

MY
* LITTLE BOOK *
OF
Helpfulness

QUICK, EASY & SIMPLE TECHNIQUES
TO HELP YOU NAVIGATE THROUGH THE
STRESSES & STRAINS OF LIVING
IN THE 21ST CENTURY

BY
MONICA BLACK

My Little Book of Helpfulness

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Acknowledgements

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Thank you all.

"Stress is Like a Violin String. Too much Tension and the String will Snap, Too Little and it will not Produce any Music. However, Just the Right Amount of Tension Produces Vibrant Energy"

Anon

Reviews

“This is brilliant! I love it. I immediately understand what to do, how to do it and what result I should get.

It's simple, straightforward, clear and people will clamour to have one in 'their back pocket'. Please do more. I need it. The world needs it.”

Gail Hugman, Lessons Alive.

“Very, very good!!

“It depicted easily digestible and powerful tools to support us so affected by everyday issues.

“The book further cuts away a lot of meaningless words to help the reader stay tuned to working on achievable goals with significant outcomes. I enjoyed it and see it as not a novella but a book of significant tools that can be quickly grasped.”

Anthony Rhone, Psychotherapist & Counsellor.

“Amazing!! In a world full of pressure and stress, help at last in a small book that everyone can understand and use. I am sure it will become the "little black book" that everyone wants to own.”

Sue Arfin, Holistic Health Lab.

“A little book with BIG ideas, top tips and sound advice to get you back on track and back to the real you.”

David Clarke, Rock PR.

“What a great little book. I only wish it had been around during my working life. Now I have retired to the countryside, a lot of stress has disappeared from my life, but even now I found some tips really useful, like how to stop procrastinating and get a job done! An easy to follow guide that could really make a difference to readers' lives.”

Stephen Plosker, France.

“Monica has condensed a lifetime’s experience of what really works into her book “My Little book of Helpfulness” which comprises of 17 “Helpfulness Techniques” that can be practiced, in a few minutes each day, to minimise a whole range of stressful situations. The techniques are very accessible and easy to learn. They can be used by anyone suffering from stress or the associated low self-esteem and lack of confidence. For this reason it could be very useful to any manager, looking to build confidence and a feeling of helpfulness in their teams at work. We all know that defensiveness destroys initiative. This “Little Book” can help your business.”

Nick Brown - Author ‘Thrive and Survive in Business’.

About the Author

Monica Black is Master Clinical Hypnotherapist, Master NLP Practitioner, an EMDR Practitioner, Coach, Mindfulness Teacher, Trainer and Media Commentator.

Monica began practicing in 2000, after leaving a stressful life in the city, thus making her exceptionally well qualified to help those dealing with the stresses and strains of modern day living,

Using her 'tool box' of Hypnotherapy, NLP, EMDR, Mindfulness and Coaching, Monica has successfully helped many people overcome all kinds of emotional, physical and physiological conditions, thus enabling her clients to unlock the full potential of their minds - enabling them to achieve Mind, Body and Soul Balance - so they can take control of their life and become the person they've dreamed of being.

Monica is associated with the National Eczema Society helping people take control of both the physical and psychological effects of skin conditions.

Over the years Monica has successfully used the Techniques in this book with her clients, and decided to put them together so she could share them with you.

Monica practices in London, and also consults over Skype/ FaceTime.

She is a Member of the BATTH GHR, GHSC, CNHC & The Royal Society of Medicine

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Preface

The inspiration for My Little Book of Helpfulness came in the middle of a dark winter's night in January, 2016, around 3am and it can be attributed to two factors.

The first was - earlier in the day I had posted on North West London Network and Recommendations website the “Get that Feel Good Factor” **HELPFULNESS TECHNIQUE**. I received wonderful feedback from people especially one in particular from an amazing lady called Gail Hugman of Lessons Alive.

The second factor was, I was nursing a terrible cold – coughing, spluttering and unable to breathe, hence unable to sleep - when I had what could be called a ‘light bulb’ moment when Gail’s comment hit me - I thought “*Over the years I’ve built up and used these exercises with my clients. They are structured in a simple to understand format, so why not put them all together into a little book, so I can share them with you*”

And so My Little Book of Helpfulness was born.

I hope, not only do you enjoy it, but that it helps you through your day-to-day life.

Thank you

Monica

Contents

Acknowledgements	i
Reviews	iii
About the Author	vi
Preface	viii
3-Step Confidence Booster	1
5-Minute Quick Phobia Cure	5
Banishing a Limiting Behaviour	8
Get that Feel Good Factor	13
Help for Anxiety	16
Inside Out	18
Instant Motivator	21
Kick Out Intimidation 1	24
Kick Out Intimidation 2	27
The Swish	29
HELPFULNESS TECHNIQUES to relax	33
A Short Mindful Breathing Exercise	35
“Just Be”	38
The Balloon	41
Countdown	44
Wise Person	46

3-Step Confidence Booster

This **HELPFULNESS TECHNIQUE** can be used to boost confidence very quickly using ‘anchors’.

Anchors are very powerful. They bring back memories. A good example of an anchor is, maybe you suddenly hear some music or a song that you haven’t heard for say 20 years. What happens? - you are suddenly ‘transported’ back to that moment when you first heard it, you relive that wonderful moment. Maybe a smell brings back a sweet memory. For me the smell is of cut grass – it reminds me of my childhood, or my grandmother’s perfume – Chanel No. 5 and I’m immediately transported back to being a little girl playing in her bedroom.

We have all done or achieved things in our lives which, when we think back to them, gives us that **‘wow’** or **‘whoosh’** feeling. So what you can do is think of 3 separate instances when this had happened to you. Any experience that makes you feel good about yourself when you think of it and if you write this experience down,

it will become even stronger and more real than when it is a thought. So

1. Write each experience down on an A4 sheet of paper. Place each sheet in a line on the floor. (it doesn't matter which order they are in).
2. Then stand behind the first sheet of paper looking down at your "feeling".
3. Relax and close your eyes.
4. Take yourself back to that experience. Be back in the experience. See what you saw, hear what you heard, feel what you felt. Maybe you can remember what you were wearing, what the weather was like, what time it was etc.
5. When you've got all the pertinent details about the experience let that "**whoosh**" feeling get bigger and stronger. Then when it's as big and as strong as you can make it press your thumb and index finger together on both hands (anchor). Hold for about 15 seconds.

6. Repeat the exercise for the remaining 2 experiences.
7. When you've gone through all 3 experiences, sit down, breath comfortably. Press your index finger and thumb together on both hands.
8. You should feel those good feelings every time you use that anchor.

You can do this whenever you feel you need a confidence boost.