



Caroline Rushforth

Training | Coaching | Mastery

Mind-Mastery Toolkit



For Self-Mastery and Personal Power

**By Caroline Rushforth
Mind Coach and Trainer UK**

www.carolinerushforth.com
caroline@carolinerushforth.com

Contents:

3. [Introduction – Gain Your Power Back](#)
4. [What is Self-Mastery?](#)
5. [Action](#)
6. [Calming Your Mind](#)
7. [The Art of Self-Respect and Self-Worth](#)
- 8-9. [Action Continued](#)
10. [Perception and Projection](#)
11. [Action Continued](#)
12. [The Ingredients to Long-Term Happiness](#)
13. [Action](#)
14. [Mastering Your Mindset](#)
15. [The Impact of Emotional Suppression](#)
16. [Retrain Your Mind to think More Positively](#)
17. [The Intelligent Mind-Body Connection](#)
18. [Action](#)
19. [Unleash Your Personal Power](#)
20. [Wrap Up / Useful Links and Book Recommendations](#)

Introduction – Gain Your Power Back

The subconscious mind extends as a magnetic field outside of your body, it's not just in your head. You absorb information through your own filtering system via your perceptions, beliefs and values. This then determines your thoughts, feelings and mood, so what you feed your psyche daily is significant to your wellbeing because your mind doesn't know the difference between what is real and what is imaginary.

Each of us has an intuition and can sense when someone is feeling happy or sad, with body language and unconscious behaviour being the primary source of communication before words. Sensing someone else's feelings is also known as mirror neurons and these senses can start as early as in the womb. Logic and the thinking mind are helpful but can also cause you to fall into loops of obsessive analysis and negative thoughts, especially when you give constant attention to problems and issues. But the good news is, what is programmed can be RE-programmed – with repetition.

I have been practicing this knowledge and information for over 20 years. I have healed from depression and reprogrammed my mind from sabotaging and psychological patterns. I've dissolved a backlog of childhood and teenage grudges, and gained happiness by doing everything in this book, and following my passion to help other people do the same. Life up until my early adult years was full of frustration, crossroads, drama, emotional pain, personal transformation and self-discovery. I really understand the tricks of the mind!

“The greatest transformation comes from daily investment in yourself and absolute commitment to making changes.”

Whilst going through the process of our coaching sessions, you can continue making adjustments around your sessions using this toolkit. Completing these exercises will help you to continue reprogramming your inner world and keep you on track. The most effective change happens in small manageable steps. Be realistic, kind to yourself and patient as healing takes time. Rome wasn't built in a day!

Action: Ensure you have a shiny and clean A4 pad and your favourite pen for the exercises that follow!

All the resources you need are inside you!

What is Self-Mastery?

Throughout my work and transforming my own personal wellbeing, what I've truly discovered is that good, sound mental and physical health comes from:

- Feeding the body with healthy nutrition
- Knowing your behaviour patterns
- Being accountable for your own change
- Releasing trauma and stress
- Communicating feelings
- Being connected with people who have a positive influence
- A daily routine and good sleep
- Purpose and fulfilment
- Regular exercise
- Taking Action!

How many of these do you need to tweak so far?

The placebo effect has a powerful part to play in mental and physical transformation and we are the catalysts for our own inner healing. No one can fix us completely, even the person who overcomes cancer with chemotherapy needs to make good choices about how they stay in balance. Inner healing starts within and by the power of belief, we have all the resources we need to make the best decisions that contribute to a happy, healthy life.

True health resides when the mind and body work in synergy.

Action: Use the space on the next page to Take a moment to think about:

- How do you shut yourself down?
- What would you love to do that you are not yet doing?
- How can you work with your shadow parts to change or heal?
- Are you fuelling your body in a kind and beneficial way?

• How do you shut yourself down?

• What would you love to do that you are not yet doing?

• How can you work with your shadow parts to change or heal?

• Are you fuelling your body in a kind and beneficial way?

Calming Your Mind

The mind is a computer and records volumes of information on a daily basis; it forms patterns and habits that play out consciously and subconsciously, so the more you work it out with good stuff, the happier you will be.

Take time to listen to your inner landscape. If your mind is full of chatter, the “puppy mind” can be trained. The mind is like a muscle and it can relearn new thoughts and behaviours but you have to commit time to train it properly.

Actions: in order of priority:

- Give your mind a daily dose of mind mastery by giving it time and attention. Find some peace on a daily basis, focus on silence and allow yourself to daydream. Silence allows you to re-connect with yourself, the place where all your resources are stored to tap into
- Ensure to feed your mind with uplifting content as often as you can, read uplifting books or listen to uplifting audios and videos
- Stay away from negative stuff, whether it's people you know or negative media
- Give less energy to analysing and more energy to focusing on what you have learned from any situation that knocks you off balance
- Try to focus on the positive aspects in any situation as it's always a chance to learn something new about yourself
- Check in with yourself regularly and tune in to your body, ask your body what it needs, how it's feeling so you can take action on the signals



The Art of Self-Respect and Self-Worth

Do you rely heavily on the need for other people's approval? Perhaps it includes the decisions you make, the actions you take, and how other people might respond to thoughts and feelings. When someone disapproves of something you say or do, you may battle to restore their approval by changing your behaviour to suit them. This is exhausting as it's impossible to please every human being! We are all unique and base our decisions on the judgement we have of ourselves. No one can ever be the perfect person in everyone's eyes, because unless they feel perfect in themselves, how can they then perceive perfection in someone else? Our perceptions change as the relationship with our “self” improves.

When you build your self-esteem and change the relationship you have with your mind and body, you no longer rely so heavily on other people to make you feel good about yourself. This gives you more freedom and opportunity to reach your potential.

Action:

1. **How could you respect yourself more? What could you change about the relationship you have with yourself and others so you feel more valued?**

Start by writing out all the amazing things your body does for you to keep it alive – not something we necessarily think about, but good to be grateful for.

Action continued on next page...

2. If you are sensitive to other people's opinions there are ways you can improve your self-esteem:

Write out a list of your most positive traits:

Write out what you do well:

What do people like about you?

What makes you feel good about yourself?

What are you proud of?



“Our responses to each other
are all relative to how we feel
in our own mind.”

Perception and Projection

We each hold visual perceptions of ourselves as well as images and pictures of other people we know. Have you ever stopped to notice what images and pictures you hold in your mind? If you are judging of yourself, other people may feel that you are judging them too. If you hold a belief that you are too fat, too thin, too ugly your perception drives you to seek out ways to keep reinforcing your beliefs.

Any image you hold of yourself will attract situations or people who will reflect that back to you. If you have dramas going on inside of you, the same dramas will play out in your daily life until you resolve them. If you find yourself falling out with people or getting into power struggles, ask yourself these questions:

What are my fears in this situation?

What is the worst thing that can happen to me?

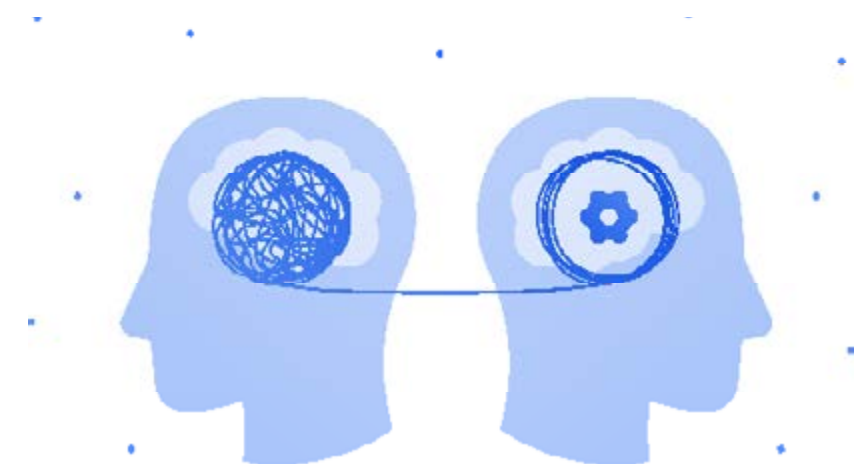
Solutions to this worst-case scenario are:

Ways I can be kinder to myself are:

Your physical body is affected when you have a negative thought. Negative emotions transmit through your entire nervous system which creates a physical weakness in your body. As a result, you might find yourself being clumsy or having a bad day because you're projecting that emotionally charged thought into your day. When you feel happy and in a good positive state, the body is more physically strong and stable, and on those days, you will find things flow more easily and effortlessly.

Think of an athlete who wants to win a gold medal; the athlete would focus on winning, not losing because thinking about losing will make them feel weak and towards losing!

“Thought impacts behaviour; your body will respond by taking you towards what you think about”



The Ingredients to Long-Term Happiness

We know deep down that there is something more for us amongst the ordinary humdrum of life and we often look to fill the emptiness with something outside of us. But what if the missing pieces were there all along?

We all have a past; we have feelings and emotions and we have wounds that need to heal. We want to be seen and heard, accepted and loved. So how can we expect other people to accept us if we don't accept ourselves?

Family Values and Beliefs

In our younger years our parents, teachers and role models lived out their own beliefs and values and as children we took them on as our own because we knew no different. As we moved into adulthood, we started to work things out for ourselves. We became curious and inquisitive about the alternative so we sought out our own answers and solutions.

For many people the affects of growing up in a restrictive, controlling environment or belief system means that as a child, they were often influenced to follow a certain path, or may have rebelled due to the need for freedom. As we grow into adulthood our values and beliefs change but some of us hold onto old beliefs because of fear of rejection or disapproval from family and friends. When we do not express our true authenticity, we create a block of energy that can greatly affect our mental and physical wellbeing. Expression and creativity is an emotional energy that should flow through the body, just as the tide flows with the moon.

You give your power away when you look to your people-system for validation or apportion blame when you're feeling sad, lonely, angry etc as these triggers are really a reflection of what is going on in your internal world. You have the power to change your inner system when you take accountability for your own feelings, behaviours and thoughts. This is true self-mastery.

If inner happiness is difficult to maintain, or if you are frequently ill, ask yourself these questions:

- What am I denying myself?
- How can I express myself more?
- Will I be judged or rejected if I speak out?
 - What am I blocking?

Action: Here are some questions you can answer to improve your happiness and wellbeing:

- Am I doing something I love on a daily basis?
- Am I honouring my highest passion?
- Are my relationships serving me in positive ways?
- Am I treating myself with love and respect?
- Do I allow myself the things that I value?
- How can I pay more attention to my feelings and emotions?
- Do I take responsibility for how I feel?
- Do I support other people to feel good?
- Do I take on the feelings and emotions of others?
- How can I find more freedom?

Write out 5 action steps to make a change now!

1.

2.

3.

4.

5.

Mastering Your Mindset

Having suffered with depression as a young adult, I know how it feels to experience negative thoughts and I know how difficult it can be to shift out of a negative slump, particularly when everything feels like a heavy cloud. But during some of the most challenging years of my life, and in between the flood of prescriptions, I always knew deep down that if anything was going to change long-term, **it was up to me to change it.**

Your mind is very malleable and flexible, the mind and body are influenced to think and behave in the way you tell it to and by carrying out repetitive thoughts and actions, your body will respond in synergy. Your body is so incredibly intelligent that as you think in repetitive ways, it will automatically perform and operate at a very subconscious level. Think about when you drive a car or ride a bike, your body shifts into action without giving it a second thought. The body will act out the programmes you've trained it to do, this is how habits are formed and why habits can feel excruciating to break. We have to change our thoughts first and then our body responds automatically.

When you want to incorporate a new exercise regime, you will need to carry out the new routine for at least 21 days or more. Then eventually your body uses its memory to respond and eventually the new routine gets easier because it's literally in your muscle! The same goes for any new routine or change on a daily basis, the key is to stick it out and eventually it will feel normal.



The Impact of Emotional Suppression

Just like a video camera, the human mind records your daily interactions and perceptual experiences irrespective of whether they're loaded up with stress or pleasantly stimulating. Each night when you're asleep, your subconscious breaks down and disseminates information into little filing cabinets in the brain. Often this processing takes place harmoniously but if you have experienced repeated stress, shock or trauma, the brain often struggles to process the experience. Imagine an email containing photo attachments that are too large; the email gets stuck and the photos don't send. This is very similar to when the mind tries to process a stressful experience and it is particularly apparent if there has been sleep disruption or interference from drugs or alcohol. As a result, this backlog of stuck emotion impacts on habits and behaviour, patterns of thinking and the way you integrate into your future life. Unprocessed stress and trauma can result in anger outbursts, depression, memory loss, anxiety, nightmares and PTSD (post-traumatic stress disorder).

As these unwanted feelings take us by surprise, we try to cover up our feelings in fear of appearing weak or being judged. There may be a fight to consciously suppress and hide feelings, but this only makes things worse.

Doing the following exercise will help you to uncover and release suppressed emotion so you can discover what might be behind any sadness, anger, frustration etc.

Current people/situations that cause me stress are:

Some solutions as to how I can change my thoughts and feelings about these are:

I can help to improve my mindset by a commitment to do 3 things that are good for me every day:

Retrain Your Mind to Think More Positively

Repeating uplifting sentences daily are an amazing tool for reprogramming the mind. Filling the mind with uplifting happy content works because the mind responds to what you feed it.

When you say an affirmation, statement or think uplifting thoughts, you are sending a message to your subconscious mind and focusing your attention to what you want, rather than what you don't want.

It is important to say uplifting statements that resonate so that you believe you can move towards them. The joy of this is that the mind doesn't know the difference between what is real and what is imaginary, so you can be creative!

If you were to imagine biting into a lemon or lime, if you really imagined it... felt it... sensed it...your mouth will start to salivate due to the imagined sourness. It will believe that what is happening is real and the same is true about how we speak to ourselves. Try it!

When you repeat affirmations and have gratitude, you are feeding your brain with pleasantly charged thoughts and therefore your mind is focussed on what is going well, as opposed to what isn't. Your thoughts are like magnets, so the more you teach it to think in positive ways, the better you will feel. If you can teach yourself to at least see the learning in a situation or try and see the best in someone, that is a good start.

Here are some suggestions:

I focus on the good in myself and others
I am grateful for having a place to live
I am always doing the best I know how
I love and appreciate my mind and my body
I am loved and accepted by those around me
I choose to see the good in everything
I am grateful for....
I am worthy
I am enough
I am abundant and open to receive!

Naturally life does get in the way and your thoughts will fluctuate, it is quite a challenge for anyone to maintain a feeling of peace 100% of the time but how would it feel to be there at least 80% of the time?

The Intelligent Mind-Body Connection

“The mind is the body, and the body is the mind”

We have the power to heal ourselves in ways that may seem incomprehensible; the mind and body are quite miraculous when they work harmoniously together. There is more evidence to prove that suppression of emotion and blocked stress can eventually lead to physical pain and at worse disease. [Dr Joe Dispenza](#) carries out many scientific studies on self-healing and healed his own fatal spinal injury with his mind.

Pain and illness are often a manifestation of stress, repeated negative thinking, limiting beliefs and a way of releasing physically blocked feelings and emotions. It is essentially an indication that emotion has been suppressed, and needs to be released. There is always a positive intention behind any physical symptom, so acknowledging the symptom is really important.

If you were to sit and tune into your body, where in your body do you feel a sensation, ache or pain? Perhaps you rarely tune into your body and prefer to ignore the pain, or see it as an enemy and push it down with a tablet or emotional prop such as food or alcohol?

Our body is naturally programmed to move away from pain or discomfort and into pleasure. We can often hear people say:

“I want to ‘get rid’ of the pain”
“I will put it to the back of my mind”
“I need something to numb the pain”

When you feel physical or emotional pain, welcome the pain and appreciate that your body is trying to tell you something. You can close your eyes and meditate on it, ask what message it has and send it love and acknowledgement. It may feel strange at first but the sensations you receive from your body is a form of communication that something within you needs addressing. I tried this exercise once with hiccups and they stopped within minutes!

Action on next page...

Action: If you are consistently unwell or have a physical symptom that keeps appearing in your body, ask yourself these questions...

Work through the questions that resonate. You can also take some quiet time and focus on the physical area you want to address and ask it questions. Your body will respond as you trust your higher mind.

Who has annoyed me?
What am I angry about?
Who am I angry at?
What do I need to express?

What am I sad about?
What needs to change?
What am I holding in?
Who do I resent?

Unleash your Personal Power!

Athletes are constantly pushing themselves towards goals that seem unreachable when they start out. Things only seem reachable or unachievable depending on your belief at the time so the more you push your comfort zone, the more you will believe you can do something. Can you recall a time in your life where you put immense power and strength into something and felt great as a result by achieving it?

I am often proving this to myself: One day I was rearranging my lounge where I had a really big 40 inch wide screen television that was very heavy and needed two people to move it. I wanted to create some space in my lounge and the best way to achieve this space was for the television to sit on top of my 3-drawer high filing cabinet. The television was on a low table so I needed to lift the telly quite a long way upwards on my own without the help of gravity. Never one to give up easily, in my determination, I visualised the telly on the filing cabinet, tapped into all my resources, and directed absolute power and energy into my visualisation. Two bath towels, a ladder and a big heave later, I got it up there! I don't think I will ever forget the feeling I had on that day as it really was quite an outstanding result! But the power of my focus and emotion took me to my desired outcome.

We are using the power of thought daily but in order to bring those thoughts into reality we have to give directed focus and take action. You have probably heard this countless times but to really understand and master it, it takes some attention and commitment. Anything is within our power to create, if we believe it.

“True self-mastery is learning to trust your intuition and direct your powerful emotions. When you consciously use the power of emotion, you can create and achieve many things.”

Action:

You can tap into your personal resources at any time; remind yourself of a time when you achieved that same resource such as winning, laughing, feeling confident and strong. Visualise yourself at that specific moment again, as though it is happening in the present time and bring the feelings and emotions into your body. Act as though you are a winner, feel strong and confident and your body will respond as though it is happening now.

Wrap Up

Finally, do find time for solitary rest (if possible) and reduce being on gadgets or the computer too late at night as blue light affects production of the sleep hormone melatonin. To avoid further stimulation when you are due for a peaceful rest, avoid sleeping in the same room as a charging phone or a live wi-fi box and switch your phone off at night, if possible. Your brain is doing an active job in your sleep so a good night's rest is crucial for optimum health, wellbeing and vitality.

This toolkit is designed to support and guide you as we work together through the duration of your sessions but equally can be used beyond our work together to help bring you into equilibrium. Small steps are better than nothing and it's important to celebrate when you do something different which has a positive impact on your health and wellbeing. I look forward to sharing some high-fives!

Caroline 



Useful links and research:

[Dr Rangan Chatterjee](#)
[Dr Rangan Chatterjee \(YouTube\)](#)
[Dr Joe Dispenza Blog](#)
[Dr Joe Dispenza - Learn to Reprogram Your Mind](#)
[Dr Joe Dr Joe Dispenza on Trauma \(YouTube\)](#)
[Heartmath Institute](#)

Book Recommendations:

[Dr Joe Dispenza - Breaking the Habit of Being Yourself](#)
[The 4 Pillar Plan – Rangan Chatterjee](#)
[Living with Joy – Sanaya Roman](#)
[The Chimp Paradox – Prof Steve Peters](#)
[Bruce H Lipton PHD – The Biology of Belief](#)
[The Field – Lynne McTaggart](#)