

## Skillful Mind Meditation Leaders Syllabus

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### Course Overview

Learn about meditation and teach meditation. The course includes what meditation is and isn't how it works and how to do it. Setting your own meditation practice. Encouraging others to begin a meditation practice, how to lead a guided meditation, the theories and philosophies of meditation.

### Office Location

23 Mill Tce

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Australia

### Office Hours

09-00- 21-00 Monday Sunday

| Module 1 | Subject, Beginner Teachings              | Overview and objectives   | Learning outcomes   |
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| 1        | Introduction to the course               | An introduction from Peter Radcliffe and a bit about his experience and background.   | Student (SS) gets and overview of the module  |
| 2        | Setting intention                        | In this lesson we start with a meditation on setting our best intention - because the intention you have for starting something will navigate you throughout the rest of your activity. | SS learns the importance of setting intentions.   |
| 3        | The 3 foundations of meditation          | In this video we look at the 3 foundations of technique. wisdom and open-heartedness and we discuss why all 3 of these foundations need to be developed together                        | Ss gains knowledge of the 3 foundations or principles of meditation. What they are and why they are important.  |
| 4        | The tools of the meditator               | In this lesson we discuss the two-main tool (mindfulness and introspection) The meditator is taught to work on his mind and strengthen the three foundations.                           | Ss learns the tools of meditation and how to share them with their meditator, what they are and answers questions about the purpose and reasons for their importance. |
| 5        | The different types of meditation in the | In this lesson we discuss the different types of meditation that you will   | Ss gets an overview of styles and types of  |

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|   | world                       | see in the world and make a big distinction between the most common meditations (guided) and the purer meditation (single pointed). Both are useful, and we should try to balance our practice.  | meditation and the philosophical background and origins of meditation. They learn 2 main types and the function and practice of these.                  |
| 6 | What meditation is not      | In this lesson we discuss some of the common misunderstandings that people might have around meditation so that we can be clear in what we are hoping to achieve.  | SS learn to address common questions about meditation and are presented with knowledge about how to answer them with constructive answers and examples. |
| 7 | Escapism v's real life      | In this lesson we talk about how people use meditation. Some people love to meditate to get away from their daily stresses. But how much more powerful would it be to use meditation to actively work with those stressors during meditation, so they cease to disturb you in real life. | SS discuss the real benefits of meditation, on mind and body. SS learn about the benefits of meditation as a part of a stress management programme.     |
| 8 | Where and when to meditate. | Where is the best place to meditate and when is the best time to do it?  | SS learn how to teach about location,   |

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|    |                                | These questions are answered in this lesson.  | anchoring the mediation practice and support and encourage their students to begin a regular practice of meditation.  |
| 9  | How to sit for meditation.     | In this lesson we cover the main sitting postures used for meditation.  | In this lesson ss address posture and meditation positions, ss look at lots of options for posture for their clients. What to do if a posture doesn't suit a meditator and lots of different ways so as to be able to include all people in their sessions. |
| 10 | Distraction, the main obstacle | In this lesson we start with the one main obstacle you will be battling with in meditation - distraction. We discuss how it can come in many forms and how when we try to fight it, it gets stronger. | Ss learn about distractions, how to manage them work with them and deal with them and how to address this in a class with their meditators.   |
| 11 | Meditation on the breath       | In this lesson we look at moving the meditation object from the body to the breath. For a lot of people this will allow for a more peaceful and   | Ss begin looking at meditations using the breath. The benefits of breath meditations the  |

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|    |                                 | calming meditation although it can sometimes be more difficult to maintain concentration on the breath.  | potential drawbacks and what to be aware of.<br><br>Audios accompany  |
| 12 | Walking meditation              | In this lesson we take a look at doing walking meditation - a great way for people who find it hard to keep still while sitting to start their practice. And of course the great thing is that we can now practice meditation whenever we are going places.    | SS learn about moving meditation and the benefits for their meditators.   |
| 13 | Guided Meditations              | In this lesson we talk about the benefits of doing guided meditations as opposed to single object meditation. We recommend doing a mixture of the easier guided meditations and the single object meditation which are harder but help strengthen our practice | SS learn how to present a guided meditation, the benefits of guided meditation and how they benefit their meditators. |
| 14 | The stages of the Path (part 1) | In this lesson we talk about the stages that a meditator will go through as he or she deepens their practice. The benefits of knowing where you are at in your   | SS learn the 9 stages of meditation the meditator aims to experience throughout the development of                    |

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|          |  | meditation journey and what lies ahead of you is both useful and very motivating. This class involves a discussion on the deeper levels of meditation.   | their meditation practice. The route of the meditator.  |
| 15       | The stages of the path (part 2)  | In this lesson we continue with the discussion on the stages of the path. See how at each level of our deepening meditation practice we get different benefits from the practice and face different challenges     | In this lesson the ss learns more about the 9 stages and what challenges their meditators will face during their meditation practice development process.                                 |
| 16       | Conclusion   | In this discussion we continue with the discussion on the stages of the path. See how at each level of our deepening meditation practice we get different benefits from the practice and face different challenges | In this lesson the ss has an overview and review of the module as well as readdressing the 9 stages of meditation and how to encourage the meditator to deepen their meditation practice. |
| Practice | Students have access to 7 additional audios to practice meditations connected with the teaching from the | Audio Tracks<br>1. Body Scan.mp3<br>2. Seven Point Meditation Posture<br>3. seven-point posture with symbols<br>4. Mindfulness of Walking  | Audio tracks offer self-development and practice.   |

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|  | module. | 5. Body Sway.mp3<br>6. Parts of the breath.mp3<br>7. Breath with colours.mp3 |  |
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| Module 2 | Subject, Meditation technique teachings | Overview and objectives  | Learning outcomes   |
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| 1        | Introduction to the module              | . In this lesson we give you an overview of what we are trying to achieve in module 2 relative to module 1 and 3.  | Ss gets an overview of the module.  |
| 2        | The four foundations of mindfulness     | In this lesson we take a look at the foundational structure with which meditation has been taught with for over 2500 years. If people have been finding this structure of practice useful for that long - it must be good.   | Ss learn the 4 foundations of mindfulness. Mindfulness of the Body and breath, the feelings, and the thoughts.                        |
| 3        | Types of meditation                     | There are many, many different meditations out there - and in this lecture, I talk about one way to understand and organise the different meditations which I believe will be very helpful to you when it comes time to choose which meditation to do for the day. | Ss learn how to select from the multitude of styles of meditation which ones are most appropriate or beneficial for their meditators. |
| 4        | The nervous system                      | The body is the base for the mind. And the Nervous system is the physical basis for the mind. It can affect the way we   | SS get an insight into the Neuroscience   |

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|   |  | think profoundly so it is very helpful to know some basics about how it works  | and neurology of meditation.   |
| 5 | The 3 Brains   | Did you know your body has at least 3 brains? Its is true! And further to our discussion on the nervous system we also want to talk about the 3 brains of your body.   | Ss Learn about the Neurological theories about the brain and mind and how meditation has an effect on the physical anatomy of the brain.         |
| 6 | Catalyst Documentary on meditation a bit more science. | This TV documentary was just another great story on the latest science regarding the benefits of meditation to the brain. It explains a little more about how meditation might be working at a neurological level and give clear evidence on how it can improve this such as memory, focus and other brain functions.                          | Ss watch a TV show about the Neurological benefits of meditation based on recent research and evidence.  |
| 7 | Meditation on Feeling                                  | Meditation on feelings is the second foundation of mindfulness. By being aware of the feelings that lie within the body we will begin to understand the mind at a deeper level and therefore progress in our meditation practice. Being aware of feelings is also one of the best "red flags" to tell us when our mind is becoming distracted. | SS look deeper at the mindfulness of feelings and discuss connected meditation practices. Ss look at the benefits of becoming aware of feelings. |
| 8 | Meditation   | Now it is time to dive back into the   | Review of  |



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|    | technique on the breath  | technique of mediation where we discuss the key to developing strong powers of mindfulness, clarity and intensity. We gradually increase the workload of the mind to become ever more concentrated on the breath.   | meditation and techniques, how to develop and deepen mindfulness within meditation   |
| 9  | Summary of technique     | Because the understanding of proper technique is so important I have once again summarised these instructions in this video and the table below   | Ss review techniques   |
| 10 | Motivation is Key        | <p>It would not surprise me if you might be feeling a little overwhelmed at the moment. That is why it is critical to stay highly motivated as you work through this part of the course. Are there are lots of ways you can stay motivated.</p> <p>In this lesson students have access to 4 motivational Buddhist meditations</p> <p><b>Meditation on Suffering</b><br/> <b>Appreciation of Life</b><br/> <b>Meditation on Death</b><br/> <b>Best use of this Moment</b></p> <p>and are given links to others.</p> <p><a href="http://peterradcliffe.com/videos1/4-ways-to-motivate-yourself">http://peterradcliffe.com/videos1/4-ways-to-motivate-yourself</a></p> <p><a href="http://peterradcliffe.com/videos1/get-motivated">http://peterradcliffe.com/videos1/get-motivated</a></p> <p><a href="http://peterradcliffe.com/videos1/stickk-to-your-practice">http://peterradcliffe.com/videos1/stickk-to-your-practice</a></p> | Ss address the benefit of motivation within meditation groups and as a part of personal practice. Personal practice and reflection is encouraged Ss examine meditation practices that bring about better focus and overcome distraction. |
| 11 | Open hearted Meditations | Another important way to keep motivated is to maintain a set of positive emotions. So it is important to  | Ss look at the benefits and practice of  |

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|        |  | mix in meditations on positive emotions whenever you notice the negative feeling dominating too much.  | open heartedness meditations and how it can bring about perspective, clarity and overcoming of distraction. |
| 12     | Obstacles to meditation                      | In this video we discuss the 6 obstacles that you will come across in your meditation practice.  | Ss look at the 6 main obstacles to meditation   |
| 13     | Antidotes                                    | Now that we have talked about what the Obstacles are, lets talk about all the things you can do both during and before your mediation practice to overcome these hinderances.  | Ss discuss the antidotes to the obstacle's covered in the prior lesson                                      |
| 14     | Summary of the module                        | Here we summarize what we learned in module 2 and discuss a little bit about module 3  | Ss review module 2 and have a brief introduction into topics form module 3                                  |
| 15     | Calming v's pacifying the mind               | As you begin to advance in your meditation practice you will eventually get to a stage where you can remain on the meditation object for long periods of time - and therefore calm the mind. The next step is to pacify the mind - so in this lecture we discuss the two. (Note that Pacification of the mind is the main subject of Module 3 of this course). | Ss learn the differences between a mind that is calm and mind that is pacified, this leads into module 3    |
| Audios | Audios, practice and reflections on Module 2 | 13 audios to accompany the teaching for this module.<br><br>1. 3 types of suffering  | Audios, practice and self-reflection  |

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|  |  | 2. Appreciation of life<br>3. Death<br>4. best use of present moment<br>5. Counting the Breath<br>6. Nine parts of the breath<br>Wisdom meditations<br>1. Active dreaming<br>2. Thinking v's non-thinking<br>Heart meditations<br>1. meditation on love<br>2. Gratitude with mantras<br>3. Giving and receiving<br>4. Finding your passion |  |
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| Module 3 | Subject                     | Overview and objectives  | Learning outcomes  |
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| 1        | Introduction to unit 3      | In this lesson we give you an overview of what we are trying to achieve in module 3 relative to module 1 and 2. It is the most advanced concepts there are relating to meditation. I hope you enjoy! | Ss has the objectives set out for the module   |
| 2        | Renunciation and Meditation | The idea of renunciation is very challenging it itself. We know that monks renounce the world, but why do they do this and do we have to do the same?  | Ss learn that renunciation is not a negative action, but it is a mind that functions to stop attachment to worldly pleasures |

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|   |                                  |  | and that seeks liberation or freedom. And discuss the benefits of this practice.  |
| 3 | Mindfulness of thought           | The third foundation of mindfulness is that of thought. Our thought underlies every emotion we have so if we want to stop distraction (and suffering as a whole) then we must take charge of what we think. The good news is thoughts can be changed on the click of your fingers. | Ss learn about mindfulness of thought the practice of becoming a watcher of our thoughts and how that can help us to modify or change our thoughts  |
| 4 | Discussion on thought meditation | Once you have had a chance to do the meditation on naming a thought there are a number of ways in which this meditation can show you what goes on in the mind. Only watch this video once you have already practiced the meditation on naming a thought.                           | Ss practice a meditation called naming the thought. Ss will have a learning experience about distraction. Ss will find that by looking for the distractions they will have a calmer mind. Ss will identify with the powerful nature of mindfulness. Then they watch a short video |
| 5 | Negative emotions                | At the heart of meditation is our desire to get rid of negative emotions so in this video we take a deep look at these emotions to see how they relate to thought and how they   | Ss learn about how to get rid of negative emotions. Where negative emotions come from where they  |

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|   |                        | can be dissolved through either transformation or direct mindfulness  | stay and how to remove them.  |
| 6 | Purification of Mind   | In this video we explain the Buddhist method to purifying our mind stream and also explain how it relates back to negative emotions discussed in the last video   | SS learn from a Buddhist perspective about what negative emotions are. The negative patterns we have in our minds, how they are created and our thought processes around them. We discuss purification of the mind. And the process or the 4 things we can do to enable purification of the mind.                   |
| 7 | 3 levels of compassion | It is now time to take the attitude of compassion to it's highest level. To be free of all hindering thoughts one needs to be totally selfless and to be open to a mind set of maximum happiness we must also be totally loving and compassionate and recognize the interconnectedness of all things. | SS revisit compassion, and its importance. ss learn about the 3 levels of compassion and what they are.<br><br>1 pity and empathy. 2 Love, and wanting others to be happy. And how this level need some wisdom. 3 understanding, we are connected to all people we are part of one organism, so we want to help and |

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|    |                          |   | be kind to others.   |
| 8  | Mindfulness of Phenomena | In this video we look at the last and the deepest level of mindfulness. That is mindfulness of phenomena and how the way we view the world determines the thoughts we have about the world.   | Ss learn about contemplation of thought and how thoughts manifest into feelings and actions and our health and wellbeing. SS learn about the subjectivity of our minds. Ss are introduced to the emptiness of phenomena. |
| 9  | Emptiness                | The understanding that all phenomena in the universe is empty of its own independent existence is very much and Buddhist view point but it is also crucial as a tool for the final part in the meditation journey. Because to see that all phenomena is just a projection of mind is key to getting rid of all distractions once and for all. | Ss learn that all phenomena is a subjective experience or a projection of our own minds. Ss learn that we are striving to gain a perception or feeling of emptiness. The following lessons look at how can achieve this. |
| 10 | Emptiness of matter      | The various contemplations that might bring us closer to this elusive perception of emptiness. The first of these is understanding the emptiness of matter. Is matter as solid as we perceive it to be?   | Ss learn what is emptiness of phenomena.   |
| 11 | Emptiness of Cause       | Our second contemplation is that of the emptiness of cause. That is how phenomena   | Ss learn about the idea of cause and effect.<br>Ss are   |

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|    |                         | must come about through a process of cause and effect which itself proves objects don't have independent permanent existence,  | encouraged to contemplate the process of change, growth, cause and effect.   |
| 12 | Emptiness of parts      | Here we contemplate that a collection of parts is not really an independent object because it is dependent on its parts. But given everything in the universe has parts, it follows that there are no independent objects. | Ss do a third meditation and compilation on emptiness.<br><br>They think about at what point things cease to 'be' something as you take things away. An relate this analogy to the phenomenon of emptiness.                              |
| 13 | Emptiness of time       | One of my favourite contemplations, the obvious fact that past and future do not exist leads us into a very profound contemplation of just the here and now that can cause your problems to disappear in an instant.       | Ss think about the emptiness of time in terms of the present moment. An instantaneous moment with past and present not existing. Ss are encouraged to do extra reading and reflection from the book 'The power of now' by Eckhart Tolle. |
| 14 | Emptiness of perception | We take it for granted that what we see and hear is reality. But contemplate this meditation and you will know that our perceptions are a mental creation dependent on many different                                      | Ss meditate and look at the mindfulness of the senses. The illusion of our 5 senses.   |

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|    |                         | factors. Contemplate this to understand that reality is not what we perceive.   |  |
| 15 | Emptiness of senses     | Our direct perceptions are another way to be aware of perceiving emptiness as we literally see and hear phenomena come into being from nowhere and disappear into nothing.                  | Ss contemplate and learn how to teach the observation of the disappearance of phenomena.   |
| 16 | Emptiness of permanency | The meditation on impermanence is one of the most famous Buddhist meditations in the world and will always remain one of the best ways to get closer to understanding emptiness that exist. | Ss contemplate the idea of Impermanence and that things are changing all of the time. The idea that the moment you label something it changes.   |
| 17 | How to use Emptiness    | Having looked at the various ways to help us perceive emptiness, how do we use this within our mediation practice and in live in general.   | Ss have now looked at number of ways to explore emptiness. Ss are encouraged to develop this and use their own creativity and ideas on how to best explain emptiness with the understanding that by explaining it we are never really explaining it. |
| 18 | Introduction to tantra  | In the Buddhist tradition, once a person has a reasonable understanding of  | Ss look at Tantra and tantric practices. The misconceptions  |



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|    |   | <p>emptiness and has practiced a great deal of compassion and open hearted meditation, the subject of tantric meditations are introduced. These yogic practices are said to speed up the enlightenment of the mind. There is so much misunderstanding about what tantra is however, this is a very general explanation for people might be interested in exploring this path further.</p> | <p>and how it connects with the idea of emptiness.</p> <p>How we fake it to make it when it comes to becoming enlightened.</p> <p>We model the behavior to gain the correct mindset.</p> <p>How with this practice we see the world as if it is already an enlightened place.</p>  |
| 19 | The 5 Dhyani Buddhas and the main negative emotions | <p>This example of how to use the idea of emptiness of phenomena to transform the objects of the 5 main -ve emotions into wisdom is one example of how you can use tantric practice in daily life. It also gives you insight into how tantra works at it's most fundamental level.</p>  | <p>SS learn how to use tantra to speed up the purification process. Ss learn that the The 5 key negative emotions and the wisdom that come with them. 1 desire and captivating the mind. The mind if transfixing when it is empty. 2 Aversion and an ability to reflect. 3 Pride, Greed and or abundance and letting go (generosity and equanimity) 4 Jealousy and the</p> |

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|    |   |  | wisdom of contentment. 5 our own ignorance, and the wisdom of understanding. All these negative emotions, feelings bring with them wisdom |
| 20 | Conclusion and where to from here         | This brings us to the end of module 3 and we discuss where to next in your meditation journey.   | Ss discuss what is next in their meditation journey. How to go about setting up your classes and become a leader.                         |
|    | Audios based on the teachings in Module 3 | <p>Technique meditations</p> <p>1 Transformation of thought</p> <p>2 Naming a thought</p> <p>Wisdom meditation</p> <p>1 Emptiness</p> <p>2 Impermanence</p> <p>Heart Meditation</p> <p>1 Negative emotion</p> <p>2 The forgiveness process</p> <p>3 Avolikitisvara</p> <p>4 Vajrasattva</p> <p>5 Tantra Mantra</p> | Ss self-study, reflexion and meditations.   |

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| Module 4 Leaders | Subject | Overview and | Learning outcomes |
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| Area |  | Objectives  |   |
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| 1    | Introduction to being a meditation leader useful links and networking. | What this module cover and what to consider when running a meditation class   | Ss are introduced to module 4   |
| 2    | Tour of resources and teaching materials                               | Explanation of access to resources and how to login how to find documents to assist you with setting up and running a class.  | Ss are shown how to access useful documents to get meditation classes going.  |
| 3    | How to structure a retreat class.                                      | <p>The structure of your class is one of the main things you will need to decide upon before your first class. The best format we have found is:</p> <ul style="list-style-type: none"> <li>* 5 min greetings</li> <li>* 5 min yoga stretches</li> <li>* 20 min first meditation</li> <li>* 20 min second meditation</li> <li>* 5 wrap up and goodbyes</li> </ul> | Ss learn the structure of a good 1 hour meditation class. How to plan each part of the class where to get the resources for the different parts of the class. |
| 4    | Pricing of your class  | In this video we explain what we charge and how we collect payment.   | In this class ss look at the logistics of the class and pricing of the classes.   |
| 5    | Choosing a venue   | In this video we talk about some of the attributes you will want to look for when choosing your venue.  | Ss discuss the logistics of the class and the venue. We discuss what works for people   |

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|   |   |  | the best. Insurance and public liability.   |
| 6 | Advertising your class  | Of course, to expand your class you are going to need to advertise to let people know about your class. In this video we talk about which advertising has worked for us - and probably just as importantly - what has not.                                       | Ss learn about marketing and promoting their classes. And what has worked best for SM practitioners.  |
| 7 | Insurance   | How to go about getting insurance  | Ss talk about the importance of insurance the types of insurance and how to get it.   |
| 8 | Collaboration with other leaders and ongoing peer supervision | One of the great advantages about membership into our Skillful MIND community is that you not only get assistance from us - but also from all the leaders that are part of our community. In this video we discuss how to take full advantage of this resources. | Ss learn that Skillful mind continue to offer support and collaboration with others and networking with likeminded people. How we have ongoing support and collaboration via Facebook groups. |
| 9 | Motivating your students                                      | It is much more important to get your students coming back week after week that to get new students. But with so many things competing for our time these days it is important to discuss  | Ss discuss what they can do to keep people coming back to class.  |

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|    |            | how we can motivate our students to do just that.                                 |  |
| 10 | Conclusion | Students are recommended to begin working with us to start teaching their classes |  |

| Module 5 Theory of Meditation videos | Subject  | Overview and objectives  |
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| 1                                    | Why do meditation? A guide to becoming a better meditator. | Before we get into the subject of how the mind works with meditation the fundamental question to ask is why do meditation in the first place. And of course, the answer is to find peace and happiness. This this foundation we can then explore how meditation can work on the mind to make it more peaceful and happier. |
| 2                                    | Suffering, Physical v's Mental                             | The most manifest suffering is pain and other physical sufferings of the body. However, in this video we talk about the relationship between physical suffering and the mind. And see that physical suffering has 2 aspects. Pain itself and aversion to that pain which must both be present for it to be true suffering. |
| 3                                    | Where negative emotions come from.                         | There are so many negative emotions, that it seems unthinkable that we could overcome all of them. But you don't need to because the root of all negative  |

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|   |                                    | emotions is clinging. In this video we explain this in more detail.  |
| 4 | How the Mind Works                 | <p>In this video, we get more in depth in the mind to figure out how this thing called craving or clinging (that is the source of all our woes) is generated. We continue with the fourth video in my series of teaching on "Meditation and the Mind"</p> <p>It has to do with the states of pleasant or unpleasant feeling that we generate due to the meaning that we place on our object of consciousness. And what's worse, this sets up a pattern to influence how we see things in the future making the cycle almost unconscious and thus hard to break</p> |
| 5 | How to Break the Cycle of Clinging | Now we know where clinging is generated, we talk about where to break this cycle. How we can use wisdom to understand firstly the nature of thought and then the nonexistence of self.   |

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| Module 6 Empowerment videos | Subject     | Overview and objectives   |
| 1                           | Empowerment | Our first video is an introduction to the state of empowerment which is one of the most important aspect of success. If you are feeling |

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|   |                         | dis-empowered, then you are already at a big disadvantage to achieving your goals.   |
| 2 | Living at Cause         | Do you feel you cause what happens in your life? Or do you feel you are at the effect of everything around you?<br>In this video we explore these two positions and explain why it is critical to bring yourself to being at cause for everything that happens to you in life. |
| 3 | Model of communications | Understanding this model of how the outside world influences our body/mind system is useful in helping us understand all the processes we use in NLP.  |
| 4 | Mindsets of success     | Successful people have similarities in the way they look at the world. It makes sense then to know what these are and see if we can learn something by comparing the way successful people look at the world and we do.  |
| 5 | Setting Goals           | Goals are necessary for achieving anything in life, yet we don't achieve many of our goals that we set. Why is this so? And how do we set goals for yourself so that our unconscious mind is on board giving us the best chance to achieve that goal.                          |

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| 6 | Putting a goal in your future | Once you have a goal, you can use this powerful visualization process to insert the goal into your future and into your unconscious mind so that you begin to move automatically to the fulfillment of this goal<br>Comes with video and audio. |
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