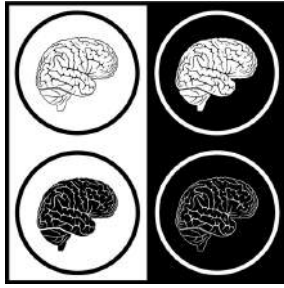


# Essential Mind Tools For Life



## 1. To Stay Mentally Sharp

-Understand how the brain works. There are 3 main parts of the brain that do different things but must work together. The 3 main parts : Brain Stem-survival, unconscious activities (i.e. breathing)

Emotional brain-love, hate, fear, short-term memory

-Cerebral cortex-Higher intellect-planning, emotional regulation, learning, long-term memory, imagination, calculation, etc.

-The brain requires 20% of the body's fuel (glucose and oxygen) to function at its best. The intellectual brain requires much of this.

## 1. To Stay Mentally Sharp continued...

-Drink 6-8 liters of water a day. Your brain has 100 billion brain cells made up of 70% water.

Water is the medium to transport energy molecules.

-Eat carbs that release glucose (fuel) s-l-o-w-ly like apples. Sugar spikes are not good.

-Read at least 15 minutes of non-fiction a day (work up to 60-minutes)

-Build muscle and do intense exercise for at least 3 times a week. Walk the other days 15-30minutes a day. (Check with doctor)

-take 20 minute naps

2. Manage emotions and stress levels or energy will be directed away from the intellectual brain. The brain and body will be depleted in energy.

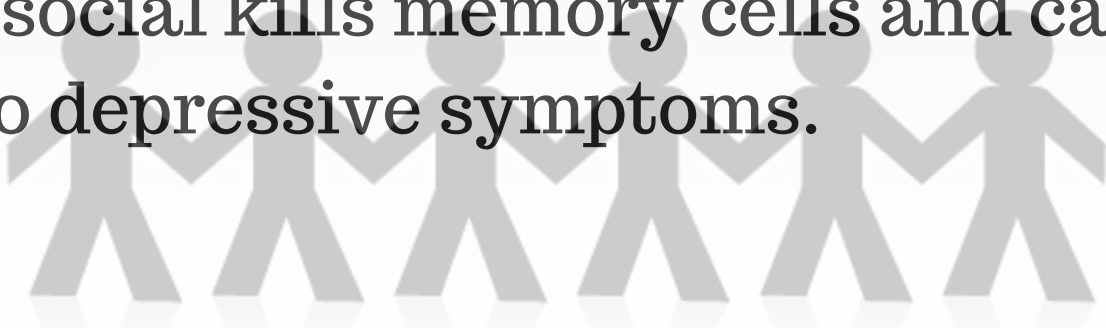
-Sleep 7-8 hours a night

-Some stress is needed to fuel the brain but

it has to be good stress fueled by a persons' strengths, talents, and goals.

-Exercise...improves emotions, creates new brain cells and provides fuel....REMEMBER oxygen is fuel. Oxygen also helps to remove toxins in your Brain.

-Be Social. Connecting with others improves memory, mood, and IQ. NOT being social kills memory cells and can lead to depressive symptoms.



## 2. To Improve Productivity

-Read, learn, and do important tasks at your mental peak energy levels because the brain uses up energy FAST! E-mails, distractions, people popping in and out of the office uses up your intellectual brain resources too!

-Set goals at the beginning of week. Your mind will be prioritized and unconsciously work toward them.

-Celebrate! A pat on the back. A statement of gratitude. A walk in the sun. Celebrating each milestone, big or small, activates the reward circuitry in the brain.

This releases the feel good neurochemicals dopamine and serotonin keeping you motivated. These brain chemicals also helps to hard-wire habits of productivity.

### 3. To Stay focused.



-Go into a isolated "mental" studio 5-10 minutes a day. Visualize your day, tasks or future events in as many details as possible. Visualize it going successfully.

Feel the emotions that go with completion. This activity will keep you focused throughout the day. Why?

Because your brain doesn't really know the difference between imagining and doing something. The same regions of the brain gets activated during both processes.

### 3. Stay Focused continued...

- Also, eliminate distractions (e-mail dings, cell phone calls, people, etc).

- Limit your focus time to 30-90 minutes at a time. Why? Your mental resources (oxygen & sugar-from healthy sources) get depleted and need recovery time.

- MEDITATION & MINDFULNESS** - strengthens and thickens focus and attention centers in the brain

- Snack often.** You have 100 billion brain cells that are using and moving energy. They need fuel. Eat like a bird. In quantity and in quality...Hint: nuts, veggies, and fruit. Besides, it's hard to focus with a growling stomach.

## 4. Expanding Our Limitless Potential



-Understanding how the mind and brain works are the secret keys to tapping into our inner compass, intuition, and expanding our limitless potential. In fact, when our 100 billion brain cells are "talking" to each other they're called Action Potentials! Our thoughts lead to our actions. We have the ability to create our own experiences and design our own lives. But it starts within the greatest technology in the universe...the brain.

-We can use our mind to train our brain and use our brain to take conscious action that will lead to our happiness and success.

#### 4. Expanding Our Limitless Potential continued...

-Just knowing how our brain functions can make us more aware of how we conduct our day, what we take into our minds and bodies, who we surround ourselves with, how we plan our days, and how we use our time. This can also be called mindful awareness. This is operating as our highest selves. Us...at our best.

#### 5. Remember 1-4 , practice, and repeat.

Our brains like to make everything automatic and habit to save time and energy. But first we must consciously train our brains to have productive habits and thoughts. Let the brain



*Remember  
to  
Remember!!!*

Call to Action!

Print this out and feed it to your mind like "brain" candy.



I hope these mind tools serves both you and those you influence.

Remember to Live, Love, and Succeed with the Brain in Mind.

*With Gratitude,*

*Phonté Jovan Taylor, PhD c*

*~Neuroscientist & Potentialist Life*

*Coach*

Self-Help Academy

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