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## on the fly

This helps the brain relax and fires up new imaginative patterns, she says. One coordinator per 30 guests is recommended. Haala advises a 20-minute guided imagery break followed by a 10-minute refreshment break before attendees return to their work. Plan it for mid-afternoon, when people are most likely to need something to refocus and re-energize them.

With 11,500 square feet of naturally lit indoor space, 35,000 square feet of outdoor space, and a Pete Dye–designed golf course, [Carmel Valley Ranch](#) rests on 500 acres in the foothills of the Santa Lucia Mountains along the central California coast. Also on the resort (and available for other group activities) are a two-acre organic garden, four-acre vineyard, apiary, and equestrian program.



## Meeting Break Idea: Guided Imagery

**Book the guided imagery break** at the 181-suite Carmel Valley Ranch in Carmel Valley, Calif., and a “relaxation coordinator” from the resort’s Spa Aiyana will help your attendees with their focus, stress, and productivity.

The break was created on the theory that “a relaxed mind thinks

brighter,” says Franziska Haala, director of spa operations. “The relaxation coordinator guides the group through purposeful downtime, using spoken words and music. It takes the mind out of its usual pattern, to a restful and positive place, like the beach or the forest.”

## Reach a Goal in 6 Steps

**1. Keep it simple.** Consider your current skill level, time available, and resources. You won’t be fluent in Spanish before your trip to Mexico in a month. But you could learn five to eight key phrases.

**2. Be specific.** “I will walk at least 8,000 steps per day” is better than “I will be more fit.”

**3. Write it down.** Record your goal on a calendar, journal, even in a book that may have been the inspiration for the goal. Believe it

or not, this adds accountability, even if it’s just between you and a piece of paper.

**4. Pick a due date.** Whether it’s a week (paint the kitchen), a year (earn a certification), or more, you need a timeline. Without one, it’s too easy to give up.

**5. Find a partner.** Having someone to share your journey means encouragement and accountability. Choose someone who is non-judgmental and can provide positive reinforcement.

**6. Plan a reward.** Having something to look forward to—big

or small—is fun and motivating. If your due date is years away, celebrate intermediate achievements too.

**Source:** Audrey Thomas (a.k.a. [Organized Audrey](#)). Find more of her productivity advice and organizational tips at [OrganizedAudrey.com](#)

