

# Authentic Leadership Tips

for Wealth, Happiness and Success

20 Productivity Tips  
for your Heart and Mind

A Companion to the  
*Mastering Confidence Program*



**Holly Berkley**

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# Authentic Leadership Tips for Money, Happiness and Success

20 Productivity Tips  
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By

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Introduction....

# Authentic Leadership

**Tapping into the Hidden Knowledge of your Mind and Heart to Bring Greater Happiness, Wealth and Success, as you Guide and Inspire Others.**

Women bring unique skills and capabilities to the business world that provide more creative problem solutions and are proven to positively impact the bottom line.

Authentic Leadership is the full expression of these natural strengths, including communication, collaboration, flexibility and emotional intelligence, that arises when cultural, social and familial conditioning are no longer a roadblock.

The simple strategies in this book will help you access the relaxation, mindfulness and powerful intuition that allow these strengths to surface. And when they do, something remarkable happens: negative feelings and thoughts are transformed into optimism, your motivation and creativity increases, your decision-making skills are enhanced, and your ability to empathize with others grows. Compassion increases, self-love soars, and the quiet, still voice of inner wisdom can be heard, one that will guide you towards greater awareness, connection and serenity.

We call this inner awareness and enhanced capacity Authentic Leadership. It is your inner teacher and spiritual compass, one that will help you achieve more goals, more passion and more fulfillment in your relationships and work. Nurture this core awareness, using the following tips and strategies, and you will enlighten and enrich your life.



# 1. Pause

Research shows that the decision-making capacity of our front lobe fatigues after 20 minutes. Taking a pause allows your brain to reset.

Try this: set a reminder for three times an hour, then stand up and do some slow stretches. Gently rotate your upper body, letting your arms hang loose, knees softly bent. This sends relaxation signals to tense muscles and brings you into present moment where better decisions are made.

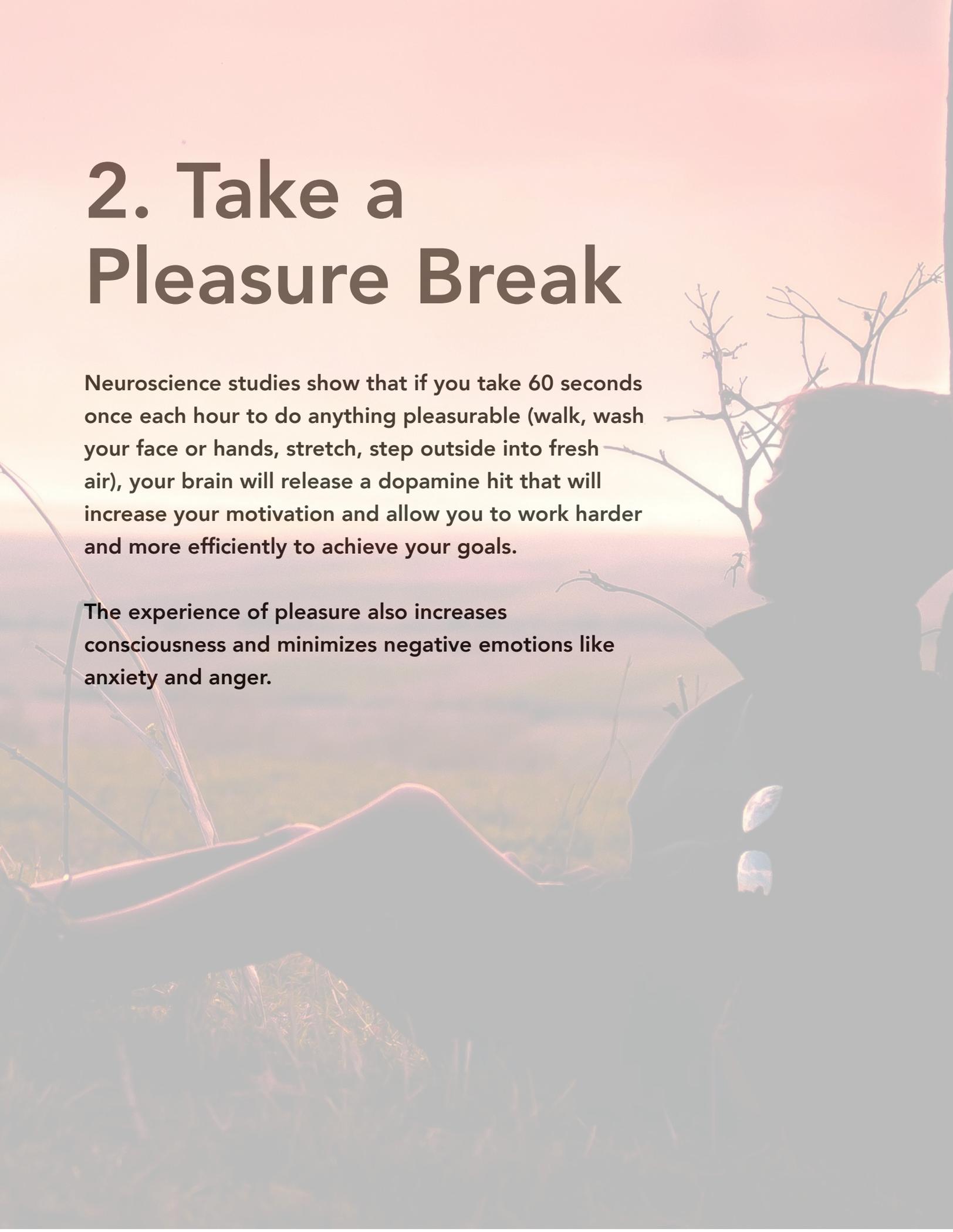
Taking a break also allows you to use the natural wiring of your brain to your advantage and wrangle illusive problem-solving insights by being open to serendipity.

Set a quiet alarm on your phone, or use a mindfulness app like [this one](#).

# 2. Take a Pleasure Break

Neuroscience studies show that if you take 60 seconds once each hour to do anything pleasurable (walk, wash your face or hands, stretch, step outside into fresh air), your brain will release a dopamine hit that will increase your motivation and allow you to work harder and more efficiently to achieve your goals.

The experience of pleasure also increases consciousness and minimizes negative emotions like anxiety and anger.

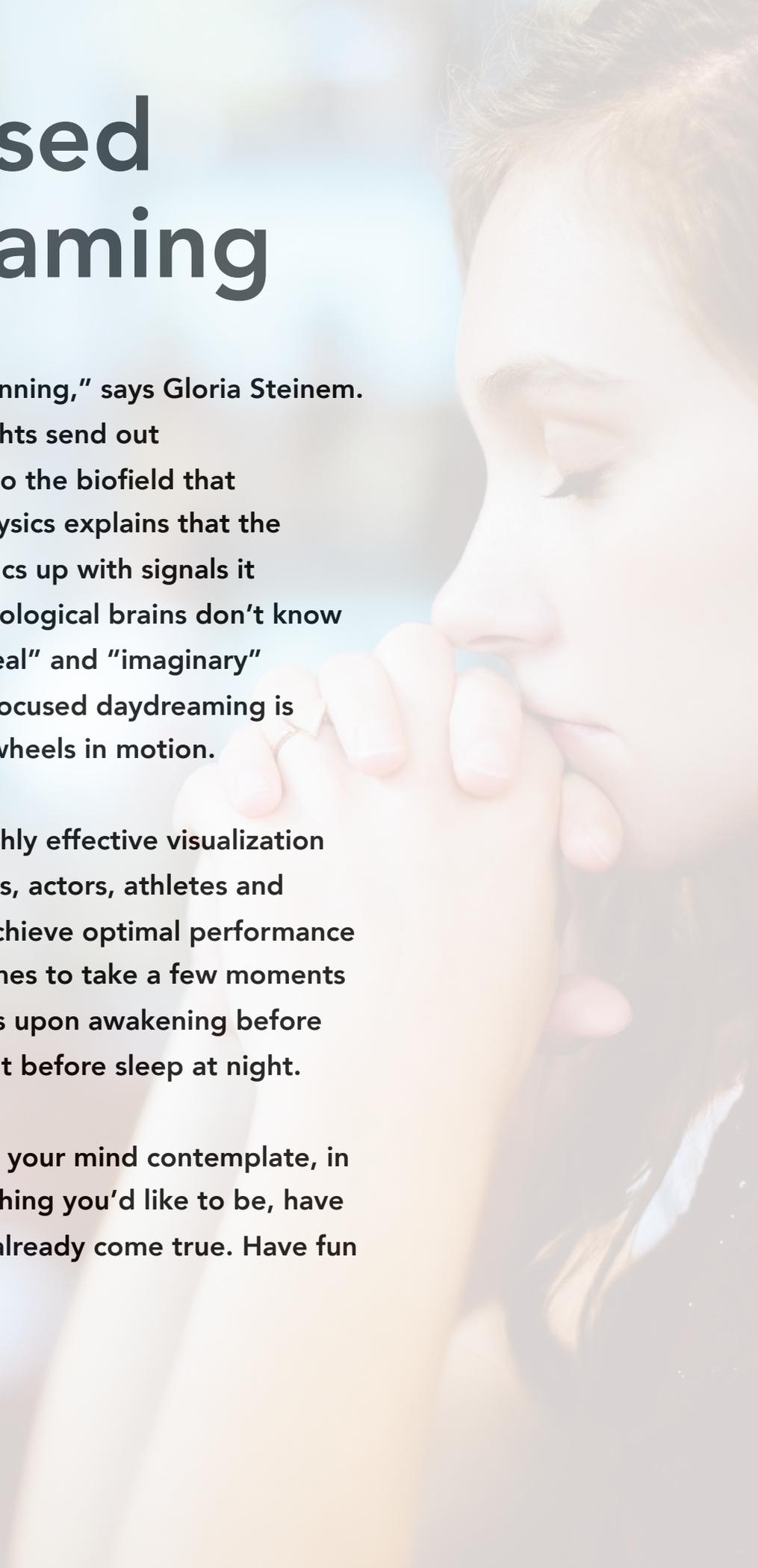


# 3. Focused Daydreaming

**“Dreaming is a form of planning,” says Gloria Steinem. And she’s right. Our thoughts send out electromagnetic signals into the biofield that surrounds us. Quantum physics explains that the universe resonates and syncs up with signals it encounters. Since our neurological brains don’t know the difference between “real” and “imaginary” thoughts, taking time for focused daydreaming is setting the manifestation wheels in motion.**

**This is the basis for the highly effective visualization techniques used by dancers, actors, athletes and professional speakers to achieve optimal performance results. One of the best times to take a few moments for focused daydreaming is upon awakening before you get out of bed, or right before sleep at night.**

**Take a few minutes and let your mind contemplate, in vivid sensory detail, something you’d like to be, have or do in your life, as if it’s already come true. Have fun with it!**



# 4. Trust your Intuition

We are trained at an early age to use our analytical, conscious mind to solve problems. But what we were not taught is that the parts of that brain are basically programmed to run the same programs over and over, just like a computer. If you want access to new, creative solutions, you need to access the non-linear, intuitive parts of your intelligence.

When there's an issue you're pondering, take a couple of minutes to breath deeply into your belly. Then bring your awareness to your heart or your gut, both of which have intelligent neurological systems independent of the thinking brain. Pose your question in an open-ended way, such as "what do I need to know or be aware of around this issue?" Keep the belly breathing going and sit quietly, creating the space for answers from your inner wisdom to surface into your consciousness.

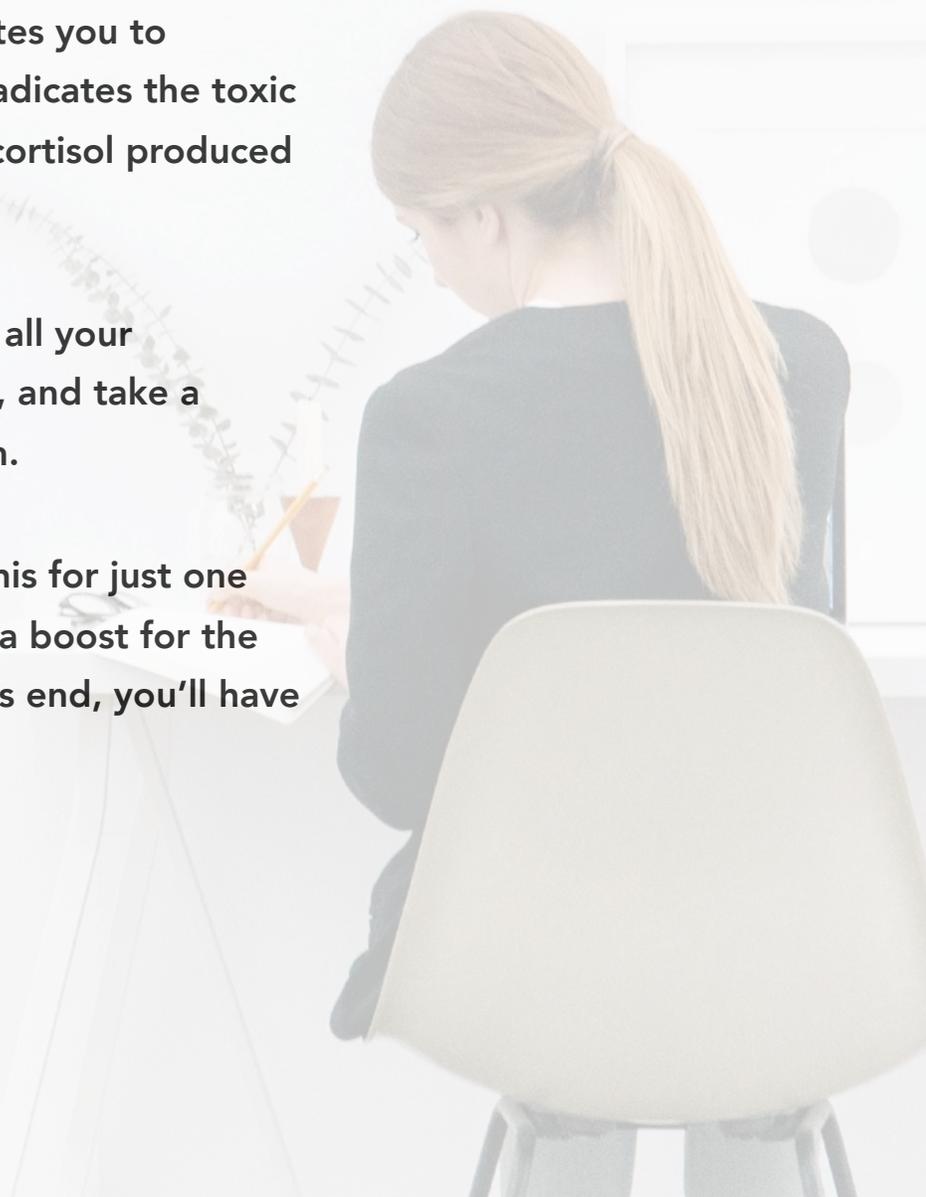
Then, most importantly, act on what you receive. Acting on your inner guidance over time will strengthen the signals you receive, leading you to trust it even more, creating a positive feedback loop.

# 5. Keep a daily list of accomplishments

The brain registers small goals the same as significant ones. Acknowledging your small accomplishments releases the feel-good hormone dopamine and motivates you to achieve more success. It also eradicates the toxic stress hormones adrenalin and cortisol produced by any perceived failures.

At the end of the day, jot down all your accomplishments, big and small, and take a couple of minutes to savor them.

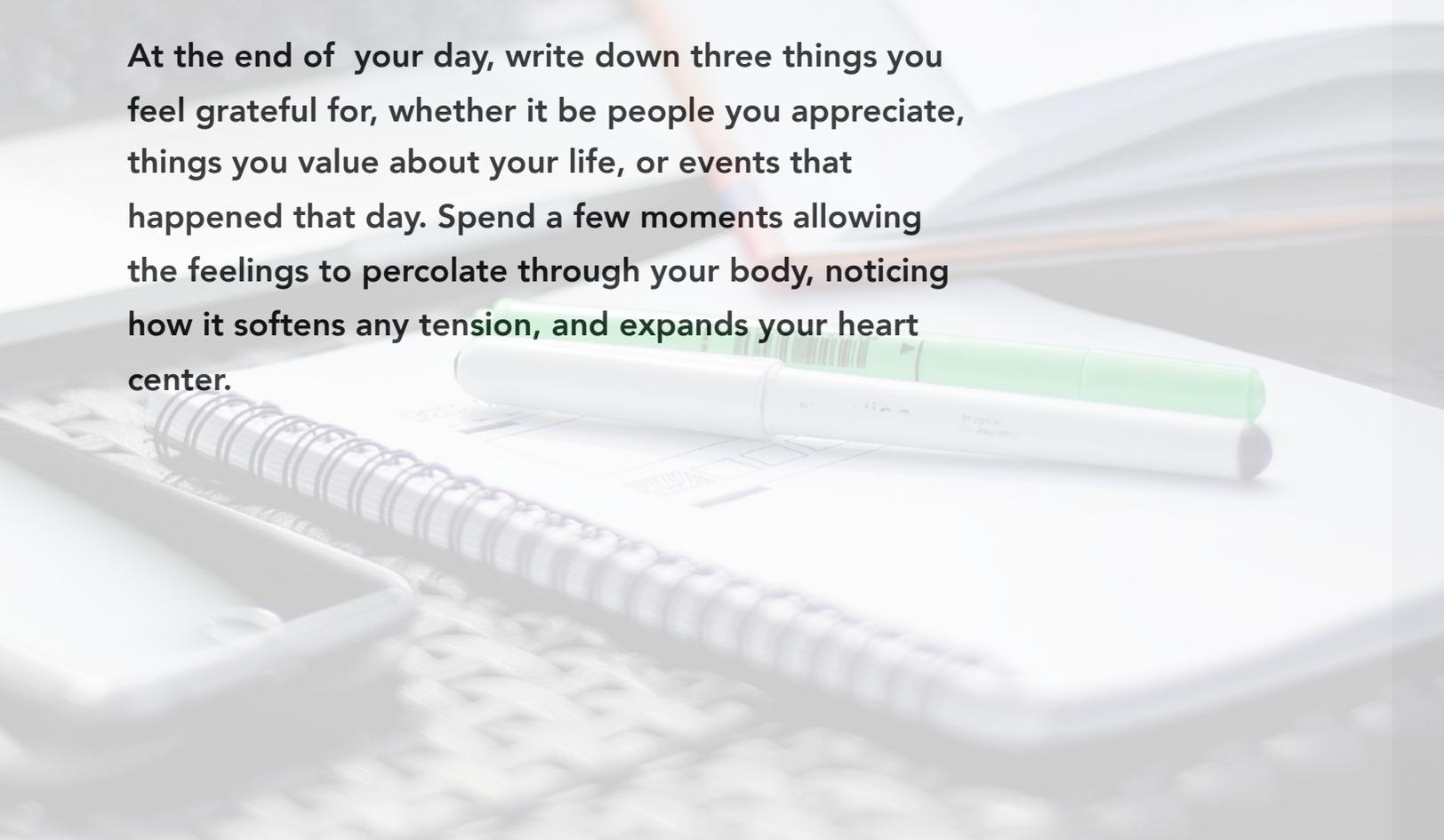
Research shows that if you do this for just one week, your self-esteem will get a boost for the next three months! And at year's end, you'll have an entire list to celebrate!



# 6. Keep a gratitude journal

Research shows that keeping a daily gratitude journal lowers stress levels and gives you a greater sense of calm, which can be felt hours later. As Arianna Huffington says in her book *Thrive*: "Gratitude works its magic by serving as an antidote to negative emotions. It's like white blood cells for the soul, protecting us from cynicism, entitlement, anger, and resignation." Over time, it increases self-awareness and can provide clarity on what you'd like more of in your life, and what you may want to let go of.

At the end of your day, write down three things you feel grateful for, whether it be people you appreciate, things you value about your life, or events that happened that day. Spend a few moments allowing the feelings to percolate through your body, noticing how it softens any tension, and expands your heart center.



# 7. Practice Performance Breathing

When we're highly stressed, our frontal cortex, the site of executive thinking and decision-making, shuts down. We're find ourselves stuck in our so-called reptilian brain, whose only concern is survival. It's the classic fight or flight syndrome, triggered automatically by our nervous system when it perceives danger, and it can lead to missed deadlines, or snapping at our co-workers or spouse!

To counteract this and invoke the relaxation response, employ the Performance Breathing technique, used by first responders, performing artists and elite athletes to focus, regain control and manage stress.

Inhale through your nose for four slow counts, hold for four counts, exhale through your mouth for four counts, and finally, hold the empty breath for four counts. Repeat for 5-7 breaths. Doing this regularly will loosen muscle contractions, massage your heart, and send a signal to your central nervous system that all is well again, reconnecting you with both your intuition and your thinking mind.

# 8. Procrastination

The reason we procrastinate is more about confidence than perfectionism, research shows. While negative limiting beliefs created in childhood can certainly generate avoidance and self-doubt, sometimes it's as simple as not knowing what the next step is, leading to a sense of overwhelm. Your brain may just need more information before making a wise decision.

We're motivated by tiny wins but demotivated by failures, so think of one of your goals, and break it down into the tiniest next step that needs to happen. If you don't know that next step, do the research to find out.

Do that one piece, and celebrate! Rinse and repeat, and you'll soon find yourself at your goal.

# 9. Don't Make Happiness Your Goal

It might sound counter-intuitive not to focus on happiness, but research shows that people who strongly pursue happiness tend to be clinically depressed. Those whose lives are happiest tend to focus on work and interactions that feel meaningful, especially activities that benefit others.

Make a list of your core values. (In working with clients around Life Purpose, we start with a few hundred and winnow it down to the Essential Five.) Examples might be ease, joy, authenticity, freedom, contribution. Then, make sure the decisions you make during the day, big or small, reference and align with these values. You'll find your inner happiness quotient rising naturally as a result.

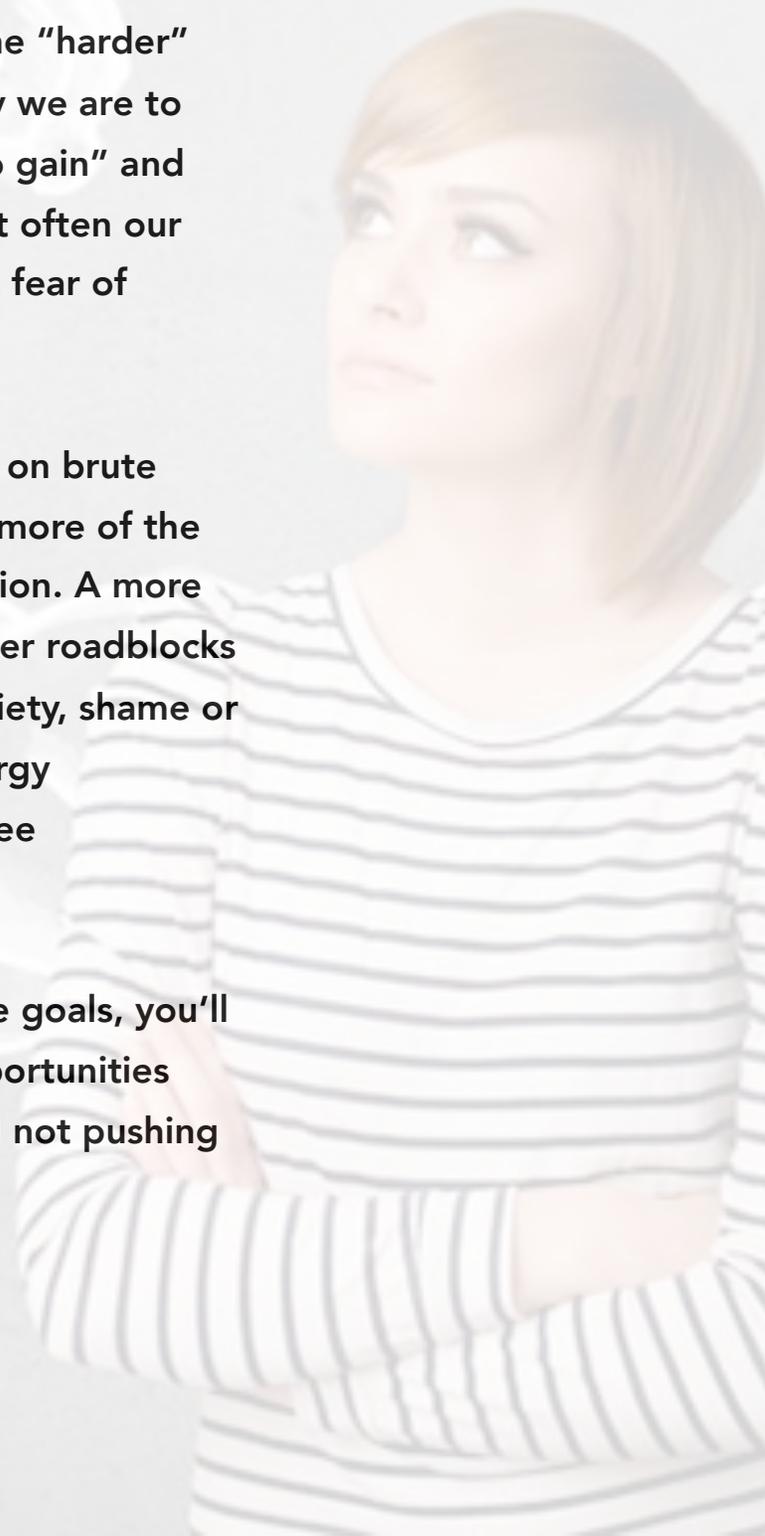
Another exercise is to ask: what would you do if you were the wealthiest person in the world? Who would you help? What would you create to make this world more splendid? Immerse yourself the visualization of being wealthy and notice how you feel. And the things you would do with all of that money? Assuming you're thinking past fast cars and big houses, these can point you in the direction of true meaning and purpose.

# 10. Willpower is a Losing Strategy

Many research studies have found that the “harder” we work to change our life, the less likely we are to succeed. We’ve been taught “no pain, no gain” and “there’s no substitute for hard work,” but often our desire to succeed is being propelled by a fear of failure, or not being good enough.

Quantum physics reveals that depending on brute willpower to force an outcome results in more of the same: effort, difficulty, obstacles, frustration. A more effective approach is to eliminate any inner roadblocks to a desired outcome, including fear, anxiety, shame or guilt with an effective technique like Energy Psychology, commonly called Tapping. (See [BlissSmart.com/Tapping](https://BlissSmart.com/Tapping) to get started.)

While some action is necessary to achieve goals, you’ll find that doors open and unforeseen opportunities arise when you’re more “in the flow” and not pushing against yourself.



# 11. Go for the Glow

We are bioenergetic beings, with a broad range of frequencies in our physical, mental and emotional functioning. An example is those measured during EEG and EKG medical tests. Others we register at a more subtle level, like the experience of entering a room full of strangers and instantly knowing who you'd like to talk to and who you'd like to avoid! You didn't know you were reading energy, did you?

Negative emotions like blame, fear or hopelessness (and the toxic stress hormones they produce) emit lower, slower frequencies. They feel heavy and dense and tend to drag us down, depressing our immune system and, if left unaddressed, creating depression, illness and disease.

Positive emotions like enthusiasm, kindness and joy are higher and faster, and feel up-lifting. They're also the frequencies that permeate our system in "rest and recoup" mode, the opposite of fight or flight and vital for physical and emotional health.

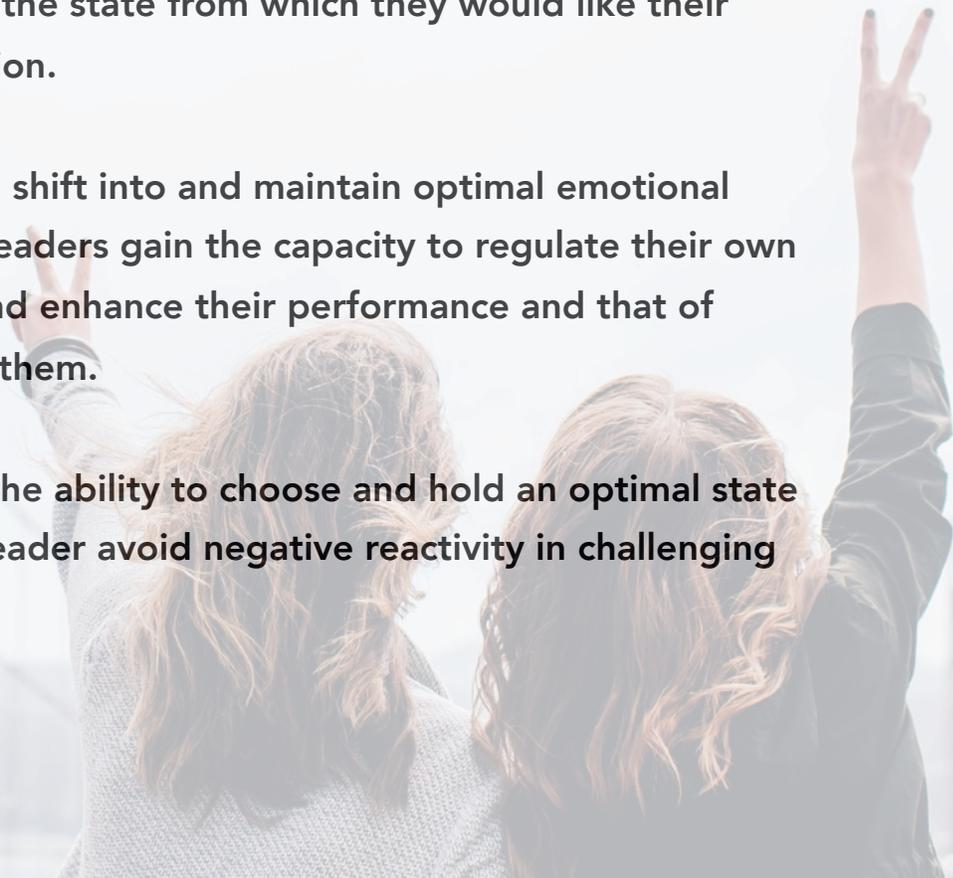
The National Institutes of Health and the World Health Organization state that stress is the #1 disease in the world. When you consciously choose a better-feeling emotion over a negative one, you're taking concrete steps for your physical, mental and emotional well-being.

# 12. Choose Your Emotional State for Optimal Team Performance

The human brain tends to entrain to the most dominant frequency to which it is exposed. As mentioned in *Go For The Glow*, emotions emit particular frequencies on a spectrum from negative/low to positive/high. Emotional state entrainment has been shown to have an impact on groups, particularly teams of people who are already focused on working in concert. To capitalize on this, leaders need to be in the state from which they would like their team to function.

By learning to shift into and maintain optimal emotional brain states, leaders gain the capacity to regulate their own physiology, and enhance their performance and that of those around them.

Additionally, the ability to choose and hold an optimal state can help a leader avoid negative reactivity in challenging situations.



Try these two tips to enhance your capacity to achieve and maintain optimal emotional states:

- start your day with 10 minutes of mediation. Any breathing or mantra practice will do, and there are many apps you can try out. Check out Buddhify or Headspace.
- as part of your once-an-hour Pleasure Break, take your emotional “pulse.” What are you feeling? If it’s not positive, choose to shift your awareness to something that feels better: a favorite memory, or vacation place. Take a few seconds to remember the rich details that enhance the memory until you feel your emotional state shift.



# 13. Forgiveness Isn't About Others.....

There's a saying that holding onto anger or resentment is like swallowing poison and expecting it to harm the other person.

Unforgiveness disrupts the motivation centers in your brain, but the latest neuroscientific research shows that forgiveness is one of the most important qualities to nurture, especially in the workplace.

Brain-scan studies indicate that in order to forgive others, you first need to forgive yourself. You can start with an ancient Loving Kindness practice, repeating, either out loud or in silence, this phrase for 3-5 minutes: "May I be happy, may I be well, may I be filled with love and peace." If you run into internal resistance as you do this, get some support to help you explore and eliminate any underlying barriers to forgiving yourself.

# 14. ....Until It Can Be

Once you're able to forgive yourself, the next stage is to focus your loving attention on those around you. Extend the Loving Kindness practice toward friends and family members, sitting in quiet and saying "May you be happy, may you be well, may you be filled with love and peace."

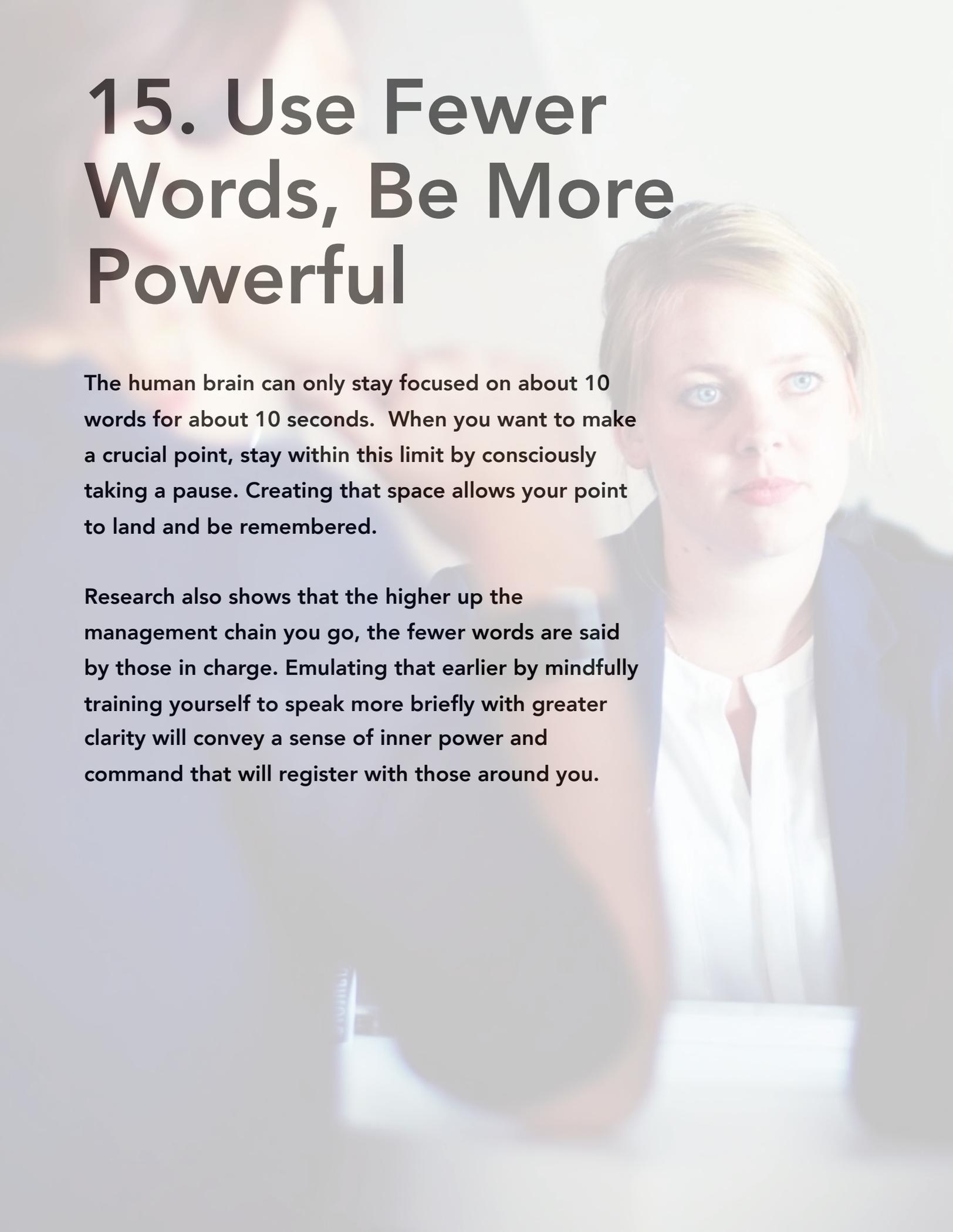
Then, send this blessing to distant acquaintances, and then even to people who have hurt and angered you. In the final step of this powerful exercise, you extend your love and kindness to everyone in the world to all cultures, all colors, all religions, and all political groups. Again, if you encounter internal resistance, get help to identify the source and clear it.

If done regularly, this practice can transform your personal and professional relationships, increasing your capacity for compassion from the inside out. An added bonus is that the more you show respect and kindness to those whom you admire for their authentic success, the more your brain will unconsciously emulate the best of what they are doing, picking up their good success habits.

# 15. Use Fewer Words, Be More Powerful

The human brain can only stay focused on about 10 words for about 10 seconds. When you want to make a crucial point, stay within this limit by consciously taking a pause. Creating that space allows your point to land and be remembered.

Research also shows that the higher up the management chain you go, the fewer words are said by those in charge. Emulating that earlier by mindfully training yourself to speak more briefly with greater clarity will convey a sense of inner power and command that will register with those around you.



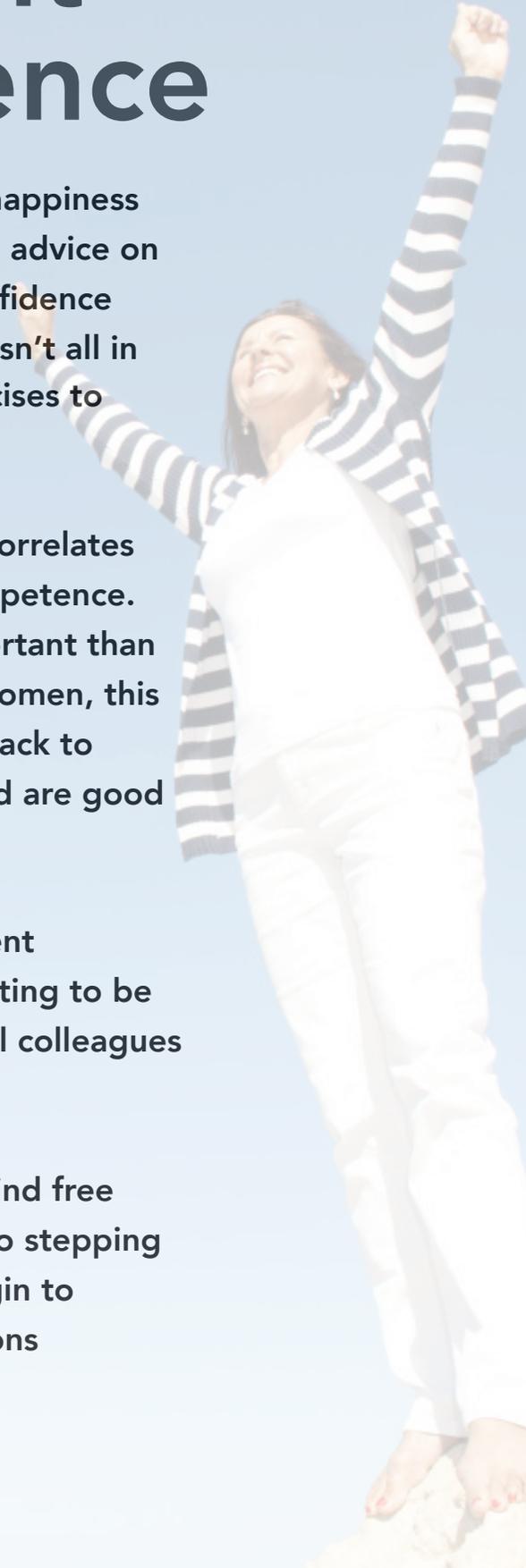
# 16. Confidence is More Important Than Competence

While much research has been done on optimism, happiness and many psychological qualities, with well-defined advice on how to cultivate these attributes, the source of confidence seems more elusive. Studies show that confidence isn't all in your mind, and isn't necessarily generated by exercises to boost self-esteem.

Perhaps most striking, they've found that success correlates more closely with confidence than it does with competence. Yes, there is evidence that confidence is more important than ability when it comes to getting ahead. For most women, this goes against training and expectation all the way back to grammar school that if you just try hard enough and are good enough, you'll be recognized and rewarded.

Unfortunately, that has led to many highly-competent "corporate wallflowers" sitting on the sidelines waiting to be acknowledged while their more confident and vocal colleagues are praised and promoted.

Confidence is the purity of action produced by a mind free from doubt. Eliminating that self-doubt is the key to stepping into your authentic power. Take some time and begin to explore the underlying beliefs or cultural assumptions curtailing your certainty in your own worth.



# 17. Why Faking It Never Works

You've been taught and rewarded from childhood for using your conscious mind to solve problems. Unfortunately, we now know that 98% of all reactions originate in the subconscious, not the conscious thinking mind. The subconscious is also the repository of every event and cultural/familial/religious conditioning that has ever happened to you, as well as any beliefs that were formed as a result.

Your conscious mind can "will" an outcome all it wants ("I want to lose 20 lbs, and I'm going to hit the gym every morning at 7:00!"), but if it contradicts underlying unconscious beliefs ("losing weight is hard, it'll take forever, I'll have to give up foods I really like, if I lose weight people will treat me differently"), those beliefs will win out every time.

This explains why New Year's resolutions, positive affirmations on bathroom mirror Post-Its and "faking it 'til you make it," are doomed to fail. Unearthing those unconscious beliefs and transforming them into something that truly serves you is the fastest route to achieving your personal and professional goals.

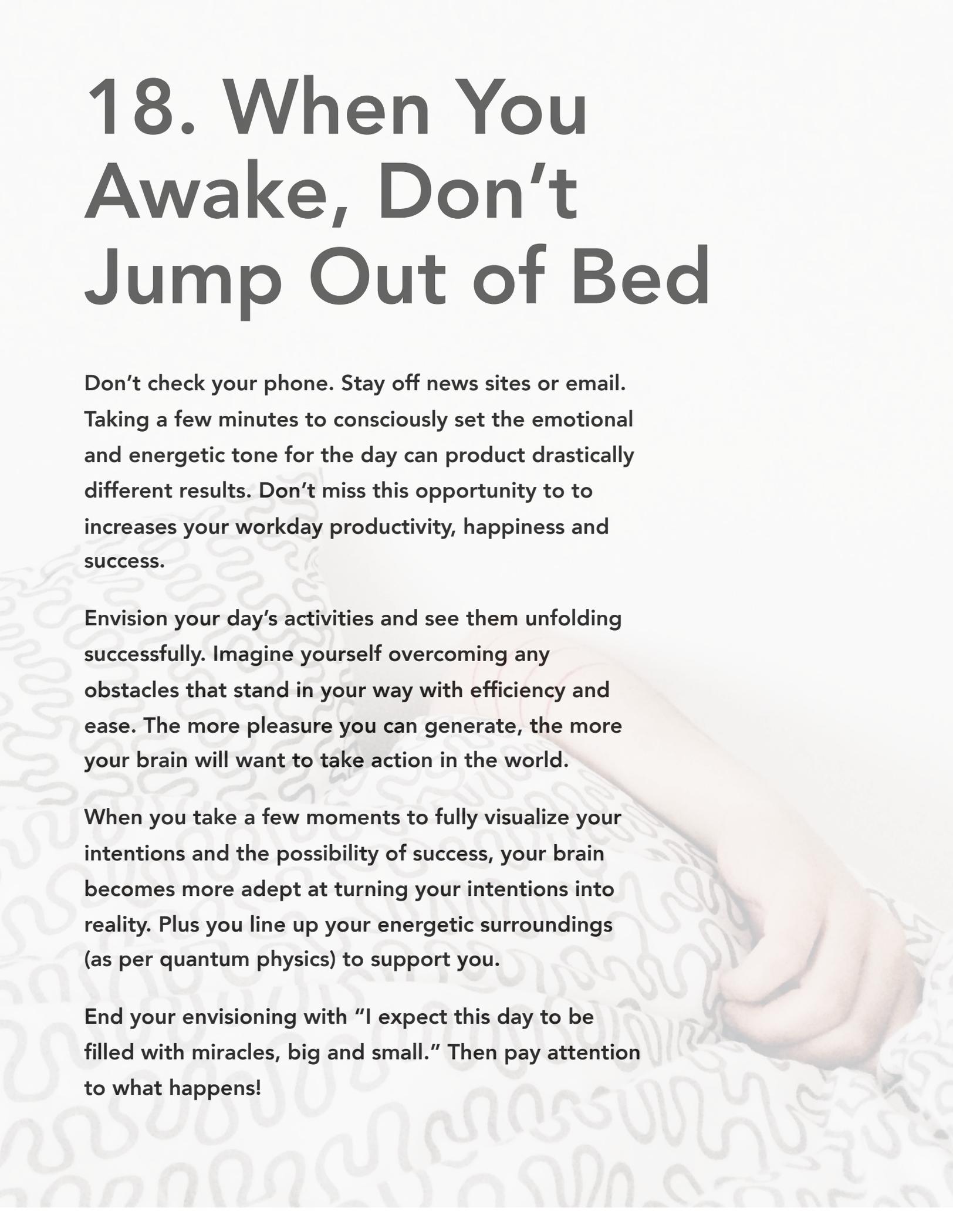
# 18. When You Awake, Don't Jump Out of Bed

Don't check your phone. Stay off news sites or email. Taking a few minutes to consciously set the emotional and energetic tone for the day can produce drastically different results. Don't miss this opportunity to increase your workday productivity, happiness and success.

Envision your day's activities and see them unfolding successfully. Imagine yourself overcoming any obstacles that stand in your way with efficiency and ease. The more pleasure you can generate, the more your brain will want to take action in the world.

When you take a few moments to fully visualize your intentions and the possibility of success, your brain becomes more adept at turning your intentions into reality. Plus you line up your energetic surroundings (as per quantum physics) to support you.

End your envisioning with "I expect this day to be filled with miracles, big and small." Then pay attention to what happens!



# 19. Do a Regular Digital Detox

Taking regular time to disconnect is different from simply pausing.

While we love our technology and having instant access to just about anything, our neurology hasn't anywhere near caught up with it. In a world where the average user logs over 2 hours per day on social media alone, it's causing all sorts of negative repercussions that we may not even be aware of.

Not only does the blue light from screens reduce the melatonin production vital for good sleep, but every "new story" you click on Facebook or Instagram shoots a little feel-good dopamine hit into your system, which we quickly become addicted to. When we're in FOMO-mode, our stress hormones are chronically elevated.

And there's no such thing as true multitasking for your brain. It's really just doing little serial time slices for each thing that grabs your attention, effectively wiping out real concentration and focus. This can have a cumulative impact: research is showing people are having difficulty concentrating on longer articles or books than they used to.

Committing to regular digital disconnects, whether it's gadget-free meals, a few evening hours, a weekend day, or over a longer vacation or retreat will

- make you not only more productive, but more creative, as it makes room for new ideas and solutions to surface, and new connections to be made
- improve your relationships, as you are more present with and connected to those around you
- improve your health, with deeper sleep, reduced stress hormone levels, more time in "rest and renew" mode, breathing deeper and less time "on edge"
- give you more control over your schedule, as others learn what hours you are not available
- find yourself feeling less overwhelmed, and more balanced and calmer throughout your day.

If you digitally detox, you're going to like the results so much you'll want to do it again. You'll relish the time to relax and recharge. To read a good book and think about new things. To plan and grow and share. Try it out.



# 20. Chaos Outside Doesn't Have to Mean Chaos Inside

When the world is in turmoil, it's difficult not to be distracted and confused by all of the chaos, the injustices, the mind-blowing cognitive dissonance of differing opinions, and the actions that go against your sense of right and wrong. The result is a near constant state of overwhelm, with its toxic side-effect of chronically-elevated stress hormones and premature aging or illness.

Make a commitment to value your own health and emotional well-being, to use the tools available to help you create greater internal clarity and balance on all levels.

Far from being selfish, choosing to "put your oxygen mask on first" will ensure your inner resilience tank is kept topped up. Not only will you more gracefully navigate the external chaos without getting sucked in, but you'll be in a much better position to support those around you.

# What's Next

The tips contained in this mini e-book can be invaluable in supporting you on the road to calm, clarity and resilience. But if you find you're running into a barrier to your success that's not budging, get in touch.

Being guided through the process of uncovering and eliminating your "inner glass ceilings" takes much less time and effort than trying to do it on your own, achieving results that will thrill you.

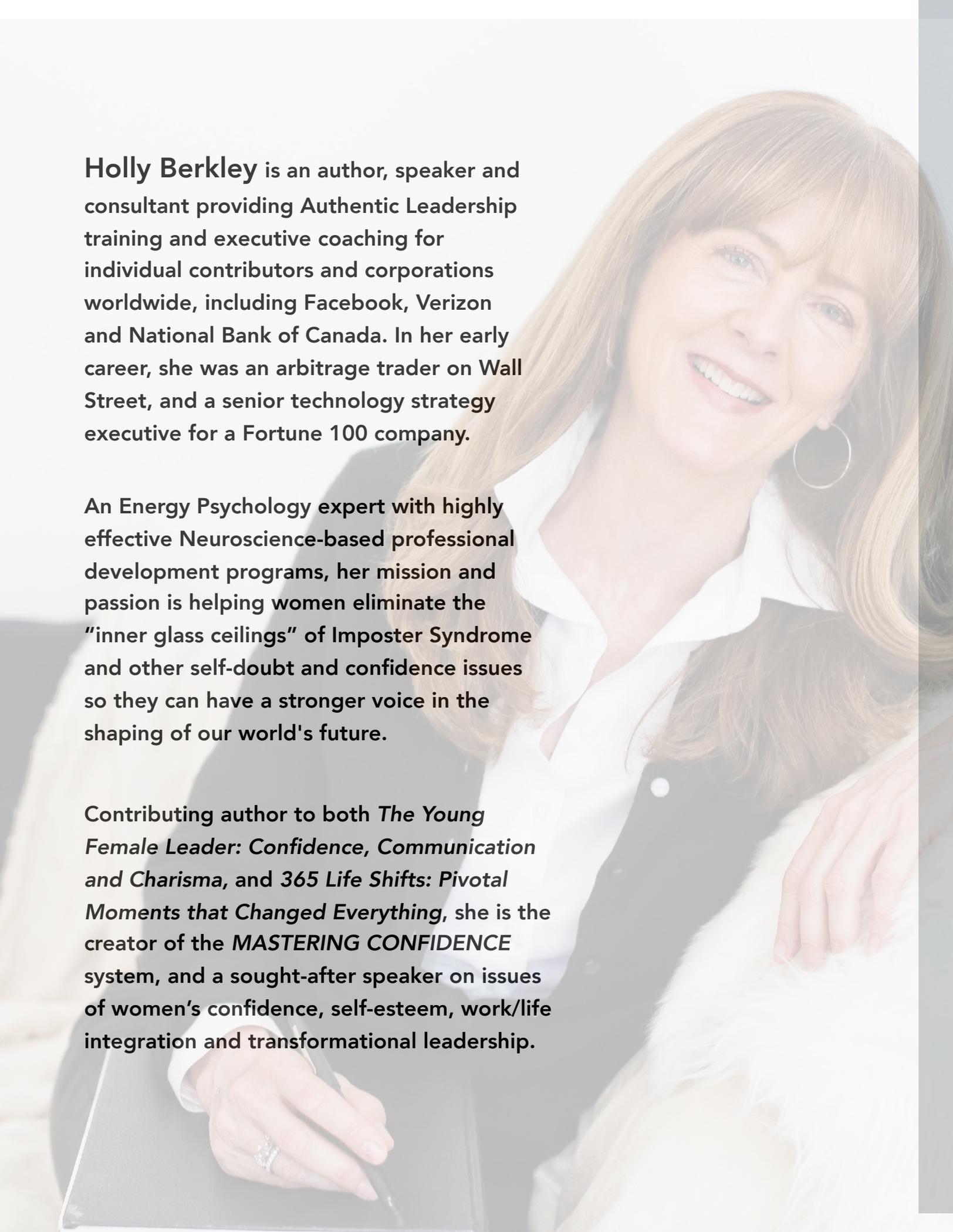
To help you unveil your own Authentic Leadership capabilities, Bliss:Smart offers services that accommodate a range of needs from "DIY-er needing some expert guidance" to "Holly, just put together a team and do it all for me please."

Options include Mastermind Groups, Half- and Full-Day Intensives, 1-on-1 Personal Mentoring, and Corporate Training Programs. [Get the details here.](#)

Here's to you having a stronger voice in your world as an Authentic Leader! We need you!

A hand holding a lit sparkler against a dark background. The sparkler is bright and glowing, with many small sparks flying out. The hand is wearing a white, textured glove. The background is dark and slightly out of focus.

XO



**Holly Berkley** is an author, speaker and consultant providing Authentic Leadership training and executive coaching for individual contributors and corporations worldwide, including Facebook, Verizon and National Bank of Canada. In her early career, she was an arbitrage trader on Wall Street, and a senior technology strategy executive for a Fortune 100 company.

An Energy Psychology expert with highly effective Neuroscience-based professional development programs, her mission and passion is helping women eliminate the “inner glass ceilings” of Imposter Syndrome and other self-doubt and confidence issues so they can have a stronger voice in the shaping of our world's future.

Contributing author to both *The Young Female Leader: Confidence, Communication and Charisma*, and *365 Life Shifts: Pivotal Moments that Changed Everything*, she is the creator of the **MASTERING CONFIDENCE** system, and a sought-after speaker on issues of women’s confidence, self-esteem, work/life integration and transformational leadership.