

# 7 Secrets to Personal Excellence Tip Sheet

## By Yoga Master Manoj Joshi

**Wellness By All Means** offers an integrated yoga program for the physical, mental, emotional, social and spiritual wellbeing of an individual. At the core of most of its programs are the following seven principles, which are very simple to follow and easy to integrate in your day to day life.

### The 7 Secrets to Personal Excellence are:

- \* Proper Exercise - Stretch & Relax
- \* Proper Breathing - Breathe Deep
- \* Proper Diet-Eat Healthy
- \* Cleansing - Cleanse & Rejuvenate
- \* Proper Relaxation -Reprogram mind
- \* Healing - Stay Connected
- \* Meditation - Harvest wellness 24\*7

### Proper Exercise and Stretching:



In today's world people are exposed to long hours of work which results in stiffness, strain and discomfort. To add to it our modern lifestyles does not provide natural motion

of muscles and joints which in turn leads to disease. Stretching exercises (or asana) loosen the major joints in our body thereby improving our **flexibility** and notably reducing our aches and pains.

Practicing various asana not only improves our flexibility it makes our **muscles strong** too. The major difference between practicing yoga and working out in the gym is, when you build strength through yoga, you balance it with flexibility whereas if you just went to the gym and lifted weights, you might build strength at the expense of flexibility.

Each time we practice yoga, we take our **joints** through their **full range of motion**. This can help prevent degenerative arthritis or mitigate disability by "squeezing and soaking" areas of cartilage that normally aren't used. Joint cartilage is like a sponge; it receives fresh nutrients only when its fluid is squeezed out and a new supply can be soaked up. Without proper sustenance, neglected areas of cartilage can eventually wear out, exposing the underlying bone like worn-out brake pads.

Practicing various asana results in better **blood circulation**. Yoga also gets more **oxygen to your cells**, which function better as a result. The twisting poses help flush out impure blood from internal organs and allows oxygenated blood to flow in once the twist is released. Inverted poses such as headstand, handstand etc., helps impure blood from legs and pelvis to flow back to the heart, where it can be pumped to the lungs to be freshly oxygenated.

When we contract and stretch muscles, move organs around, and come in and out of yoga postures, we **increase the drainage of lymph**. This helps the lymphatic system fight infection, destroy cancerous cells, and dispose of the toxic waste products of cellular functioning.

### **Tips: Practice for 10 minutes of Joints Opening:**

Before you begin your mindful meditation practice, find a comfortable position and sit down in a relaxed way. Stretch out your legs in the front and keep your feet together. Focus on your toe joints and starting stimulating the toes by tightening and releasing slowly with mindful breathing. Do it about 10 times and then relax and reflect on your toe joints mentally and feel the sensation.

Likewise, move on to the ankle joints: first stretch them forward as you exhale and flex them backward as you inhale. Repeat 10 times. You can also move your feet in a clockwise manner 10 times and counter-clockwise 10 times and then relax and reflect on your ankles and heels and feel the sensation of relaxation.

Now you can move to open your waist joints: While still sitting down on the ground with legs stretched out in the front and keeping the hands out in the front parallel to the ground, move forward as you inhale and move backward as you exhale. Repeat 10 times. You can also keep your hands together by interlocking your fingers and try to do a grinding wheel motion by moving clockwise 10 times and counter-clockwise 10 times. Relax and reflect on your waist joint and feel the sensation.

Now you can do some twisting action for opening your spinal column and back bone: Spread out both the legs as wide as possible while sitting down and spread out your arms at shoulder level. Now as you exhale, twist to your left and bring your right palm moving towards left toes, inhale come back to the center and twist to your right on exhale as you try to touch the right toes with left palm. Repeat the motion in this way 10 times and feel the opening of the spinal joints,

You can apply the same techniques to open up the neck joint: move forward and backward 5 times; left-right 5 times, clock-wise and counter-clock-wise 5 times and relax. Same techniques can be applied to finger joints by closing them tight and opening them 10 times and also for the wrist joints (forward-backward and clock-wise and counter-clockwise of the tight fist)

After opening all major joints in a forward-backward and clock-wise and counter-clock-wise for 10 minutes, just relax with some mindful breathing and feel the sensation at all parts and then prepare to lie down and practice yoga nidra from the audio guidance given for today.

Namaste!

### Proper Breathing:



When we are tensed our body position inhibits proper breathing. Due to stress people often breathe very shallow, which results in fatigue and decreased blood circulation. Most people use only a fraction of their lung capacity for breathing.

Yoga teaches us how to **use the lungs to their maximum capacity** and how to control the breath. Proper breathing should be slow, deep, long and continuous (SDLC). This **increases vitality and mental clarity.**

Why is proper breathing is so important? It **purifies the blood** by oxygenating it and eliminating carbon dioxide thereby rejuvenating our bodies and minds. Though unaware breathing gets oxygen into blood for sure but breathing with awareness gets **Prana**, the universal life force. Control of the Prana leads to control of the mind. Breathing exercises are called Pranayamas, which means to control the Prana.

Since number of breath counts are fixed for a life, deeper and rhythmic breathing practice will bring not only health and energy but a **longer life**.

### **Tips: Practice for 10 minutes of Square Breathing:**

Before you begin your mindful meditation practice, find a comfortable position and sit down in a relaxed way.

1. Breathe in and out through your nose very slowly and mindfully couple of times. Slowly increase the duration of your in-breath, say to the count of 4 or 5 and start building a feeling of sensation of your breath. Slowly exhale through you nose and feel more relaxed.

2. Increase the duration of your inhalation and exhalation little more until you settle down to a very comfortable level. Notice if you are able to breathe completely where your tummy is bulging out little bit to the front, chest is expanding on the side and even your shoulders are rising up gently. This is called full Yogic Breathing. Take about 10 such complete breaths.

3. Now Inhale as much as possible, try to hold your breath briefly and then exhale. Repeat this 10 times.

4. Now Inhale as much as possible, exhale as deeply as possible and then remain holding the breath briefly and comfortably.

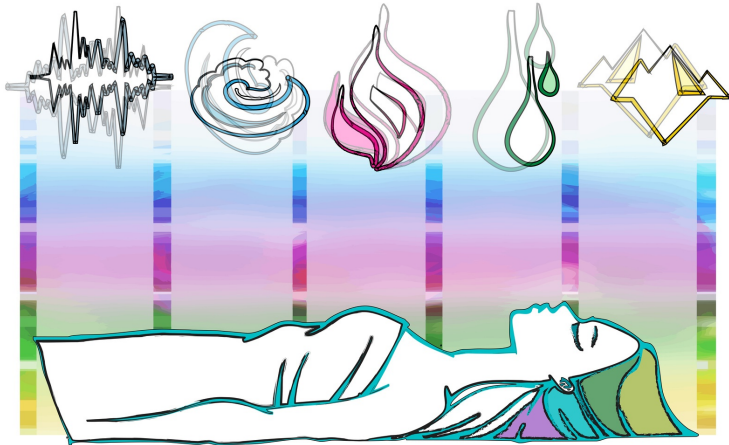
5. Now we will do all steps together, what we call a Square Breathing. So just like the 4 sides of a SQUARE, you have one hand representing Inhalation, One for Holding the Breath after Inhalation, One for Exhalation and the other one for Holding after Exhalation.

6. So in practice, you Inhale as much as possible, Hold as much as possible, Exhale as slowly as possible and then Hold as much comfortably as possible. Repeat this Square Breathing for 10 times.

After completing this full body breathing for 10 minutes, just relax with a deeper observation of your lungs, heart and other internal organs with closed eyes, feel the sensation at all parts and then prepare to lie down and practice yoga nidra from the audio guidance given for today.

Namaste!

## Proper Diet:



Proper diet is very important if you want to maintain **Five Elements Balance** resulting in **good health**. Most of the problems people experience are due to bad eating habits. Food plays an important part in the functioning of the mind. If the food is impure, the mind also becomes impure. Therefore diet is of primal importance. Overeating is the chief cause of most diseases. Yogic perspective to diet is to ***eat in moderation***.

**Satvic foods** are the best for our wellbeing. They consist mainly of cereals, fresh and dry fruits, raw or freshly cooked vegetables, beans and legumes, tofu, tempeh, ghee and pure organic milk. We should eat light and nourishing food that are easy to digest. Consuming such a diet not only ***increases our vitality, strength, endurance*** and but also ***improves our health***.

In the "Food Cycle" and/or "Food Chain" of nature the Sun is the source of energy for all life on our planet; it nourishes the plants (the top of the food chain) which are then eaten by animals (vegetarian), which are then eaten by other animals (carnivores). The food at the top of the food chain, being directly nourished by the Sun, has the greatest life promoting properties. The food value of animal flesh is termed as "second-hand" source of nutrition, and is inferior in nature.

Many people worry about whether they are getting enough protein, but neglect other factors. The quality of the protein is more important than the quantity alone. Dairy products, legumes, nuts and seeds provide the vegetarian with an adequate supply of protein.

**Tips: Consider these 7 Points On Diet and Cooking (Selected Excerpts from the book Lucy's Children):**

No other species on earth except the humans had a kitchen and because of this, non-humans mostly live their full lives. 'God sends food and devil sends cooks, to boil , oil and soil it with ice, spice and chilly'. -Naturopath teacher, Dr Hiralal.

Another Naturopathy perspective of Dr. Binodini Devi, a famous Naturopath from India recommends:

1. 'Take natural foods cooked by mother Earth , sweetened by Sun, soaked by water and kissed by air. And sweep clean your bowels by toothbrush foods like apple, orange, strawberry, cabbage and cauliflower. They scrub, stimulate production of saliva and prevent plaque formation, giving you stronger teeth'.

2. ' The Sun, our friendly cook-in-chief, is five billion years older than you, burns 4 million tons of fuel each second and takes just eight minutes covering a distance of 92,962,000 miles to reach the earth to serve you delicious pre- cooked foods and sweet juicy fruits! Don't you know sun shine by itself is a nutritious food protecting body from so many infections'.

3. Connect to the rising sun every morning, which widens and deepens one's inner wisdom. One is connected to a visible reality of the natural and spiritual.

4. Get grounded more often by sleeping on the floor and in the morning walk in the park without any foot wear. This is connecting to mother Earth, a kind of 'earthing' the body for energy. 'We insulate our bare feet , rich with a network of nerve endings, from connecting with its natural mother, by wearing synthetic shoes and sleeping on elevated beds'.

5. Mother Nature has provided a bewildering variety of delicious plant foods, which are potent sources of anti oxidants that reduce many health risks including cancer. Leafy vegetables, colorful fruits and food grains are actually preventive 'food- medicines', that provide twice as much energy compared to meat, when consumed directly by humans. Only plant foods can provide sufficient, safe, sustainable and nutritious food security to every one.

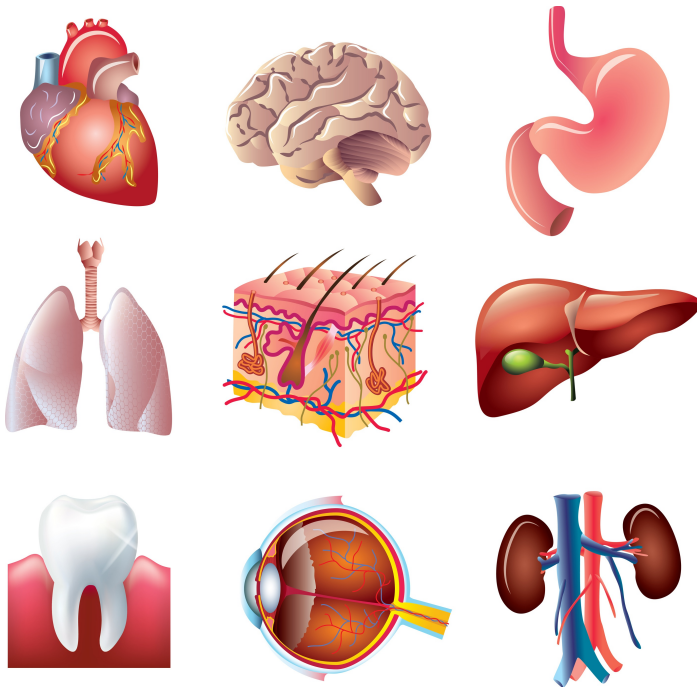
6. Further to testify the above point consider this statement for the Bible: ' Then God said, I give you every seed bearing plant on the face of the whole earth and every tree that has fruit with seed in it. They will be yours for food. And to all the beasts of the earth and all the birds of the air and all the creatures that move on the ground- everything that has the breath of life in it-I give every green plant for food' (Genesis 1: 29: 30).

7. Be curious about the shape of different fruits and vegetables as they have some secret ingredient to specific aspect of your health and well being. Consider these facts of 'food medicine':

- Take a full size ripe, red tomato from the vegetable basket, cut it in the middle to see how it has four chambers like the human heart and how it is the best food for the heart.
- Similarly pick up a walnut kernel, observe how it not only looks like the human brain but also has the best brain food, enriching neurons.
- Red beans look like kidney and keep kidney active

- Figs grow in two, look like twin testicles and help in semen creation
- Egg plant and avocado look like uterus and when eaten by women, keep it in good condition, balancing hormone.
- Onion and garlic, when opened, look like blood cells and Lo, they actually cleanse blood!
- Round pieces of carrot not only look like an eye ball but also help in better sight .
- And finally, No wonder why many of the health researchers, say how vegetarians' post operative healing is quicker than the non vegetarians.

## Cleanse & Rejuvenate:



We are exposed to about 6 million pounds of mercury and 2.5 billion pounds of other toxic chemicals in a year. According to a Non-Profit, the average newborn baby has 287 known toxins in his umbilical cord blood. Kriyas or cleansing practices are the fourth secret to achieving personal excellence. They include everything from **rapid breathing exercises, Sound resonance techniques & various asana** to elaborate internal cleansings techniques known as the **shatkarmas** or **kriyas**.

Cleansing (or Detox) is a process of **eliminating environmental and dietary toxins** from the body. There are three main systems of the body that play a crucial role in the elimination of wastes - circulatory, digestive and lymph.

Under ideal condition our bodies have the capability to perform its natural cleansing function. But due to the heavy demands of our stressful lives and nutrient-poor modern diet these systems get compromised. This is where Yoga helps the body perform its natural cleansing functions.

## **Tips: Practice for 10 minutes of Mindful Meditation for Cleaning the Mind:**

Before you begin your practice, just ask yourself in a scale of 1 to 10, how much stressed are you, 10 being the worst?

Imagine you are lying down in a very comfortable position after a long day of work and you want to relax your entire body from toes to head.

You are slowly settling down into deeper state of relaxation as you just focus on your breath. In whatever position you are in, just make sure that your legs are completely relaxed.

Your hands are relaxed. Your backbone is totally relaxed. Your neck is nicely aligned to the backbone. And your head is resting. Just feel you're your whole body is so deeply relaxed, completely relaxed, your whole body is completely relaxed.

Take couple of mindful breaths and feel as if every breath is giving you more strength. Every out-breath you are eliminating all the weakness, all the fatigue, all the tiredness, whatever is remaining. Slow, smooth long and deep and conscious breath.

Feel like more strength to every part of the body and all the weakness and fatigue going out from every part of the body. Your breath is becoming more deeper, more slower. Supplying oxygen to every cell in your body.

Start counting your out breaths: Inhale deeply, exhale and count as 1 in your mind. Inhale again and as you exhale, count as 2. Inhale, and count 3 as you exhale.

Likewise, keep continuing for 21 such breaths. If you notice yourself distracted and do not remember your number, gently remind yourself and start being aware of your breath again and continue to count from where you had left earlier. If you do not remember at all, you can start from 1 again. If you are able to complete 21 mindful breaths without being disturbed by any undesired thoughts, you would feel good.

At this point again recheck your state of mind by asking yourself in a scale of 1 to 10, how much stressed are you, 10 being the worst? See if the number is lower than the beginning state.

It's a very simple, yet powerful way to begin your journey in meditation for cleaning up your mind and release all unwanted thoughts, stress, anxiety etc.



## Proper Relaxation:



Stimulation is good, but too much of it taxes the nervous system. When the body and the mind are constantly overworked, their natural efficiency to perform work diminishes. Yoga can provide relief from the hustle and bustle of modern life.

Learning to **concentrate simply on the breath** as you inhale and exhale evenly and smoothly helps you gently but effectively switch your attention from feelings of anxiety to feelings of relaxation. Also various other controlled breathing (pranayama) exercises helps activate the **parasympathetic nervous system** (PNS), which is responsible for physical relaxation and emotional calm.

**Restorative asana, Yoga Nidra** (a form of guided relaxation), **Savasana** encourage pratyahara, a turning inward of the senses, which provides downtime for the nervous system. Another by-product of a regular yoga nidra, studies suggest, is better sleep—which means you'll be less tired and stressed. Several studies have also found out that practicing yoga nidra reduced postoperative pain, decreased the frequency of headaches, enhanced the immune system and improved the quality of life for people with cancer and HIV.

### **Tips: Practice Yoga Nidra after 10 Rounds of Dynamic Sun Salutation:**

Before you begin your mindful meditation practice, find a well-lit place, preferably facing East.

1. Stand straight and upright and bring both palms together closer to your heart (Namaskar Mudra).

Inhale and Exhale.

2. Inhale and take both the hands behind to a backward stretch.

3. Exhale and bend forward and try to touch the ground while keeping the legs straight as much as possible.

4. Inhale and take your right leg all the way back and look up.
5. Exhale and take the left leg back and come to a high push up plank position.
6. Inhale, drop down your knees, chin and chest and keep your tummy up with an arch; exhale and hold the breath briefly.
7. Inhale and look up to an upward facing dog position.
8. Exhale and lift up your hips, put down your heels and toes to the ground and come up to a downward dog position.  
Inhale and bring the right leg forward, preferably, position it in between your palms and look up.
9. Exhale and bring your left leg, bend down your knees, palms together to a sitting squat position.
10. Inhale and stand up, fit together, legs tight up and palms together in Namaskar Mudra (Starting Point).

Repeat the 10 above steps on the Left side Now.

Just at Step 4 above take your Left leg backward and again at Step 8 above bring your Left Leg forward.

Remember: Same Leg that goes back, comes back as well. This way both Right and Left two rounds make ONE complete Round of Sun Salutation.

Repeat 10 such dynamic rounds with total mindfulness practice as you Stretch and Breathe.

After doing 10 rounds, do a Breath Cleansing by spreading out the legs in a standing position, bend your knees, palms on your knees, lean forward, Inhale through your nose and exhale through your mouth 10 times just like you are blowing out 10 candles on your birthday!

Now find a Yoga Nidra Audio or Video from YouTube (Search for Manoj Joshi Yoga Nidra) and just feel the deeper level of relaxation. When the body is little exhausted, you experience an enhanced quality of relaxation. That is why we always implement alternate cycles of Stretch and Relaxation.

Namaste!

## Healing:



In the modern day conventional medicine, most patients receive care passively. But in yoga, it's what you do for yourself that matters the most. Yoga gives you the tools to help you change, and you start to feel better the first time you try practicing. You also notice that the more you commit to practice, the more you benefit. This result in three things: You get involved in your own care; you discover that your involvement gives you the power to effect change, and seeing that you can affect change gives you hope. And hope itself can be healing.

The basics of yoga—*asana*, *pranayama*, and meditation—all work to improve your health, but there's more to it. Consider chanting. It tends to prolong exhalation, which shifts the balance toward the parasympathetic nervous system. When done in a group, chanting can be a particularly powerful physical and emotional healing experience. Here at Wellness By All Means we practice chanting while doing our *asana*. A recent study from Sweden's Karolinska Institute suggests that humming sounds—like those made while chanting *Om*—open the sinuses and facilitate drainage.

At wellness By All means we not only provide yoga as a mixed routine for holistic health but also provide unique healing techniques like ***Reiki*** & ***Pranashakti healing***.

### **Tips: Practice for 10 minutes of Praying to Heal Yourself and Others:**

Before you begin your mindful meditation practice, find a comfortable position and sit down in a relaxed way. Stretch out your legs in the front and keep your feet together. Focus on your toe joints and starting stimulating the toes by tightening and releasing slowly with mindful breathing. Do it about 10 times and then relax in a cross legged

position and reflect on your toe joints mentally and feel the sensation.

Slowly engage into a deeper engaging breathing practice. Breathe in, and as you breathe out, count as One. Again Breathe in and as you breathe out count as Two. Likewise see if you can take 21 such mindful breath. If some thoughts keep coming in between, gently remind yourself to be aware of your breath and keep on counting from where you had left earlier.

Reflect on your personal goal. Reflect on your Sankalp, your resolution of total health, true happiness, unconditional love, unlimited success in every aspects of your life. Bring that vision as clearly as possible associated with deeper feelings in your heart.

And complete this practice with a chanting of Om and try to feel the vibrations of Om in every cell in your body.

Inhale – OM

Completely relaxed body.

Keep your eyes still closed and bring your palms together, whenever you are ready while still sitting in a cross legged position.

With this balanced and blissful mind and heart , connect to your loved ones. Connect to everyone else around. And bring heart felt prayers for universal peace, love and harmony.

And just reflect on the famous Peace prayer as below which aims at bringing peace, harmony, joy to everyone around us.

Sarve Bhaventu Sukhinah, Sarve Santu niramaya, Sarve bhadrani pashyant, Maa kashchit dukhha bhag bhavet.

Om shantihi, shantihii, shantihi

Slowly and gently open your eyes. Namaste!

## Meditation:



Our state of mind affects our productivity, the quality of our work, and our ability to work with others. Regular meditation creates *inner peace* and *calm* thereby leading to greater self-awareness. This in turn leads to *greater mental clarity & focus* and *improves creativity* thereby *achieving personal excellence* in whatever we do.

Along with the wonderful spiritual and emotional benefits of learning meditation, there are a number of physical benefits you'll enjoy as well. The most common are *reduced stress* and *decreased muscle tension*.

If you meditate for half an hour daily, you will be able to face life with peace and spiritual strength. Meditation is the most powerful mental and nerve tonic. Divine energy freely flows to the adept during meditation, and exerts a benign influence on the mind, nerves, sense organs and body. It opens the door to intuitive knowledge and realms of eternal bliss. The mind becomes calm and steady.

### **Tips: Practice 10 Minutes of Meditation on GOD Factor**

Before you begin your mindful meditation practice, find a comfortable position and sit down in a relaxed way. Stretch out your legs in the front and keep your feet together. Focus on your toe joints and starting stimulating the toes by tightening and releasing slowly with mindful breathing. Do it about 10 times and then relax and reflect on your toe joints mentally and feel the sensation.

Just reflect on your life and ask a simple question: Who are the five people in your life you are truly grateful about. Just reflect on their being with you and for all their love, compassion and caring attitude towards you.

GOD can also be understood as an expansion of of an acronym Generation, Operation, Destruction. This could mean a process through which something is created, something remains in time and space for some time and then get dissolved to recreate new things.

The life is like a Game, we need to play it well, knowing the rules of the game. One of the rule is to remain Grateful, Appreciative, Mindful and Expectant.

More success and happiness can be attained with this simple rule. So practice more gratitude, look for an opportunity to appreciate others, stay mindful and expect positive returns of your life investment.

The higher the GOD Factor, the better is our Life.

Continue to sit quietly for another ten minutes and watch the mind think as an witness as it reflects on the God Factor and the Game as mentioned above.

Namaste!

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**Day 3:** Is there a Smart Way to Achieve Goals?

**Day 4:** How Can I Have More Energy?

**Day 5:** How Do I Achieve More Success?

**Day 6:** How Do I Know Myself Better?

**Day 7:** How Can I Bring More Balance in my Life?

**Day 8:** How Can I be More Creative?

**Day 9:** How Can I Maintain a Calm Mind?

**Day 10:** What is the Secret Ingredient of Happiness?

**Day 11:** How Can I Let Go of Unwanted Thoughts?

**Day 12:** How Do I Practice Mindfulness?

**Day 13:** How Can I Bring More Values in Life?

**Day 14:** What Gives Me Happiness?

**Day 15:** How Do I Control My Mind?

**Day 16:** How Do I Fulfil My Desires?

**Day 17:** How Do I Practice Forgiveness?

**Day 18:** How Can I Live More Peacefully?

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