

Greetings,

Thank you for attending our workshop panel on **Essential Skills of the Master Mediator** at the **SCMA Fall Conference 2014**. Following are some resources and inspiration from the **Master Mediator's Inner Practice for Outer Success** part of the presentation that you might find supportive as you continue to cultivate your mastery in your practice. This is what you will find in this document.

1. Sample Preparation Ritual
2. Practice Resources (books)
3. Inspirational Reading on further cultivation of Practice
4. Support Offerings

Example of a Preparation Ritual before entering the Mediation Room

Make it a routine to do some important preparation before walking into the mediation room. Give yourself a few moments in a quiet and private space if possible to ground and get yourself to a peaceful place. The impact can be powerful for all parties concerned.

1. Set a Clear Intention

Start by setting a clear intention of what you would like the outcome of the mediation to be for both parties anchored in a win-win solution for all stakeholders.

2. Center / Ground yourself through the Breath

Close your eyes for a moment. Breathe deeply into your belly on the count of 4, hold for the count of 3, and exhale with your mouth open on the count of 7. Do this four times. As you inhale, feel your belly expand outward like a balloon and on the exhale, feel it contract and pull towards your spine as you release any tension, anxiety, or negative thoughts that you might be holding. You can even place your hands over your belly while doing this.

3. Sensing your Arms and Legs

Before you open your eyes, bring your attention down from your head and sense your arms and legs from within without trying to change anything and without valuing what you are finding. Just sense what you factually and physically are feeling (tingling, hot, cold, stuck, frozen, flowing, frozen, soar, etc.).

Sensing our hands and legs is very grounding and a fast way to get centered before mediation. It brings the awareness to the lower part of the body and away from the thinking that helps with becoming more present and awake to the moment. It can also be done while walking, sitting, cooking, working, gardening, stuck in a traffic jam,

watching TV, or waiting in line. This is a very powerful and foundational practice to heal the split between the inner and the outer.

During the Mediation

If you add looking and keep 55% of the focused energy in the sensing of the arms and legs and only 45% into the looking you become very anchored in the here and now. You can practice doing this at any given time during the mediation process and especially when things get challenging. A great way to stay grounded and it will in return help to ground the conflicting parties.

Create Your Own Ritual

Be creative and come up with your own ritual that you find works the best for you after experimenting with various modalities. This is just one suggestion that can be modified according to your needs.

Resources - Books:

- * **Yoga For Lawyers:** *Mind-Body Techniques To Feel Better All The Time* – Hallie N. Love and Nathalie Martin (ABA)
- * **Inside Out:** *How Conflict Professionals Can Use Self-Reflection to Help Their Clients* – Gary Friedman (ABA)
- * **A Meditation Home Companion** -- Kenneth Cloke
- * **Full Catastrophe Living** - Jon Kabat-Zinn
- * **Meditation in a New York Minute:** *Super Calm for the Super Busy* -- Mark Thornton
- * **Search Inside Yourself:** *The Unexpected Path to Achieving Success and Happiness* - Chade-Meng Tan

Inspirational reading:

- * Is there a Fountain of Calm on Your Rooftop? By Runa Bouius
- * How to Design Your Own Mini Self-Care Retreat by Runa Bouius
- * 9 Keys to Being an Inspirational Leader - A Conscious Leader by Runa Bouius

Strengthening the Three Brains – Gut, Heart,& Mind

Body-Mind Connection Workshop



Does any of this relate to you?

- Your body needs attention, moving, and grounding
- Inner emotional challenges and/or a armored heart
- Always on the go, go, go, never stopping
- Too much thinking and drowning in information overflow
- Too little self-care to replenish and vitalize yourself
- Lack of energy, balance, and confidence
- Dreaming of lightness, joy, and happiness

This short workshop focuses on strengthening our three brains -- the gut, the heart, and the mind through simple, playful, but powerful awareness practices. We will engage the intellect, the emotions, and the physical body through movement creating a body-mind connection.

You will:

- Strengthen your inner core
- Calm thoughts and emotions
- Cultivate deeper awareness / mindfulness
- Increase focus and well-being
- Release stress, anxiety, and stuck energy
- Balance and increase your energy levels
- Get out of your comfort zone through play, laughter, and fun

What: 2-hour experiential movement workshop

When: Sunday, November 23, 2:00 PM – 4:00 PM

Where: Dahn Yoga & Tai Chi, 638 S. Van Ness Avenue, Los Angeles, CA, 90005

For Whom: Busy professionals wanting to cultivate more balance and awareness in their lives

Format: Live and interactive workshop focused on Body-Mind Connection

Cost: Free and donation gracefully accepted if you feel so inspired based on your experience

Presenter: Runa Bouius, Conscious Leadership Catalyst, Certified Mediator, Movement Guide, CEO

More Information: Go to www.runa.la

What participants say:

“Runa offers a gentle and safe approach to experientially bring us to focus and listen to our heart.” ~ *Atma Devi*

“I experienced renewed energy and learned practical ways to increase it.” ~ *Margaret Jacoby-Lopez*

“ I was given exercises that move energy and promote healing.” ~ *Richard Mackey*

“I was reminded of the importance of daily practice and how energy, mind, and body are interrelated.” ~ *Sally Fellers*

9 Keys to Conscious Mediation Leadership



Cultivating Deeper Compassion and Acceptance for Self and Others

Are You Challenged With...?

- Finding it difficult “holding ground” for high-powered conflict
- Feeling worn out from being the buffer between disputing parties
- Getting depleted from being in the field of constant conflict
- Keeping your own balance, positive attitude, and beingness
- Lack of self-care to replenish and vitalize yourself
- Lack of confidence and not knowing who you are authentically
- Being a neutral and objective witness with a wide world-view

A part of being a master mediator is to have your internal technology in order. As you embark on getting the conflicting parties from state A (conflict, impasse) to state B (reconciliation, win-win resolution, peace), you must draw on your own state of higher awareness, wider perspective, and world-view. You have to be the one who invites and imbues creative problem-solving and holds the space for conflict to reside and come together in collaboration and unity for the highest good of all. How do you do that? You start with yourself first. This workshop offers you a roadmap to strengthen your inner technology -- understanding, compassion, and acceptance for yourself and those you serve while on your road to masterful mediation.

Benefits:

- Deeper understanding and compassion for yourself and others
- Unleashing of your personal strength, higher purpose, and real-time values
- Living, working, and succeeding from a place of more calm and groundedness.
- Leading by example and modeling the state that inspires reconciliation and peace
- Sharper communication, and higher level of emotional intelligence and people skills
- Increased well-being, balance, vitality, self-awareness, and renewed outlook on life

What: 9-week live Self-Awareness and People Skills workshop

When: Scheduled next for first quarter of 2015

Where: TBD

For Whom: Business professionals & Service Providers wanting to cultivate awareness and people skills

Format: Live and interactive workshop focused on BEING HUMAN

Cost: Early Bird \$549. Regular price \$699. Scholarships available. Includes course material

Presenter: Runa Bouius, Entrepreneur, CEO, Conscious Leadership Catalyst, and Certified Mediator

More Information: Go to www.runa.la

Is there a Fountain of Calm on Your Rooftop?

By Runa Bouius, August 2014

How My Fear Pattern Shows Up

As the summer winds down and the deadlines of a number of projects I am involved with get closer —including co-producing the exciting **TOGETHER! Conference** — I notice an unwelcome but familiar feeling of tightness and stress growing inside of me... **it's** a knot in my stomach and heaviness around my heart. I know exactly what this is. It is my habitual response to time pressure, called impatience. This is what has been my go-to fear pattern that is based on the unconscious belief of the ego that there isn't enough time to do everything that needs to be done. Thankfully I learned this about myself well over 25 years ago and have gathered a few tools over the years to counteract the breakdown of the feel-good existence that is by far my preferred way of being.

Mindfulness Practice

One of the things that I know always calms me down when stress-related contraction rears its ugly head is my meditation practice. This morning, as I was preparing to sit on my pillow, I felt a longing to both move and be outside. My balcony wasn't an option as we presently have construction going on next door, and the workers start their various tasks really early. As to the moving urge, I do like some kind of physical action before meditating in order to move any stuck energy of the night before, and to open up the flow in the body. Since in my recent post about practice, "How to Design Your Own Mini Self-Care Retreat" I mentioned the positive effect of periodically doing something different from our usual routine, I decided to practice that this morning.

Action Design to Benefit Our Health

I remembered that there are about 100 steps from the ground floor of my apartment building in LA up to the rooftop — I had actually counted them earlier. In the spirit of experimenting, I decided to go a few rounds up and down the stairs to see if that wouldn't wake up and enliven my body. Having routinely climbed the five flights of stairs of the Custom House in Reykjavik in the early days of my business life in Iceland as an importer, I was inspired and reminded of the benefits of stair-climbing by a radio interview I heard a few days ago with a New York-based architect. As research is showing that walking stairs is an underrated but powerful exercise, architects and city planners in New York City are implementing what they are calling "Active Design" in new buildings and communal spaces. One of the guidelines is bringing back stairs after decades of predominance of the elevator getting people up and down floors. So there I went, up and down, up and down. As I reached the 4th and top floor on my last round, I decided to get a bit of fresh air before going inside again to meditate. As I walked around on the roof and enjoyed the Miracle Mile district view in the fresh morning air, I stopped at the recreational area on the other side of the roof. It is tastefully equipped with a few sun recliners and a table or two. And what is more, it has a water fountain that was playing a most beautiful tune of splashing water. How could I have lived in this building for about five months now and not paid enough attention to this fountain to want to visit it more often? Let alone meditate under its soothing sounds!! I can only laugh at myself when I wake up to the realization of having been asleep to the simple wonders that are right under my nose. I had been up to the rooftop many times, but had never fully taken in and appreciated the presence of the fountain.

The Gifts of the Inner World

I chose one of the benches to sit on and decided to meditate there and then. As I closed my eyes and went inward, I heard the soothing sound of the water and felt the light breeze brush against my face. Calm and peace came over me. Gratitude welled up within as I appreciated the endless gifts given to us by life, if only we will listen and pay attention.

Is your calm waiting for you on your rooftop?

How to Design Your Own Mini Self-Care Retreat

By Runa Bouius, July 2014

One thing I have learned, from being a long-time student and active practitioner of leadership training in nature for many years with mentors like John P. Milton, Ohki S. Forest, and others, is the importance of gifting myself with some kind of private retreat to relax and revitalize myself. I often call these "Renewal Retreats", as I always feel like a new person afterwards. Since moving to L.A. a few years back, I have done fewer of the longer solo vision quests retreats but more of the spontaneous, short and simple private retreats that I just make up as I go along, when I feel called. Last year, for example, I spent a couple of nights out on the sacred land of the Way of Nature Fellowship in Crestone, CO, after spending a few days alone prior in a beautiful sanctuary in the Baca Grande area in Crestone, unwinding, reflecting, and re-examining my life's purpose and vision. After the two solo days on the land, I spent a few more days in the same sanctuary as before to integrate and process my insights and learning.

Do Something Different

Last year I did something I hadn't done before -- I took a number of two-day road trips between Santa Fe, NM on one end, and either L.A. or the San Francisco area on the other. I loved driving in silence through the Mojave Desert, taking in the stunning desert elements and allowing my Spirit to soar in the expansiveness of the surroundings. It was very freeing somehow, and my inner existence was filled with joy, exuberance, and happiness.

Heed the Stop Signs?

So far this year the busy-ness of exploring and activating new partnerships with aligned collaborators, as well as revamping my own platform for the next chapter of my Conscious Leadership work, has taken precedence. However, my body and my inner guide do always let me know when it is time to simply STOP. When tuning into how to celebrate this 4th of July weekend, I felt the stop sign blinking at me and knew I needed to give my inner guide "carte blanche" to play in whatever way she desired for at least a day. That meant that I made sure to have no commitments with others, no work or projects to complete, no e-mails to answer, no phone calls to return, and no errands to run. No technology, basta! That is what it takes to create a successful self-care retreat -- simply give yourself a break from outside stimuli. I decided I would just wake up on that dedicated day and ask the question "What do I want to do today?" And that's exactly what I did.

Start the Adventure

Upon waking, the first thing my body wanted was plenty of water to activate its magnetic energy. When we sleep, we become like drooping plants that haven't been watered for a while. Once watered, their leaves take on a brighter color and perk up. It is the same with us humans. The next request was to put on one of my favorite CDs, "Ancient Voices," and to light an incense, something that always calms and lifts me to a peaceful place. Then I read a chapter in a book I had wanted to get to for a while. After breakfast I asked again, "What would you like to do today?" The answer came immediately. Go to the beach and sit on my favorite rock where I can watch the rowboats, motorboats, and sailboats, the kayaks, paddlers, surfers, swimmers, waders, frolickers, sunbathers, and the little ones in the forms of children and dogs. I heeded the call.

What Gives You Joy? As I walked along the beach in the water towards my rock clusters, I was reminded of the many priceless experiences I have had in the past, being in, on, or at the ocean which is always extremely healing to me. Bottom line, one of my favorite things to do is to be near the water. Before moving to the USA in 1996, I often spent weeks, sometimes months, at the ocean in many beautiful places like the south of France, Italy, the southern part of Spain -- including islands like Ibiza, Majorca and the Canary Islands -- and Greece... windsurfing, swimming, boating, relaxing with a book on a beach bench, playing with the kids in the sand, or enjoying myself with family and friends. Not to mention my permanent connection I had with the ocean in Reykjavik, where I lived, as both my house and offices were close to the water and I would drive along the sea-shore every day. On top of that I enjoyed the view from my office window overlooking the sea. Since being on this side of the Atlantic, I have most often enjoyed the beaches of Baja California in Mexico, the various oceanfronts in Maui, Hawaii, and now in California, both north and south. As these memories flooded through my mind, the feeling of love and appreciation for her -- Grandmother Ocean -- overtook me as I neared my destination.

Appreciate Where You Are, Wherever You Are

Once I was settled on my familiar stone, which is in the shape of a lounge chair and makes me feel like I am literally sitting on a throne in the ocean, I took in my surroundings, appreciating seeing adults and kids having fun doing various beach activities. I also noticed the animals -- the various birds, the crabs, and all the little critters crawling on the rocks all around me and swimming in the water, something we learn to appreciate when we are out on a leadership solo -- or vision quest as many call it.

Ask Again

After filling myself with the joy of seeing all that was happening around me, I asked again "What do you want to do now?" The answer was to pick up my notebook and pen (as a writer I never go anywhere without those tools) and start writing about my STOP experience -- and that is how this post came about. What frequently happens when I slow down and take a break is that my creativity kicks in and wants to be expressed, very often through writing. Giving yourself a self-care retreat, even just a mini one, is sure to increase your creativity. Mark my words.

Are You Missing Something?

The reason that I want to share this experience with you is that we are so very good at nurturing our needs for outer excitement and adventure with family, friends, and community. We plan activities that feed our need of belonging or the need for an adrenal rush, or whatever has become our habitual patterns over the years. But don't misunderstand me. There is nothing wrong with that. We need it all. However, there might be other parts of our whole selves that are being starved and truly need our attention for us to flourish fully as our true selves.

Feed All Your Children

I have an old friend in my native country of Iceland, Gunnlaugur Gudmundsson -- or Gulli Stjarna, as he is most often called -- who is the best-known and -beloved astrologer of the nation. Gulli was born the same year as I, and our grand entries into this world were only a few weeks apart. He taught me a lot about the energies of the era we were born into, and so much more. I'll never forget when Gulli explained to me that our inner landscape -- our whole self -- can be seen as made up of many children that all need to be fed and cared for. I remember him saying, "Imagine having seven children but you feed only five of them and starve the other two. Or when Christmas comes along, you give gifts to only six of them and leaves one out. How would that feel? We need to feed, nurture, and love all of our children", he said. We are most often so driven and focused on the go, go, go in our attempt to achieve our outer goals, that we overlook the fact that our biggest, truest, longest-lasting, and most fulfilling successes come from within.

Who is in Charge?

With that said, I am spending my time with my inner self today, allowing her to be in charge instead of following the orders from my outer self -- my ego self or false personality -- demanding I pay attention to all the other things I "should" be doing to achieve my goals. This is not something we are taught in school, but we would be better off if we were. This is a constant practice for me.

You Can do this Anywhere

My mentor John P. Milton always stresses that wherever we are, we can find a way to attend to our connection to our inner self by working in the garden or going out into nature for a walk or a hike, sitting next to a lake, or doing sky meditation. Sky meditation is where we lie on the earth or on a big stone, or bench, or whatever is available to safely and comfortably rest on. We watch the clouds, their movement and formation and colors... or their absence, we watch the brightness of the sun or the dimming as the dusk arrives, and the expansiveness of the open sky.

Exercise Your Imagination

Use your imagination to come up with creative ideas about what to do -- the sky is the limit. If you live in a city like L.A., as I do, you can find a park, the ocean, the desert, or the mountains around the city for your mini, self-care, renewal retreat. Or there could be hidden gems in your own back yard. I recently made a discovery of a little place in the middle of L.A., and close to where I live, called the Peace Labyrinth and Gardens which is like an oasis for just the kind of experiences I am talking about. I am sure that if you put your intention on discovering one in your area, you will start noticing places that could serve this purpose well.

Your Keys to Greater Productivity

Robin Sharma, the well-known leadership guru, has a number of lists of productivity tips. Aren't we all constantly seeking to be more productive and effective? Look at his tip number 6 on 17 Tips to Double Your Productivity In 14 Days. It says to take one day a week as a recovery day to refuel and renew. Voila! That is in a nutshell what we are talking about. I would also add -- give that day to your inner self to do with it what it wants. Don't allow your mind to plan your mini-retreat for you. Instead, make a commitment to the intention of following your inner guidance -- your intuition. Ask the question and listen. Your inner never steers you wrong.

Where is Your Quiet?

When working with CEOs and senior executives, my friend and colleague Cheryl Esposito always asks, "Where is your quiet?" And I add to that "Are you aware of your own need to connect to a deeper part of yourself? Do you know that if you do, some of your stress, anxiety, and suffering might simply melt away and leave you with more calm, peace, and creativity?"

What is the Result?

You probably want to know how my mini self-care retreat ended? Well, after coming home from the beach and showering off sweat and sand, I asked again, "What do you want to do for the rest of the day?" What came up was to check out the [Latin Sounds](#) at the [LACMA](#) (Los Angeles County Museum of Art) outdoor area. I recently moved to the Museum district on Mid-Wilshire Blvd. in L.A. and have been meaning to check out this popular, festival-like event but hadn't taken the time to do so yet. I walked over in the late afternoon to find the area filled with people of all ages, all colors, and all nationalities dancing, talking, laughing, playing, resting, and relaxing together. I joined them and was again filled with aliveness and joy. In one day I got to enjoy the ocean, music, and dancing -- all favorite things of mine. What more could my inner guide want? It was clear from the way I FELT that she (my inner) was happy as a kite. She had been honored, listened to, and nurtured in a way that was meaningful, healing, and revitalizing. This was a perfect day created from a little bit of space, repeatedly asking a simple question, listening, and honoring the answers -- my unique mini self-care retreat.

Make it an Experiment Fueled by Curiosity

If you want to test out this wisdom, today, or in the next week or two, create some space and intention to listen to your inner whispers and spontaneously take action to fulfill your deeper needs? Look at it as an experiment, your own discovery channel. You might be surprised about the energy, aliveness, and awe of the wonders available to you by simply stepping out of your own habits and changing your priorities. Put yourself first for a change! If you read this and take on the experiment, we would be curious to learn what comes out of it. Or you might already have done something similar and can share what were your findings. Or you might simply tell us why you think this is a good idea, if you do. My purpose with the sharing is to awaken us to our abundant creativity, productivity, joy, love, fulfillment and meaning, health and well-being, and overall gift of being of service to others by being a beacon of passion and genuine enthusiasm for life.

The 9 Keys to Abundant Inspiration

By Runa Bouius, May 2014

I am fascinated by what it takes to be an extraordinary leader—an inspirational leader. I am fascinated by WHY some leaders seem to magically make a huge impact on the world while others do not — Steve Jobs being one case in point, as he changed forever the lives of people and the world with his vision. Let us ponder the question, “Are we all born leaders”? In a certain way I believe we are. We are ultimately leaders of our own lives and destinies. We become leaders of our families and communities, and many take on leadership positions in business. However, holding a leadership title does not guarantee that we have what it takes to inspire others and make a lasting positive impact. I recently came across a quote that speaks to this: “Leaders are not born. They are made. Who makes them? They make themselves.” ~ Peter Castenbaum, Corporate Mystic.

To me the foundation of inspiring others is to know WHY we do what we do. It is to have a dream, a vision that is bigger than us — often referred to as higher purpose. That is the WHY. The dream needs to be communicated through our belief that great value is being created and offered to the collective whole. A perfect example of this is Martin Luther King’s “I have a dream” speech? Simon Sinek speaks to this eloquently in his TED talk “How great leaders inspire action.”

A recent study done by the Center for Creative Leadership called *The Challenges Leaders Face Around the World: More Similar than Different* reveals that inspiring others is one of the six top challenges leaders struggle with. These findings support the theory that inspiring others is not an innate gift for most leaders, but needs to be learned and honed like any other leadership skill.

As a young entrepreneur and business leader in Iceland, I had to learn my leadership skills—including how to inspire others—while on the job. I found that leadership is a practice cultivated through a continuous process and intention. We need to refine our skills and aim for self-mastery while at the same time learning to let go of the need for perfection. One of the great inspirations on my leadership journey was Mahatma Gandhi. His famous quote, “Be the change that you wish to see in the world,” inspired me to make a commitment to myself to become a life-long learner of self-leadership that informs me when leading others. We have to start with ourselves first. Thus I have learned through experimentation and cultivation of not only the traditional, tangible outer skills but also more importantly, the inner skills of empathy, acceptance, and self-awareness that transforms us into the very change and inspiration we want to ignite in others.

I believe that the intangible inspiring of others is an inner skill that doesn’t receive the same focus in leadership development as the more easily measured outer abilities; might this explain why there are so many leaders worldwide who find it challenging to be successful influencers? Following are 9 keys that I have used successfully on my own journey to inspiring others:

The 9 Keys to Abundant Inspiration

1. Know the WHY

Be clear on the beliefs that inform your vision — the cause that gives others the feeling of meaning as they join a collective process. This is the higher purpose.

2. Align the Values

Make sure the values of your organization are aligned with your highest personal values. Then surround yourself with people of like-minded beliefs and values.

3. Walk Your Talk

Don't expect others to perform actions that you are not modeling yourself. Behavior is everything.

4. Be Fully Human

Allow yourself to be vulnerable. Vulnerability shared honestly is power. Use storytelling to show your humanity, revealing both your failures and successes.

5. Be Present

Cultivate your self-awareness and be awake to the present moment – the NOW. Practice deep listening more than talking. There is nothing more powerful than witnessing a leader who stands grounded in his/her quiet strength.

6. Build Trust

Showcase unwavering integrity and accountability. Always do the right thing regardless of cost. Give people autonomy and support their success.

7. Acknowledge Others and Their Gifts

Show appreciation and celebrate the contributions made by your people and others.

8. Exude Energy, Love, and Caring

Fill yourself with positive energy so you can shower it on your people and all those you meet. They will feel it and appreciate it, and they will want more, from seeing in you the inspiration you want to ignite in them.

9. Build Relationships

Cultivate heart-centered communication and connection with others.

As you start consciously cultivating your own inspirational skills, think of the leaders who are an inspiration and why they inspire you. What are the qualities, principles, beliefs of those leaders that speak to your heart, align with your innermost being, and prompt you to take action? The dreams and insights of history's extraordinary leaders continue to live on long after they are gone — as inspiration. Now join that group as you make a positive mark on the world.