

Table of Contents

	Introduction	1
	Part One: The Journey	13
CHAPTER 1	Why Meditate ... and Why Now?	15
CHAPTER 2	Journey to Your Heart	27
	Part Two: The Essentials	39
CHAPTER 3	The Eight Laws of Meditation	41
CHAPTER 4	The Five Secrets of Super Calm	53
CHAPTER 5	The Eleven Thieves	57
CHAPTER 6	Seven Sages for Your Journey	69
CHAPTER 7	Take Time for Calm	73
	Part Three: The Techniques	79
CHAPTER 8	The Path of 13,000 Steps	81
	Technique One: Power Breath	82
	Technique Two: Breathing Energy	86
	Technique Three: Breath of Life	88
	Technique Four: Chi Gung Breath for Calm	90
CHAPTER 9	The Path of the Present	93
	Technique Five: Body Awareness	93
	Technique Six: Total Awareness	96
	Technique Seven: Eating with Awareness	99

	Technique Eight: Walking with Awareness	101
	Technique Nine: Showering with Awareness	103
	Technique Ten: Commuting with Awareness	105
	Technique Eleven: Total Awareness at the Gym . .	107
CHAPTER 10	The Path of Remembering	109
	Technique Twelve: Anchors I	109
	Technique Thirteen: Anchors II	111
CHAPTER 11	The Path of Heart.	113
	Technique Fourteen: Magnify Heart Energy	113
CHAPTER 12	The Path of Focus.	117
	Technique Fifteen: Magnify Wisdom	117
CHAPTER 13	The Path of Open Body	119
	Technique Sixteen: The Open Body	119
	Technique Seventeen: Chi Gung for Calm	121
	Bonus Technique: Dealing with Anger	122
CHAPTER 14	The Path of Visualization	127
	Technique Eighteen: White Light.	127
	Technique Nineteen: Seeing the Good in All People	129
CHAPTER 15	The Ideal Day: Putting It All Together	133
	About the Author.	144

Introduction

Our lives are lived at warp speed.

Our hectic schedules are crammed with crises, to-do lists, issues marked urgent and overflowing in trays, unpaid bills, a sea of unread email, and deadlines with due dates close to last Christmas. Our agendas have everything in them but “relax.” Whether an executive, single mother or factory worker, we have all been affected by the increased pace and complexity of life. More than ever, we need to create calm quickly and profoundly. We need to feel connected to life, in the middle of our frantic days.

What’s the solution?

The secret is centuries old. We can do more by relaxing more. We can go faster by slowing down more frequently. Deep inside yourself, now, lies a space that is always calm. Far away from everyday events, at your core, lies a place of quiet, calm, serenity, and stillness. Even by reading these words you can begin to relax and journey to the mystical place that sages and saints call the “ocean of calm.” The goal of *Meditation in a New York Minute* is to show you how to access this place whenever you need to. Feeling connected to life and your core can be an everyday and effortless activity. **It’s not just possible;**

it's the way it should be. You can be super busy, super successful, *and* super calm at the same time. No matter what you do, there are simple, quick, and sure-fire ways to swim in the ocean of calm.

Formula One racing cars need frequent pit stops; otherwise they run out of fuel. Your mind also needs to slow down quickly to refuel, before speeding up again. By the time you've finished reading this book, you will have tools you need to access the ocean of calm, like a pit stop, to reenergize, gain perspective, enliven your spirit, and head out again—all in less than a New York minute!

Let me give you an example from my own life. As an investment banker my days were often fourteen hours long, and I frequently worked six-day weeks. The more successful my career, the more I needed meditation to relax quickly. In my experience, stress reduced my performance at work, led to poor decision making, reduced mental clarity, and increased levels of frustration. During this time, I used up to nineteen meditations that could be done in less than a New York minute to remain focused, calm, to make better decisions, to respond from my core values, and to get the job done, effortlessly.

I trained with a number of meditation masters over twenty-two years and learned a range of techniques to relax effortlessly, deeply, and, above all, quickly. I was amazed to find that even as a busy C.O.O. I was able to meditate for a total of an hour each workday, without changing anything from my daily schedule.

Let me repeat that: *I was able to meditate for a total of an hour each workday, without changing anything from my daily schedule.*

I still kept all my work hours. I attended the same meetings. I didn't have to leave early from or arrive late at work to meditate. I didn't have to sacrifice "time at the gym" or "relaxing with friends"

to become calm. Specifically, I learned ways to create calm while moving about in the world, without setting aside time to sit cross-legged in a quiet room. If this sounds impossible, read on!

In my work as an executive meditation coach, I've found that even the most successful people have one to two hours a day they can spend creating calm, building energy, and de-stressing. For example, even the busiest people shower in the morning, commute to work, have lunch, sit in the backs of taxis, walk down streets, have moments before and after meetings, walk from meetings to other meetings, and travel home from work. All are profound opportunities to experience calm.

My new career has been teaching major corporations about finding calm. I've spent more than 3,000 hours learning and teaching these techniques in the past year alone. After I left JPMorgan I spent a year with thirty different spiritual teachers, in more than seven different countries, to find the best techniques for Super Busy people. In the past five years alone, I've done more than 5,000 hours of learning and teaching meditation. I've been exploring meditation for more than twenty-two years and created meditation groups in New York, London, and Melbourne.

This book describes nineteen techniques to access the ocean of calm whenever and wherever you are. The meditations cover a range of situations in which you may find yourself. You'll find all you need to identify the parts of your busy schedule that can be used to create calm.

This book is unashamedly aimed at those people who need solutions fast! The layout is designed to give the ideal amount of information with maximum results. It aims to be as easy and effective as aspirin.

We are not attempting surgery here; we aim to relieve the symptoms of stress rather than the causes.

As a result, philosophy and theology are largely ignored. Your capacity to discuss comparative religions at dinner parties will be unchanged. Meditation is a tool, like a hammer, with a specific purpose. The purpose of this book is to quickly get you to the ocean of calm and explore the techniques and find what works.

There are three parts to the book:

The Journey

The Essentials

The Techniques

Your pay-off from the book will increase threefold if you read the entire book. For those new to meditation, the first two sections contain all you need to know to practice with ease (Laws, Secrets, and Useful Ideas). For those with many years of meditating experience, the invitation is to deepen and stretch your capacity to meditate. Each technique has tips, frequently asked questions, and common challenges.

Explore these techniques; see what works. Try them in different situations. Find the combination of techniques that perfectly suits your needs, your schedule, and the pull of your heart. Being calm and connected in your everyday life isn't just possible; it's the way it should be.

My personal goal is to turn you on to the awesome power that lies within your center—your heart.

THE BENEFITS

This book provides the process, guidelines, and building blocks to create an oasis of calm in your everyday life, not just in spite of your everyday life. It offers proven ways to:

- Improve health
- Lower stress
- Work with an open and relaxed body
- Feel connected and alive to life

Generally you will be able to:

- Deal with stress more effectively
- Improve your sense of well-being
- Meditate for at least an hour every day
- Learn techniques that promote no dogma, doctrine, spiritual discipline, or school of spiritual thought

Specifically you will learn:

- Five powerful tools to dynamically multiply the benefits of your meditation
- Eight Laws of Meditation that apply to effectively creating calm
- Eleven of the most common traps and how to successfully avoid them
- Seven guidelines to effectively direct and make your journey easy
- Nineteen sure-fire, easy-to-use techniques to do in a New York minute (Each technique contains a wealth of tips, and common challenges and how to avoid them.)



Screensaver Reminder

To prepare for calm, change the screensaver on your PC at work and your laptop. These are reminders to practice the techniques in this book. Some executives have “Deep Calm” others have “Breathe” and others “Calm.”

what's possible

“How come you look so *calm*”?

It was the middle of one of the busiest days in my fourteen year career ... chaos reigned, staff were threatening to leave, critical deadlines were being missed, my boss in Geneva was furious, and our biggest clients were about to jump ship. Most of these problems were directly related to my area, so I was surprised at the question.

I realized I *was* calm, in the middle of all this. Not because I didn't care about the result, or because I was comatose and asleep under my desk. I hadn't given up, and I wasn't about to go on holiday. I wasn't burying my head ostrich style in the sand and hoping everything was going to blow over. I realized with surprise that the main reason was the constant use of nineteen different meditation techniques that I used ...

Everyday

Anywhere

Anytime

My surprise was that the techniques had become second nature to me. They had become a habit that took as much effort as tying my shoelaces. They had become a natural and essential part of my day.

HOW TO MAKE THE MOST OF THIS BOOK

How much you get from this book depends on how much you put into it.

Imagine a person who has never previously played golf arriving at the first hole with all the right equipment. He opens a book entitled *How to Play Golf*. He skim reads the pages and concludes, “It's easy—it's just hitting a ball into a hole.” He takes a club and starts to swing. Clumps of earth are launched down the fairway. The

golfer decides more effort is required and swings with more vigor than before. Divots appear, more sods of earth are sent skyward, and generally the golfer appears to be digging his way to China. The golfer then concludes, “Golf is hopeless.”

A far more sensible approach is to invest time in reading the entire book, studying each of the techniques and all of the FAQs, common challenges, and solutions. Then it is sensible to practice at home, to take a few gentle swings in the backyard before stepping onto the golf course. Ultimately, the benefits depend on how positive and practiced the player is.

It’s like learning any sport—how long before the forward or line-backer or goalkeeper masters the game depends on how much he or she puts into it.

PREMISES FOR THIS BOOK

This book is designed for a certain audience. See if the following applies to you:

- You are a busy person.
- You have an interest in meditation but do not have a great deal of time.
- You want stuff that works now!
- You have a preference for action and quick results over theory/philosophy.
- You are successful and know there is something more, even though you may not know what “more” is.
- You are more likely to wear a suit than beads, sarongs, and kaftans.
- You are currently more familiar with laptops, PCs, cell phones, and

personal organizers than the inside of temples, shrines, mosques, ashrams, and quiet country retreat centers.

If the above is true, then this book is for you!

THE QUICK FIX?

Admit it. We're all tired of claims about instant this, and instant that. Simply watching an infomercial is enough to close any heart. So I'll be honest—this is not a quick-fix book. I am encouraging readers to meditate for up to an hour each day, every day. For most people, that is a significant increase in daily meditation time. That's twenty-eight hours a month, without changing anything from their schedules. Also, there are nineteen techniques; some will take a lifetime to master.

Let me repeat that, in case you are skim reading: *There are nineteen techniques—some will take a lifetime to master.* Some of these techniques are practiced by Zen monks in monasteries, and few of them would claim to have “mastered” them. All the techniques can be done in sixty seconds or less. However, as with new parents learning about raising a child, mastery doesn't happen overnight.

THE CALM HEART



Let's Get Calm

Remember a time when you felt totally relaxed. Where were you? Perhaps it was watching a sunset. Or walking in nature. Maybe it was on vacation on a tropical island where you allowed everyday stresses to simply drift

away. Close your eyes and remember that time; try to remember what scents, sensations, and experiences were there. What feelings of relaxation washed over you? How relaxed did your body feel? Whatever memory you now experience, give yourself permission to experience this experience again.

Place your hand on the place in your body where you experience these sensations the most. It may be that you now have a more relaxed feeling in your forehead, or that your breathing has slowed as you remember the feeling of calm. Perhaps you experience a feeling of delight and ease in your chest area as you remember the waves lapping by the seashore on your last vacation.

Now keep your hand on the place on your body where you notice these sensations the most and look at the symbol below—the heart.



Throughout this book I will insert this symbol to slow down your reading, as Super Busy people tend to skim read. This symbol will remind you take a breath and remember your experience of calm. Every time you notice this symbol, allow yourself to deeply relax.

IT'S ABOUT YOU

This entire book is about you. You are unique. No one has had your exact background, your distinct features, your personality or smile. In fact, everything about you has nuances and quirks that make you individual. Meditation is simply a journey to the center of this

uniqueness, your core, effortlessly. It's a journey to a part of you often hidden by the noise and busyness of our days.

This book will help you choose meditation tools that perfectly fit your lifestyle, specific goals, unique pressures, that make your heart sing and above all work in a New York minute! With this book in hand, you can start to feel better about relaxing in everyday situations.

Whichever path you choose will be your very own.

YOUR CENTER

Meditation is a journey to the ocean of calm. As you read these words, you can slip into the ocean of calm at any time. An amazing truth about the ocean of calm, deep inside yourself, is that it has many different layers. As you sink deeper into the calm, you come across layers of love, bliss, compassion, joy, delight, and a range of other fragrances and textures. Deep beneath all of these lies your heart.

What is your heart? How do we get there? Why would we really want to do this?

I'm not referring to your physical heart, which pumps blood throughout your body. Nor to the center of your chest, which some traditions refer to as a center of energy called the *heart chakra*. Nor to "heart" in the Buddhist sense, which is located in the mind. All of the above are just doorways into a deeper part of you. Your heart, as in the phrase "the heart of the matter," is your essence, your center, your core.

But you know all of this already. You already know your heart, because it's the:

- Feeling you had when you fell in love
- Experience of a sunset whose beauty brought you to stillness
- Powerful intuition that turned out to be correct

- Most profound moment of prayer
- Deepest experience of meditation
- Emotion you felt when seeing inspiring art
- Sensation you had when you read a life-changing book
- Moment you witnessed the birth of a child

Your heart contains your:

- Wildest dreams
- Deepest longings
- Innermost secrets
- Core values
- Essence, the very source of your uniqueness

Your heart is the place where:

- Creativity is born.
- Inspiration finds its voice.
- Wisdom whispers its secrets.
- The footprints of God are seen.
- The heartbeat of the universe is felt.
- The fragrance of love can be smelled.
- The sweetness of compassion can be tasted.
- The texture of what is eternal can be touched.
- The endless journey into yourself begins.



I Am Calm

This is a mantra technique:

With each in-breath say to yourself "I AM ... "

With the out breath say “C A L M.” Repeat this five times. Notice which parts of your body feel more relaxed, open, quiet, still, and calm.

A mantra is a sacred word or syllable that is repeated, out loud or inwardly, in order to achieve a certain effect. Scientific research has proven that ancient techniques such as mantras powerfully create calm.

Imagine what it would be like to live from this place, to have these qualities available to you at any moment. You are just minutes away from experiencing sure-fire ways to experience your core.

SUMMARY

The ocean of calm is within.

The ocean of calm has many layers, such as love, bliss, joy, and compassion.

Deeper than all of this lies your heart, your essence, your core.

You are Super Busy and need techniques that work.



By reading these words, you will learn ways to relax.