



## Faculty and Administrators Program 'Tuning into your Heart: Self-Development through Conscious Living'

### What is Heartfulness?

Heartfulness is a simple and practical way to experience the heart's unlimited resources. The Heartfulness Institute offers workshops to help learn simple and effective relaxation, affirmations, and breathing techniques that help develop calmness from within leading to reduced stress and anxiety, improved focus, and overall wellness of being.

### How does this help the school?

Administrators and Staff : are more relaxed, positive and develop clarity in decision making | work more effectively and efficiently | notice improved teamwork and communication

## How do you learn this?

The Heartfulness program includes relaxation, affirmations and breathing techniques that are simple and practical exercises designed to nurture individual wellbeing and balanced living. This involves being seated comfortably in quiet repose with closed eyes, to simply tune inwardly through the guided suggestions. It is available to students of all socioeconomic backgrounds from ages 6 onwards, regardless of academic ability, and is offered completely free of charge by Heartfulness trainers.

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## How to integrate this in the school?

The practice can be easily integrated into a daily routine without any disruption. It is open to everyone irrespective of religion, nationality, personal beliefs, socioeconomic backgrounds, academic ability or other demographics.

The Heartfulness program ranges from a single workshop to a series of workshops, providing a deeper understanding of relaxation. Ongoing support is available from Heartfulness trainers.

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Heartfulness Institute offers this method in over a hundred countries throughout the world for schools, universities, corporates, communities and individuals. The programs are offered free of charge by Heartfulness trainers. There is no cost for the practice at any stage or any other commercial interest.

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## Heartfulness Relaxation Program Heart-Centered Relaxation Program for 'Faculty and Administrators'

The section below provides the high level structure of an introductory Heartfulness workshop. We can also offer teacher training through in-person workshops to help the school self-sustain and integrate the program into their regular schedule.



**Tuning into your Heart:  
Self-Development through Conscious Living  
Class length: 45 min-1 hour**

**Week 1 Program**

**Introduction to Heartfulness Meditation Relaxation**

What is meditation? | What is Heartfulness Meditation? | Why the HEART? | Why should I meditate? | How to practice relaxation and meditation? | How to integrate this into daily routine?

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**Week 2 Program**

**Transmission (Energy that helps us go deeper  
into meditation)**

Recap and share your experience: Meditation and relaxation as a tool for wellbeing | Focus during meditation | Place, posture and time for Meditation | Time Management with Heartfulness Meditation | Transmission: A unique feature of Heartfulness meditation, How and why does it work? | Guided Meditation

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**Week 3 Program**

**Cleaning (Technique that helps us feel lighter)**

How to manage thoughts and disturbances during meditation? (An interactive session including feedback and questions) | Thoughts as impressions | Introduction to Cleaning and how it helps in deepening the experience of meditation | Guided Cleaning followed by self-observation of the effect of cleaning | Guided Relaxation and Meditation

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**Week 4 Program**

**Self-Observation**

Review of relaxation and meditation (A self-reflective session) | Interactive session on questions and experiences on individual relaxation and meditation including reemphasis on 'Why the HEART' | Why do we need to observe ourselves? What is the importance of self-observation? | How do we do self-observation? Introduction to journal writing and the importance of using PEMS method: Physical, emotional, mental and self-development for self-observation. Practical tips on how to observe oneself. Write three things you are grateful for in the journal. | Guided Relaxation followed by meditation

## Week 5 Program

### Tuning into your heart to make decisions

Review of individual meditation and journal writing | Tune your mind to the heart to achieve the highest | How to develop better Decision Making - Emotional vs. logical decision making

- Difficult to make clear decisions when our minds are clouded with a billion thoughts.
- Are we following our head or our heart?
- The importance of going within to making a correct choice.

Breathing with awareness of purpose. Guided Relaxation followed by meditation | PEMS - Self-observation

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## Week 6 Program

### Happiness Quotient

Review of individual meditation and journal writing | What brings happiness? | Present the 'Happiness Quotient'. How does this science of happiness apply to us? (An interactive session) | Happiness and Beauty in Simplicity | Heartful Affirmations. Heartfulness Relaxation conducted by a student followed by meditation | PEMS - Self-observation

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## Week 7 Program

### Recap

Inner change due to Meditation | Review of the following : Individual relaxation, meditation and cleaning | Self-Observation- PEMS Journal writing- Diving into our heart | Tuning into your heart to make decisions | Happiness Quotient | Recap

Each life is unique. Each life has a story to tell. Each life has its own set of lessons, experiences, and perspectives. Share them.

Review of the last seven weeks: a self-reflective session to be collected/verbal feedback and reviewed by the Heartfulness team: How has your practice of meditation and relaxation changed in the last three months? | What changes have you and your family observed in yourself since you started Heartfulness? | What is your feedback on this program? Guided Cleaning | Heartfulness Relaxation conducted by a student followed by meditation

## Week 8 Program

### Importance of Prioritising

Review of individual meditation and journal writing | Follow up on last week's self-reflective exercise: short presentations by students on their experiences | Keeping priorities straight. What are my top 5 priorities in life? | Techniques to prioritize and beat procrastination | Finding balance through Heartfulness Meditation | Guided relaxation conducted by a student followed by meditation and PEMS observation

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## Week 9 Program

### Becoming settled in your SELF

Why Do We Care What Others Think About Us? Becoming Settled in Your Self. Be yourself and believe in yourself.

- Why is our sense of self so dependent on others' opinions of us?
- How do we settle into our sense of Self comfortably and without the bias/influence of others?
- Self-confidence
- Doubt poisons the will and makes us weak

Be yourself and believe in yourself | Discover the inner beauty through Heartfulness meditation | Breathing and Guided relaxation conducted by a student followed by meditation

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## Week 10 Program

### Fostering positivity

Do we understand the power of positivity? | How do others influence our self-confidence and performance? How can we spread positivity? | How do we resolve conflicts? A few tips... | How does meditation change us from the inside? How does this change foster positivity? | Heartful Affirmations and Guided relaxation conducted by a student followed by meditation and PEMS



## Week 11 Program

### Co-existing with different personalities

Review of individual meditation and journal writing including feedback: a self-reflective session | Problem People: Co-existing with Different Personalities. - What is my personality type?

- Importance of coexistence- Differing personalities exists in every facet of our lives: family, workplace, cultural spheres, etc.
- Embracing differences- How do we learn to accept the personalities of others and still create functioning and thriving environment?
- Handling criticism and face setbacks as an opportunity to learn

Staying 'centred' throughout the day with Heartfulness Meditation: practical tips for continuing the meditative state and doing emergency cleaning when needed | Guided relaxation conducted by a student followed by meditation and PEMS observation

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## Week 12 Program

### Sleeping and resting well

Review of individual meditation and journal writing including feedback and questions: an interactive session | Why Can't I Fall Asleep? !

- Thoughts!
- Consistently filled with worries, thoughts, emotions, activities of the day, previous day, next day, etc.
- Electronics—habit of falling asleep with cell phone/television on.
- The smallest disruption of sleep can throw off our entire sleep pattern.
- How do we empty our minds for a sound night of sleep?

The importance of a good night's sleep for feeling good and being able to meditate well in the morning | How can meditation and relaxation help in sleeping better? Review of the use of cleaning to feel light | Guided cleaning | Guided relaxation conducted by a student followed by meditation and PEMS observation

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## Week 13 Program

### Attitude and Values that lead to Excel

Review of individual meditation and journal writing including feedback: a self-reflective session | Excel in everything you do | Attitude for Excellence | Positive Attitude and Heartfulness Meditation | Heartful Affirmations. | Guided relaxation conducted by a student followed by meditation and PEMS observation

## Week 14 Program

### The Art of Silence

Review of individual meditation and journal writing including feedback and questions: an interactive session | The Art of Silence

- Reducing the amount of noise that we are surrounded by.
- Cell phones, television, music.
- Era of technology - excessive noise is a by-product.
- How can we internalize in order to find peace and quiet?

Practical tips on how to self-observe, introspect and tune to the HEART using the Heartfulness meditation and additional techniques | Breathing and Guided relaxation conducted by a student followed by meditation and PEMS observation

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## Week 15 Program

### Tuning into your Heart

Meditate Deeply | Review of the following : Heartfulness Relaxation, Meditation and Cleaning | Self-observation: Individual meditation and journal writing | Tuning your mind to the heart: Emotional vs. Logical | Happiness Quotient: Simplicity as the key to success | Importance of Prioritising | Obstacles, a chance for an opportunity to grow | Becoming settled in your SELF | Positivity: inside and outside to build healthier relationships | Co-existing with different personalities | Sleeping and resting well | Attitude and Values that lead to Excel | Art of Silence | Recap

Each life is unique. Each life has a story to tell. Each life has its own set of lessons, experiences, and perspectives. Share them. | Review of the last fifteen weeks: a self-reflective session to be collected and reviewed by the Heartfulness team : How has your practice of meditation and cleaning changed in the last three months? | What changes have you and your family observed in yourself since you started Heartfulness? | What is your feedback on this program?

Difference between Meditation and Cleaning followed by Guided Cleaning. Guided relaxation conducted by a student followed by meditation and PEMS observation