent to get balance into your week. Plan it first, have your map. Being organised and having your to do list is a sure fire way to feel calmer and more focussed on what you are doing.

and...take a break before you break!

Make sure you include time on your weekly map for many breaks! Not just a lunch break. Diarise 3 to 5 breaks a day, even if they are for just 2 minutes. Stand up from your desk, stretch, balance on one foot, then the other, touch your toes, hug yourself, do a mini Qi exercise (increases energy), fill up your water jug, call a friend...and so many more designated 2 minute break habits! Come up with your own 'feel good' mini breaks and diarise them, even if it means putting a reminder bell on your e-calendar or download an AP that gives you regular reminders to stop and take a break. Whatever works for you. You know what doesn't work? Telling yourself you'll do it and thinking you don't need reminders. You're in the Hurry Up Habit remember? One of the symptoms is to keep slogging away at something and then look at your watch and say "oh nooo, where has the time gone" knowing you've missed ticking off some of your to do's today or taken a break.

DO NOT take on one more task or project....until you have organised what is important and what is urgent in your life.

There is a plethora of information about how to be more focussed on what's important.

One great article by Ray Williams in Psychology Today argues that working longer hours is simply not more productive. He cites a study using the productivity app 'DeskTime' which found the most productive employees didn't work longer hours than others. In fact, they rarely worked the full 8 hours. Instead, "What they did instead is to take regular breaks (17 minutes for every 52 minutes of work)"



My personal favourite is the book “First Things First” by Stephen Covey. An oldie but a goodie! Covey teaches an organising process that helps you categorise tasks so you focus on what is important, not merely what is urgent. First you divide tasks into these quadrants:

- Important and Urgent (crises, deadline-driven projects)
- Important, Not Urgent (preparation, prevention, planning, relationships)
- Urgent, Not Important (interruptions, many pressing matters)
- Not Urgent, Not Important (trivia, time wasters)

Then you write your tasks for the last week into each quadrant. A sure sign you are in the Habit of Hurry is how many tasks are in the Important and Urgent quadrant. I recommend you doing this every week until you have shifted to a slower more purposeful self.

One Small Change Every Day

Hot Tip #4 One small change every day

We need to shake up our brainiac peptides and give them a new way to look at things. When I say small, I mean small! You cannot expect big things from yourself until you can master smaller things. Teach yourself to be a change merchant! Even small changes may feel uncomfortable, unnecessary and a real pain in the butt. Persist. Be patient. Start by making a small change in those ‘benign’ habits I mentioned earlier. Then, when you can make a change to these habits and still smile, move onto making small changes to those nasty Hurry Up Habits (talked about in Hot Tip #1). Here are some small changes to get you started:

- If you have a watch on today, take it off and put it on your other wrist. The next day, don’t wear it at all.
- Drive a different way to work. Walk a different way to the train or bus.
- Sit in another chair or another table when you have lunch today. Tomorrow, go to another place to have your lunch (e.g. the park across the road would be a refreshing small change).
- Do your slow, deep breathing when you wake up! (Hot Tip #2)
- Put a glass and large jug of water beside you in the morning. Finish all the water by evening.
- Decide to have just one coffee today (instead of the normal 2 or 3 you have). Do that again tomorrow.
- Have a bath tonight instead of watching TV. Tomorrow night play a board game instead of watching TV.
- Call a friend you haven’t spoken to for awhile. Listen to them. Tell them you love them.
- Write a letter. That ancient, nearly extinct ritual in our society! Write a letter to your mum, dad, friend or niece. Who doesn’t like getting a letter in the mail from someone they love.
- Your turn....write up a big list of good feeling small changes....and do them! Just one a day at the most. Don’t overdo it.

This is my wake up view each morning. I am so grateful for every sunrise!



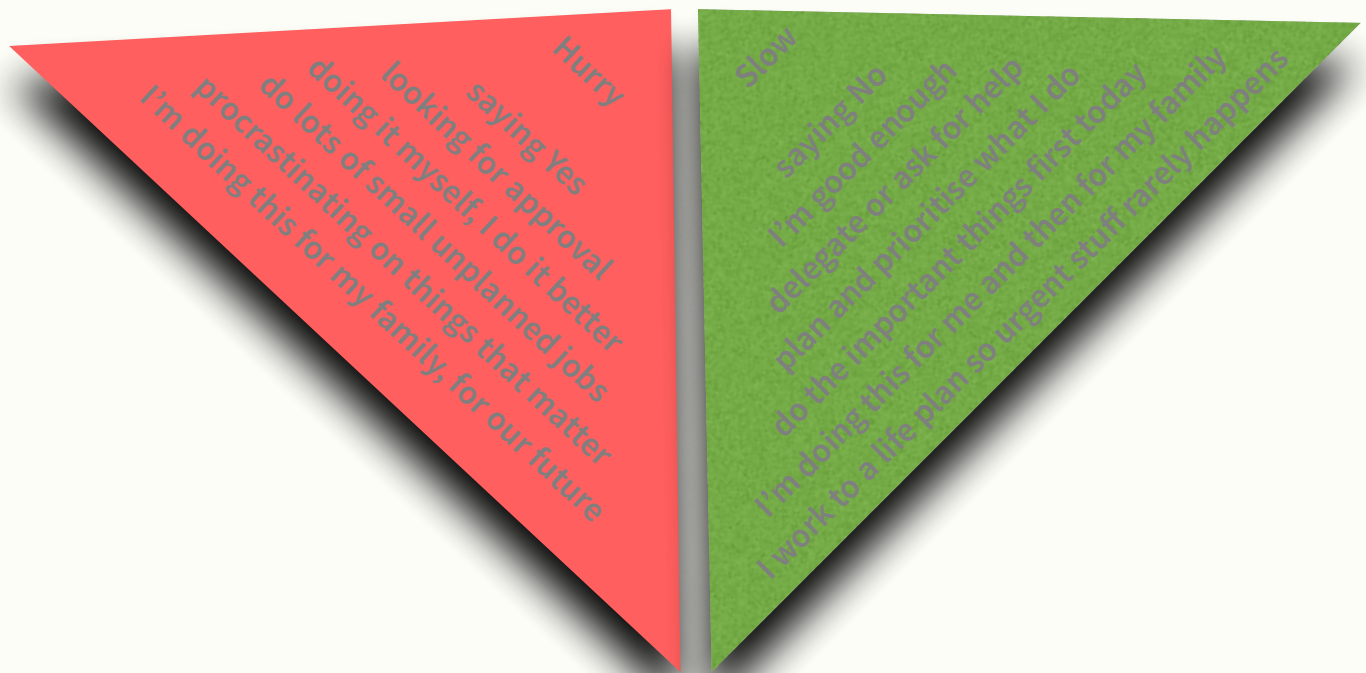
The Art of Saying No

Hot Hack #5 The Art of saying NO

This is a tough one. Habit of Hurry sufferers often say “yes” and “no problem, I’ll take care of it” because it’s an entrenched part of your language, even when you know you have a full day or week ahead of you. You like helping. You feel worthwhile when you help. Saying no, feels like you’re rejecting someone and you don’t want them to think badly of you.

Wake Up! I’m not asking you to be a selfish ‘it’s all about me’ egoist. For you to serve others, you need to firstly serve yourself. When you are on a plane, they tell you in the safety introduction to fit your own oxygen mask before your kids because you’re not much help to your child if you have passed out from lack of air. In this same way, you will be no good to anyone else if you are worn out, flustered, watching the clock tick to 6pm to have your rescue glass of wine (don’t even talk about 4pm being the new 6pm!).

A Hurry Up sufferer will say yes for many wrong reasons. Unworthiness and low self esteem are two of them. We have layer upon layer of negative emotions and behaviours that give form and permanence to your Hurry Up Habit. Compare the two pyramids below. How many of those ‘red’ Hurry Up behaviours are you? Make a shift to the ‘green’ slow side of life.



Your “yes, I can do that” attitude is far more appreciated by others when it’s offered with centred enthusiasm and that level of commitment can only be offered when you are NOT IN A HURRY. When you are organised, balanced, calm and smiling.

Make a personal commitment to no more martyr moments, where, without realising it, your “yes” comes with an aura that says “you better really appreciate me doing this because I’m really not happy about it”.

Start with a small “no”. Perhaps a softer variation of “no” or you’ll be at risk of shouting down your boss with a “NOOOO, I’ve had enough. You don’t appreciate me, I’m always doing things for you.. NO. NO. NO”. Try this softer approach, “I’d like to do this for you, but if you need this today, I’ll need to put off other work I planned to do. Leave it with me and I’ll see what I can shift around so I don’t let anyone down, OK?”

In this way, you give yourself breathing space and you are sending a clear message that you are a planned, focussed person, who is still happy to help. You can then consider if someone else could do this or if you are the best person for the job, then what are your priorities and how can you shift things around without spending a late night fixing someone else’s emergency!

Now, if you say “yes”, you can do so with a smile on your face.

We know real life is not scripted like this. You will have so many difficult situations from being asked to volunteer to help with something, your neighbour needing a helping hand to your bosses demands or your partners crisis. While their lack of planning should not become your emergency, sometimes it does; sometimes it will.

What you must work on and believe, is; if you put yourself first, you will be more helpful, more appreciated by others and most importantly, more your best self than you were yesterday.

Be more your best self today



Something Changes when Something Changes

You now have five Hot Hacks to move from the Habit of Hurry to the Habit of Slowing down.

There are many tools, ideas, support mechanisms to get back on track but nothing or no one better than just wonderful YOU! Be honest with yourself.

Will you now serve your best self? From the bottom of my heart, I hope so.

“Nothing changes when nothing changes”

Let's make one small change right now by saying

“something changes when something changes”

See you on the side of slow and easy.

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