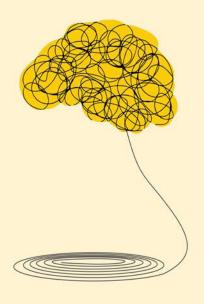


HOW TO STOP OVERTHINKING IN 3 MINUTES

Proven ways to relieve anxiety, stress, confusion and tap into the power of a calm and clear mind



DR. SALONI SINGH

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"Thinking is your natural power and Mind is your best asset."

You don't need to resist or fight with it. You just need to relax and allow yourself to be present with 'what emerges' in your mind & thoughts and see what happens.

-Dr. Saloni Singh

CONTENTS

Praises		iv
1.	Introduction	1
2.	Journey from Doctor to Coach	5
3.	Junk in, Junk Out	8
4.	Do not let the 'Tiny Things become Toxic'	12
5 .	Mindfulness–An Antidote of Overthinking	17
6.	Thought is the Mother of Intention	21
7.	Foundational principles of a beautiful mind	
	and a successful life	26
8.	Stop Overthinking in just three minutes	31
9.	Your Mind is your Life Mentor	36

PRAISES

Saloni is a great coach. You're going to find loads of love and truth in these pages...

This book won't just help you reduce overthinking; it will alter the way you live.

Her strategies have helped me be a better me, a better dad & a super-husband.

Grateful forever.

-Shantanu Kodesia,

Head Operations & Enablement Asia, Sun Life Financial

For long I have been an over thinker. This was leading to self doubt, stress & overwhelm in my life.

When I met Dr. Saloni & started coaching with her, I began to understand and accept myself.

I became aware of my limiting beliefs and their power on me. With her wise guidance, I am more mindful, confident & in control of my life.

Thank you Doctor S!

-Nikhil Garg,

Engineering Director, Gamma Networks Inc.

Dr. Saloni is one of the leading pioneers in the field of emotions & mindfulness.

My interactions with her have helped me become a more aware person.

In her new book she has shared tested techniques that will help you stop overthinking and instead get you into an action mode.

A must-read for overthinkers...and even those who think that they are not over-thinkers:)

> -Amit Chawla, Business Clarity Coach

INTRODUCTION

"The more you think, the less you accomplish."

-Dr. Saloni Singh

A re you an over thinker?

Do you beat yourself over small mistakes again and again?

Do you fret about the problems in life and wonder if you can ever have the kind of life you want to live?

Then keep reading... I'll reveal some simple, yet practical ways to stop over thinking and get rid of stress and anxiety, in this book.

My name is Dr. Saloni Singh.

I am the creator of a neuro-integrative program "Unshakeable" to help people become calm, content and in control of their life.

I am mental, emotional and spiritual wellbeing coach.

I've been working with people and families for more than a decade to enhance their emotional health and wellbeing. I help them improve the quality of their relationship with themselves, with their partner, children and others.

I am a doctor, a Gynaecologist, by my previous profession.

Why I left the lucrative career of a Gynaecologist, in a city like London, to become a life and wellbeing coach, this is a common question I get asked. I'll be sharing my life story with you in the next chapter.

First, let me share with you why I am writing this book...

In the last few years, I have coached hundreds of people with different challenges like stress, anxiety, insomnia, parenting and relationship issues, and surprisingly all of them had one common problem—'Overthinking'.

Introduction

They were unable to quieten their thoughts and mind, and this was taking a toll on their lives.

Do you also feel loaded with thoughts like "will I be able to succeed in my life?"

There are so many challenges and obstructions in my path; will I be able to overcome all those?"

More than 90% of urban people over think and experience stress, anxiety, unease and overwhelm in life, but does that mean it's normal?

As J Krishnamurti once said,

"It is no measure of health to be well adjusted to a profoundly sick society."

The reality is, overthinking is debilitating.

Your inability to get out of your head, and switch off your thoughts can have a harrowing effect on your mental, emotional, and physical health.

Interestingly, overthinking itself is not the real issue. The real issue is what you think, when you are overthinking.

On an average, you have about 60-80,000 thoughts in a day. Most of these thoughts are at a subconscious level.

There are unproductive or waste thoughts, negative or energy draining thoughts, positive and hopeful thoughts.

What happens when you are thinking too much, you're not thinking happy and constructive thoughts. Rather, you're engrossed in waste, useless thoughts that don't help you move forward in life.

You might have noticed the impact of overthinking as unnecessary worry, delay in decision making, anxiety, fatigue, tiredness, stiffness in the back or neck, and even muscle or joint pains.

As a coach, I've spent over a decade learning how to make use of this faculty of mine, 'the mind' and help my clients do the same.

While working with my amazing clients, I've created some simple tools and the results have been absolutely extraordinary.

I'll be sharing those with you in this book.

JOURNEY FROM DOCTOR TO COACH

Year 2006. I was in the operation theatre in a hospital in London.

No, I wasn't going through a surgery. I was conducting a surgery as a Gynaecological surgeon.

The surgery went well and the staff congratulated me.

On the way back home that day, I was feeling anxious.

I was swarmed with many unanswered questions.

Is this what I want to do for the rest of my life?

Anybody would love to have such a well-paying job in a wonderful hospital, in a city like London.

Why am I not satisfied with this?

What's wrong with me?

Why am I here, what's my purpose?

This was not the first time, those questions were bothering me for many years. But I felt a strong need to find the answers that day.

I was stressed and unsatisfied. Even though everything seemed to be fine, I knew that true purpose of my life was missing and that was leading to chaos in my professional and personal life.

I began to look for alternate careers.

I knew since childhood, that my heart was into understanding the human mind, emotions, and spirituality.

I saw an advert for one day taster for a life coaching course. I went there to experience it and by the end of the day, I knew my life was about to change.

I enrolled in the course and studied everything I could, in the field of personal development.

Two years later, I was qualified in personal performance coaching, Neuro-linguistic programming, EFT, (Emotional Freedom Technique), Happiness coaching, and started working as a life coach.

Journey from Doctor to Coach

I resigned from my job as a Gynaecologist and never looked back.

In the last eleven years, I've worked as a coach and trainer and have been fortunate to facilitate journey of thousands of people both 1:1 and in groups globally.

I realised that essentially humans think and feel the same way irrespective of their culture and upbringing.

They all long for peace and happiness in life and have fears, anxieties, and insecurities.

Over the years, I noticed most of my clients' problems were because of overthinking. I knew, if they could sort out this overthinking issue, and become mindful, they would begin to feel happier and enhance their well-being.

Let's begin the journey to cultivate a wonderful mind that is calm and clear.

JUNK IN, JUNK OUT

"Information has become a form of garbage. We don't know what to do with it, have no control over it; don't know how to get rid of it."

-Neil Postman

Research suggests that the average person hears between 20-30 thousand words during the course of 24 hours.

Information is piled upon us from everywhere. People, the news, TV, social media, society.

We're overloaded with irrelevant facts and exaggerations of other people's daily achievements.

Junk in, Junk Out

From unsolicited advice to the latest celebrity gossip, the plethora of words we allow into our minds is the root of our incessant cycle of unwelcome thoughts.

This needless mass of information is like 'junk' mail.

We let it accumulate and overflow our inbox of mind, and we don't even realize it's there.

Junk info is a huge waste of our time, and as the quantity builds up, we become frustrated.

On our laptops and phones, we can use filters and spam folders and trash the unwanted emails and unsubscribe from websites we have no interest in.

Unfortunately, in real life, we cannot simply unsubscribe from such info, people, or situations. Moreover, the human mind does not have a spam folder.

"We are bombarded by a vast number of messages we don't need. More information is generated in a single day than we can absorb in a lifetime and it becomes almost impossible to focus on what's important to us."

The main reason we take in so much Information is because of 'Fear Of Missing Out' (FOMO).

You know that nothing will happen if you stop fearing this.

Chuck out FOMO from your life.

Tell yourself I only give space to what truly matters and what I can make difference to.

"The most important thing to do is to limit the amount and type of information you want to take in every day."

Select the environment you put yourself in carefully. Attend only to the material that's worth some space in your mind.

"You must keep the garbage out of your mind"

Tool: Daily Mental Cleansing

The first step is to recognize and realize that you're accumulating this junk.

The next step is to clean it.

As you don't keep old, stale food in your fridge and get rid of that every day, release the garbage

Junk in, Junk Out

from your mind every evening as well. It only takes a few minutes to do so.

Sit in a quiet place (same place preferably) and bring awareness to your breathing.

Imagine there's a bundle of thoughts, information and negative energy in your head like a zig-zag. See this bundle clearly in your head.

Now imagine that bundle becoming smoke and the smoke coming out from the back of your head and the whole length of your spine.

You don't need to check which thoughts or tensions are going out.

Just notice that you're releasing smoke from your back and all the unnecessary, negative energy you'd accumulated during the day is going out.

Release smoke with every breath until you start feeling light. When you feel empty and complete, you can stop.

Take a couple of deep breaths and feel thankful.

DO NOT LET THE 'TINY THINGS BECOME TOXIC'

I magine, every day you fill up your garbage bin with trash. You let your trash pile up for days, and months.

You let it overflow, cover the floor and reach the corners of your house and let it grow. What will happen? It'll begin to rot and the smell will become unbearable.

That's what happens with your mind too.

If you do not do anything with your junk thoughts, they will become toxic and start poisoning your life.

Up until now, the irrelevant and unnecessary words of others have been just words. But as we delve deeper into things that are meaningless, we give them a hold on our life.

Do not let the 'Tiny Things become Toxic'

We start comparing ourselves to others:

Wow, she's on vacation at the Bahamas! 'I could never afford to have such a luxurious holiday.'

He just got promoted at work. My boss doesn't see my hard work.

'Why can't good things happen to me?'

We distort reality as per our perception and end up overwhelmed with fear and worry.

The internet plays a major role in creating these negative thoughts.

We become preoccupied with displays of other people's lives and successes.

When your mind is full of chaos, you can't feel calm and relaxed at all.

Your capacity to solve problem, to make decisions and think straight, goes down.

Exactly this was happening with Rajesh, a client of mine.

When Rajesh came to me for a session, he was quite skeptical. He was working as a country head for an IT company. He was dealing with anxiety and was on anti-anxiety pills.

Rajesh was reluctant to invest his time and money in life coaching. He openly shared that he didn't believe in coaching earlier and questioned the point of paying someone to advise him about what to do. I appreciated his honesty.

I was curious to know what changed his mind to come to seek coaching.

He shared that he was not able to sleep for the last 3 nights. He was agitated by the tsunami of thoughts and was tossing around all night. His blood pressure was going up despite his medication.

It was impacting his work enormously and also impacted his relationship with his wife and son, because he was always restless.

Small things would trigger his anger and he would lash out. Even though later he would regret and apologise.

That morning when he lost his temper, his wife told him that she had had enough. She gave him an ultimatum that if he didn't get professional help, she would leave the house.

He had no choice but to consult a coach to save his marriage and health.

Do not let the 'Tiny Things become Toxic'

He started working with me and became aware of the negative information overloaded in his life.

He decided to go through a complete lifestyle transformation, starting with baby steps.

He restricted the intake of information, noticed what he was watching on TV and on the internet and for how long.

He started swimming and playing tennis again.

He started learning how to become mindful of his thoughts, his reactions, and of small daily activities.

We used tools like Yoga, journaling, meditation, and singing to help him become more mindful.

He disciplined himself and within a few weeks of becoming mindful of his thoughts & emotions, his sleep improved and his anxiety levels came down.

He started enjoying his new way of thinking and his lifestyle. His wife and son were certainly happier with his calmer demeanour.

He happily shared later, that the money and time he invested in coaching, gave him priceless results.

This was the best investment he'd made in life. It saved him a lot of money too which he was spending on medicines, doctors and in impulsive shopping which stopped as well, as a positive side effect of the awareness and being happier in his relationships.

In the next chapter, you'll learn simple tools to transform your life into a "Mindful" one, without changing anything in your lifestyle.

MINDFULNESS—AN ANTIDOTE OF OVERTHINKING

Do you think you're only eating food when you're eating food?

No. You're thinking.

Do you think you're only brushing your teeth when you're brushing your teeth?

No. You're thinking.

Similarly, while driving, emailing, or doing any activity that doesn't require much focus, you're thinking constantly.

From deciding what to wear in the morning, what to eat for breakfast, what to say, what's the next business strategy... to opinions about people, market and this world, you are constantly thinking.

You are always thinking about something and it robs you of focus, creativity and productivity.

Have you noticed when you're involved in an activity like singing, playing an instrument, sketching or painting, even watching your favourite soap on TV, your thoughts start subsiding?

The reason is you are so attentive and focused on that activity that your mind is in a state of "quiet flow".

That's the silent, conscious, productive space you want to get into, as often as you can.

"Mindfulness is the answer to mindlessness."

"Mindfulness is being fully present where you are."

Being completely aware of yourself, your senses, your thoughts and feelings.

When fearful or any other thoughts bother you, just take a pause. Become present. Do not judge.

Allow those thoughts, neither resist nor indulge.

Just observe them and stay connected to your body, notice what feeling arises in your body and where.

You'll notice how just watching your thoughts & feelings with compassion, helps them dissolve.

Here're a few simple tools to begin with:

Mindful Tea: When you drink your next cup of tea or coffee, drink it mindfully. Feel the warmth of the cup in your hands, sniff the aroma, sip slowly and savour the taste on your tongue and notice how it goes down your throat.

Be fully there with the tea, and those moments will become meditation.

Mindful Breaths: Throughout the day, take few deep mindful breaths, where you feel the breath entering your nostrils, notice the air is cold or warm. Notice the movement of your chest and abdomen with the breath and how it fills your body with Prana.

Pause. Take one complete mindful breath right now. Experience it.

Meditation: Practice mediation. Focus on your breath and become an observer of your thoughts.

Stay connected with your breath and let the thoughts pass by as the waves come and go in a sea.

You can start with guided mediation as well.

Become fully aware of your senses. Come out of your head and bring your whole presence to the simple daily tasks like brushing your teeth, listening to music, cleaning dishes, walking, yoga etc. and you'll notice your awareness and consciousness rising, with regular practice.

"The more mindful you become, the less your mind run wild."

THOUGHT IS THE MOTHER OF INTENTION

"Our intention creates our reality."

-Wayne Dyer

Intentions are dominant thoughts and are more powerful than you can imagine. They determine your actions and dictate your reality.

When you hold a strong intention for long enough and let it propel you into taking the right action, the whole universe supports you.

Imagine your mind as a ship. Your conscious mind is the captain who commands and directs its crew. Your subconscious mind is the crew and

follows whatever the captain says without judging or analysing at all.

The problem is, we do not command our subconscious, consciously.

So when you think a thought like, 'my life sucks' a train of similar thoughts starts running in your subconscious. Your subconscious mind imitates the energy of your conscious thoughts.

"You attract what you repeat and believe, not what you want."

So, the words you think, say and truly believe, are perceived as reality by your subconscious and become your "unintended intention".

I remember a client dealing with this inner conflict.

Akhilesh came to me with his biggest problem. He wanted to do great in life but he kept doubting himself.

He shared, I got married early at the age of 23.

Thought is the Mother of intention

Even though I love my wife and we have a good life but I keep thinking about how it could've been better, if I hadn't rushed into my marriage. I should have explored more people, had more experiences, be more mature etc.

I keep doubting about the career moves and decisions I've made in life.

I constantly think about how people perceive me, what they think about me. How I can impress and create a better image in their head?

Then I feel guilty and beat myself for thinking all this.

This is how he was sabotaging his own success and happiness.

He believed that his life would've been better, only if circumstances were different. He was living in an illusion.

This was not the first time I had heard such story.

The words he was repeating every day became his intention and were dictating his life.

Within few coaching sessions, he changed his mindset and set new conscious intentions for his life like—

I am worthy.

What people think of me, is about them, not me. This is none of my business.

I do not need to impress others or prove myself.

It's my job to like myself, not anyone else's.

Within a few days of repeating and believing these new intentions, Akhilesh started to take back control of his life and move forward in the direction he wanted.

He started appreciating himself, his life, his partner and took the responsibility for every decision he'd taken in life.

He recently shared that he has never felt so calm and relaxed. He's stopped overthinking and doubting himself.

Tool: Create conscious Intentions

Let go of every alternate reality where you are happier, stronger, richer, because of all the things you did differently in the past.

Release those thoughts because "That reality does not exist in this universe."

Thought is the Mother of intention

Self-acceptance is the most powerful weapon that you'll ever have in life. From this acceptance, you can create anything you want.

Repeat these intentions every morning and night.

- I am exactly where I'm supposed to be, at this moment in my life.
- I have the power to create a life I desire.
- I trust myself and I am grateful for what I have.
- I am already successful. I do what I say and intent to do.
- I accept myself completely with all my imperfections and I keep evolving to my best every single day.
- Life guides me every moment.

Whenever you find yourself in confusion or chaos, become still, repeat the affirmations above, you'll feel a shift in your energy and will get the clarity you're seeking.

In the next chapter, I'll share the foundational principles which form the basis of good thinking and a great mind and life.

Are you curious to know?

FOUNDATIONAL PRINCIPLES OF A BEAUTIFUL MIND AND A SUCCESSFUL LIFE

Only saying that I am worthy and have a wonderful life, is not enough. You need to live, breathe and follow certain principles which are the foundation of a healthy mind and rich life.

If you don't have these principles deeply ingrained in your subconscious, your mind palace will not be secured in the storms of life.

1. Invincible Faith in Life

Everything in your life, literally everything is happening for you, your own good.

You might say, my business failed, I injured myself, I made mistakes, I lost a loved one — was it all happening for my good?

Foundational principles of a beautiful ...

The answer is YES!

To understand this, you need to first know what is good and what is bad.

The things you like, which are favourable and comfortable, feels good to you and the opposite feels bad. Right?

The truth is you are not born to just have comfort and fun.

"You are born to grow and evolve."

There's a purpose of your existence, and that is 'your evolution'.

Growth here doesn't mean in terms of wealth and material growth, but as a human being.

So, when do you truly grow?

When you are partying or having the time of your life?

OR

When you are out of your comfort zone?

When things are challenging and you are required to use the last breath of courage, grit and hope?

Every challenge in your life, whether a disease or loss, helps you become stronger, wiser and a mature person, even though it's difficult at that time.

So, when you face a challenge or setbacks, or feeling low, ask yourself:

What is this situation trying to teach me?

What qualities do I need to imbibe, in order to get through this strongly?

Remember:

"Life is working for you."

2. There's no competition.

You are not born to compete and compare yourself with others.

You don't need to prove your worth or keep on chasing to be better than others. Comparison is a sheer waste of your energy and power.

Recognise your true worth and essence.

Foundational principles of a beautiful ...

You are whole, complete and already enough. Stop telling yourself the limited version of yourself.

You are not your self-image. That's a false identity, built on others' and your perception.

Define your own version of success and happiness.

Focus on being true to yourself. Be authentic and just do your best.

You can be as happy, creative, energetic and whatever you set your mind to be, if you just stop comparing yourself with others and their standards.

Be yourself and start believing in yourself.

Choose what you love and take inspired action.

Universe loves action

3. "Universe has your back"

While going through any challenge in life, when you feel you have to go through this alone and you don't have the support you need, you're mistaken.

"The Universe is there to support you. Always."

In times of despair or hopelessness, stop worrying and ask:

Dear Universe (or God), please show me the path.

Please help me get through this with hope and courage.

You'll be amazed how miracles happen your way.

The right help arrives. The right mentor appears. The right book falls off the shelf.

Universe is always listening to you. You'll get the exact sign and support you need, if you believe and ask for it.

"You are the co-creator of your destiny and the universe is your loyal partner."

Imbibe this new belief in your mind by repeating every single day with complete conviction:

- Everything is happening for my highest good, even though it doesn't seem so now.
- Out of this situation, only good will come and a better, stronger and braver me.
- I am not alone. I am an integral part of this universe.

STOP OVERTHINKING IN JUST THREE MINUTES

Here's the 3-minute tool, if practised every day, will lead to a calmer mind within few days.

Every day preferably in the morning, set aside three minutes to sharpen your mind.

Sit in a comfortable seat, in a comfortable position. Preferably, at the same place every day.

Set an intention to give yourself few minutes of nurturing time. Feel happy and joyous for giving yourself this gift.

Let's begin.

1. Affectionate breathing for a minute

Bring your attention to your breath.

Take three deep focused breaths full of affection for your body.

Feel your breath fully. Feel your chest and abdomen gently moving.

Notice your breath nourishing your whole body with every inhale and soothing you with every exhale.

Feel deep gratitude for your breath.

Stay fully attentive and present to your breath, keep breathing naturally.

2. Become completely still in your body for next one minute.

Give yourself command that no matter what happens, I'm not going to move.

Begin. Do not move at all.

If an itch comes, do not respond.

If discomfort or a painful sensation comes, do not move.

If a thought comes, let it be. Do not respond or move.

Stay completely still in your body and mind for a whole one minute.

You'll be amazed what can happen with just oneminute complete stillness every single day.

Stop Overthinking in just three minutes

If you remember, practice this one-minute stillness, any time you get agitated with thoughts or feel being reactive or overwhelmed.

3. Now visualise

With a gentle breath, bring a gentle smile to your face.

Visualise yourself doing all your daily activities with a smile, with complete joy and happiness.

See yourself being completely calm, while fulfilling your duties, all your daily tasks easily without rush.

Imagine different situations and see yourself being the person you want to be, in every role and situation responding to triggers with calm.

See yourself overcoming any challenge you have effortlessly with ease.

Visualise this in details for one complete minute then affirm in your heart:

My mind is clear, calm, quite.

I am so grateful for my mind. It helps me thrive.

I am focused on my top priorities, nothing else.

My mind attends fully to the only task at hand.

I love my mind. I love myself.

I am living my purpose and responsibilities with utter joy and love every day.

Thank you life. Thank you divine for this wonderful mind!

Remember to practise this 1-1-1 tool every single day, if possible two times a day for quicker results.

I've created this tool especially for busy people who find it difficult to take out time for self-care.

I can assure, if you practise it regularly for just three minutes, you'll feel calmer and more in control of your thoughts.

"If practised for 90 days continuously, you shall form a new habit." Your thoughts will start subsiding and overthinking will stop.

You'll be more mindful in your daily work and your interaction with people.

If you want to experience deeper peace and can take more time out for this practice and, use the same tool for 5-5-5 minutes (for 15 minutes) or more.

Stop Overthinking in just three minutes

I would recommend that you keep a daily journal for your 3-minute practice and all the activities you do mindfully, and write down how you feel and the effects of it.

This will help you track your progress and create discipline.

YOUR MIND IS YOUR LIFE MENTOR

"A Sharp mind is your best asset."

Whether you are a successful leader, an entrepreneur, a seasoned professional, a parent, a student, or are going through a mid-life crisis; how balanced your mind is and how effectively you use it, makes all the difference to your world.

A deep understanding of effectiveness of your mind will open up new dimensions for performance in your work, your health, and personal relationships too.

Stop Overthinking in just three minutes

I extend my hand for a meaningful interaction on this with you NOW. If you're looking for contentment and fulfilment in your life and wish to tap into the power of your mind for higher excellence, come and explore the power of your magnificent mind with me.

You can book a 1:1 meeting or Zoom call with me or register on my website for my next workshop to learn these tools with me.

You can connect with me at the options below:

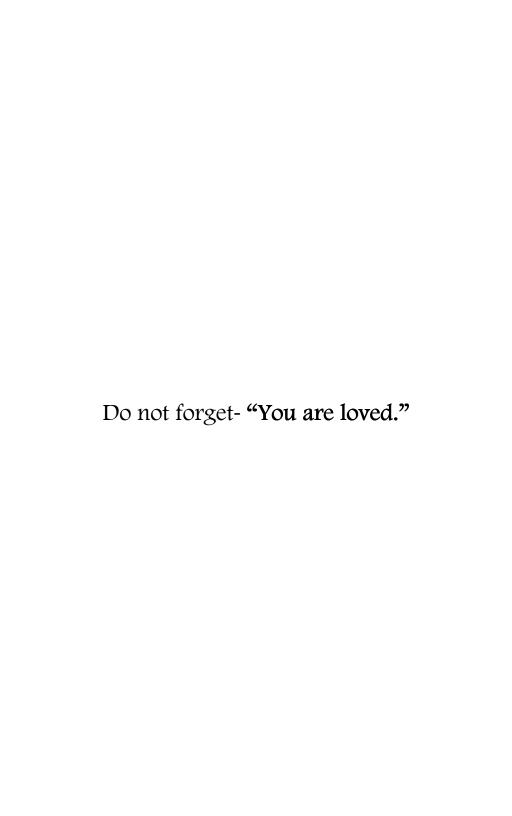
- ⊠ Coach@salonisingh.com
- **(2)** +91 8130224242
- in www.linkedin.com/in/lifecoachDrSaloniSingh

Here are few resources, where you can find useful articles, blogs and videos:

- www.salonisingh.com
- f www.facebook.com/lifecoachSaloniSingh
- www.youtube.com/c/SaloniSinghLifecoach

I look forward to your feedback and connecting with you personally.

Thank you...



- Do you overthink and over-analyse things?
- Is stress and anxiety a regular part of your life?
- Do your thoughts overwhelm you?
- Do you want to have a clear mind, enhance your decision-making ability, creativity, and productivity, so you can use your mind to your best capacity?

If Yes, then by practising the simple and practical tools given in this book, you'll be able to cultivate a new mind, and that too by devoting just three minutes in a day.

If you want to turn off Overthinking for good... then Dr. Saloni's new book is a perfect antidote for Overthinking and over analysing. I feel that this book will help millions without being preachy. Loved it.

--- Akshar Yadav, Creator of Get Overbooked marketing framework



Dr. Saloni Singh is the Creator of a Neurointegrative program 'Unshakeable' to cultivate a calm mind.

She is a Gynaecologist turned Life & Parenting Coach, a mental & emotional well-being expert. She's been coaching and training people for 11+ years, globally, to help them become mindful and cultivate fulfilling relationships.

Try the simple & efficient tips shared by Dr. Saloni in this hand-book and share your experience with us.

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