

**ENHANCE PERFORMANCE AND ELIMINATE ANXIETY
ACHIEVE YOUR HIGHEST SCORE ON THE TEST, IN SCHOOL & IN LIFE**

Your guide to...

The *Full Potential* Series

Bara Sapir MA, CHt, CNLP, MBSR
City Test Prep & MindFlow

Do not listen while operating a vehicle or heavy machinery. This program is not meant as a substitute for any kind of medical treatment. If you have concerns about stress, anxiety or health-related issues, you should speak with a physician. If you are under the supervision of any mental healthcare professional or have been diagnosed with any kind of mental illness, you are advised to get approval to use this program from a doctor.

Written and Conceived by Bara Sapir
Produced by City Test Prep/Test Prep New York
Recorded, Mixed & Mastered: Engine Room Audio, New York, NY
Sound Engineer: Dawn Landes Mastering: Mark Christensen
Sound Design: Katie Down
Voice Mastering: Joe Pedulla
Mixing: Dawn Landes
Graphic Design: Aaron Henderson

Musicians: Paul Brantley (cello), Greg Burrows and Shoshana Jedwab (percussion), Katie Down, (flute, percussion and bowls), Isaac Everett (didjeridu), Steve Gorn (bansuri), Jeffrey Lependorf (shakuhachi), Joti Levy and Shir Yaakov (freestyle vocals), Adam Matta (beatbox rhythms), Bara Sapir (vocals) and Jonathan Singer (tabla).

Narration: Bara Sapir

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MINIMIZE YOUR STRESS, MAXIMIZE YOUR SCORE

Welcome to the *Full Potential* audio series! The Relax and Focus compilation you've received includes nine full tracks from the Full Potential series. This is a robust audio course designed to complement conventional test preparation, namely the content mastery and test-taking strategy aspect of preparing and the sampler is a stand-alone product to introduce you to the powerful process. This pamphlet describes the full series and how it helps you:

- relax and remain in a state of calm and comfort
- retain and recall information
- study smarter, not harder
- learn more easily
- increase focus and concentration
- feel centered and confident
- perform to your full potential on test day
- achieve your best score

When you are prepared and calm, you take the test, it doesn't take you!

Why preparation for test performance is so important.

For many people, studying doesn't consistently translate into great scores. This is because while gaining mastery over material is extremely important, it is only part of what is necessary to excel on exams. After all, tests don't only measure what you know or how well you know it; tests also measure how well you take tests.

The brain is a powerful organ, constantly taking in information and categorizing it. When we study, information is "logged" into our minds with accessible "links" we can latch onto when we need to recall it. These links are analogous to computer icons which open up programs and documents when "clicked." Even if you've only heard something once, it is filed in your mind, residing there until it is called on for retrieval.

Testing failures are often the result of distraction, freezing up, zoning out, overanalyzing, getting stuck on a few questions and running out of time — not a lack of knowledge. A big part of test-taking success lies in one's capacity to access or "click" on information while in the actual testing environment.

Optimal test readiness includes feeling confident, calm, focused and alert. In this state, you can have a "conversation" with the test, a dialogue in which you understand what the questions are really asking and respond with ease and clarity. In this state, it feels easy to "click" on the right answers.

So hit the books hard — study the material until you know it cold. And use the *Full Potential* course to boost the effectiveness of your study time and prepare you to be in a state of optimal readiness on test day.

Why this course was created.

Bara Sapir, founder of City Test Prep (formerly Test Prep New York), created the *Full Potential* approach based on her experience working as a test prep tutor. While teaching for a leading test preparation company, Sapir noticed that the skills and techniques promoted by the company were not sufficient to empower students to achieve optimal results consistently. In 2000, she started her own test preparation company, using her training in wellness modalities, she began incorporating relaxation, meditation, breathing exercises, hypnosis, neuro-linguistic programming, bilateral stimulation, positive mindset, neuro-plasticity, growth mindset, integrated life coaching, and more into her students study regime: students' scores immediately and dramatically improved.

The research behind this program.

How does the *Full Potential* approach work? Research shows that test anxiety reduction improves test performance by as much as 12 percentage points and that relaxation training — particularly with the incorporation of music — is highly effective for students. We consistently see more. According to the *Journal of College Student Development*, familiar, sedative music paired with imagery proved to be the most successful strategy for reducing anxiety among college students. Experts at such prestigious institutions as the American Medical Association and the Mayo Clinic, as well as alternative practitioners including Dr. Andrew Weil, have noted the efficacy of hypnosis and other anxiety-reduction approaches featured in the *Full Potential* audio series. Professional articles supporting these modalities have appeared in the *Review of Educational Research*, *Cognitive Therapy and Research*, the *Journal of Clinical Psychology*, *The American Journal of Hypnosis*, *Newsweek*, *U.S. News and World Report* and *O Magazine*.

More about the methods in this program.

The *Full Potential* series integrates human potential tools — such as neuro-linguistic programming, binaural beat technology, hypnosis, guided visualization, meditation, sound healing, and more — with test-specific directions for success. These tools help your mind operate in a calm and focused state, optimal for performance during high-pressure situations such as taking important tests.

While we cannot control our environment, we can control our experience of it. The human body and mind can be preconditioned for success or failure. If you believe something is going to happen, you begin to direct your energy toward making it happen, and this greatly increases the chances it will. This audio course provides the training so you can enter into your optimal state at will.

Neuro-Linguistic Programming (NLP). Created by John Grinder and Richard Bandler, NLP uses powerful techniques to modify behavior. Many of the exercises included in the *Full Potential* course derive from NLP's techniques that use posture, breath, awareness and communication therapeutically.

Binaural beats. Gerard Oster's groundbreaking article about binaural beats in *Scientific American* began bringing this technology more into the mainstream in 1973. Binaural beats

are syncopated rhythms used to reach a desired state more quickly. Alpha beats are used for a sense of ease and beta beats for alertness. Both types of beats are embedded in this audio course to bring you into a calm and alert state and maximize the effectiveness of the music and words.

Hypnosis. Hypnosis is a natural psychological process that occurs when we bypass the critical thinking faculties of our mind to establish more focused thinking and perception. You might be surprised to learn that hypnotic states occur several times a day. When you aren't aware that someone has entered the room while you are watching TV, playing a game or reading, you are in a light hypnotic state. You are sometimes in a similar state when someone is speaking to you, but you don't actually "get" what they're saying. You may be in a hypnotic state when watching a campfire or daydreaming. Hypnosis is an important tool for you to access to help boost your performance in this course. When we are in such states, it is particularly easy for us to learn, improve concentration, and recall information.

Meditation and guided visualization. Meditation calms and focuses the mind. In fact, it is among the world's oldest and most effective "technologies" for doing so. Meditation can involve simply following the breath, noting what thoughts "come up" and letting them go. Meditation can also be used to direct the mind to "picture" particular scenarios. Such directed meditations are known as guided visualizations and include scenarios such as picturing yourself at the test center in an optimal, calm and alert state on test day.

Sound healing. Music used therapeutically to bring body and mind into deep states of relaxation and focus is called sound healing. The original music in this audio course is played by world class musicians who use a broad range of instruments from around the globe, including wind instruments (flute, shakuhachi, bansuri and didjeridu), percussion instruments (berimbau, slit drums, frame drum, djembe, bodhran, riq, tabla, cymbals, bells and gongs), crystal, glass, and harmonic Tibetan bowls and cello.

Students exposed to these techniques while studying perform better.

At City Test Prep, we've seen this happen many times: After three weeks of study and relaxation, a GRE score can go up 300 points in the math section. An SAT student who goes into the test feeling calm and confident can score 200 points higher than she did on her first diagnostic — we've seen that, too. We've seen an LSAT student's score go up 18 points. We've seen a GMAT student who regularly blanked out on the test score 230 points higher.

This audio incorporates many powerful tools that help the mind operate in the calm and focused state optimal for performance while taking a test or even just in school. Not only that, these tools will support you in ALL anxiety-provoking situations. Our methodology prepares you to enter an optimal state at will.

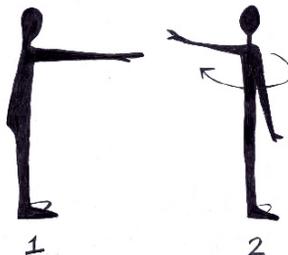
How to use the full course.

The *Full Potential* audio empowers you to combine your study and/or test preparation with cutting edge, integrative methodologies previously only available only in our offices. To succeed in test-taking, you need to know the material and you need to be prepared for taking the test and achieving your most effective mental state. To succeed, you must study content and employ best methods in strategy. Information needs to be in mind to be accessed at test time. You can supercharge this and get the very most out of your study hours to get your mindset in the best place, which maximizes your test taking abilities, which this audio helps you to do.

- For optimal results, begin with the first audio and move sequentially through the series. Exercises build on one another.
- Set aside time to listen to each group in its entirety in a single sitting. The length of each grouping is indicated on the last page of this booklet.
- *If you have three weeks or more before the test:* Allow for at least one day between audios groups in order to allow time to take in, integrate and use the skills. After you go through the entire set twice, listen to at least one track per day until the day of the test.
- *If you have one week:* Listen to one or two groups a day. Take breaks between them to allow time and space to take in and integrate the information. These breaks should be long enough to engage in a non-test related activity. For example, have a snack, go on a short walk, exercise or talk with a friend.
- Each night, before you fall asleep, in bed, repeat ten times:
Every day, I feel more confident, relaxed, focused, centered and positive that I'm closer to my goal of scoring a _____ on my upcoming test. I am committed to my process, goals and dreams.

Fill in the blank with the score you need to achieve to get into your choice school, not the perfect score. It is easier to count if you touch each finger to your thumb each time you repeat this affirmation.

- For the “Swing-Around Exercise” on the first audio, this is how you should stand and swing:



- Group 5 is a resource CD to be played in the background while you study traditional test-prep material. It uses binaural beat technology combined with ocean waves for relaxation and white noise for focus.
- For the last audio see “Inside the *Full Potential Course*” page for order instructions. It should be listened to for confidence and reinforcement on the day of the test.

Take action to maximize your success and achieve your goals:

- For support, questions and feedback regarding this audio program, email support@testprepnyc.com
- For information about training programs on these methods contact bara@citytestprep.com
- To learn about one-on-one coaching and test preparation, contact learning@testprepnyc.com
- Tell us about your success. We want to hear about it! Write us at learning@citytestprep.com

The Full Potential Audio Course is available as downloads in the series: ACT®, GMAT®, GRE®, LSAT®, MCAT®, SAT®, The Bar Exam, Test-Taking Support and Academic Study for High School and College. Also available, as part of a video training in our **MindFlow** speed reading online training program, <https://mindflowspeedreading.com>.

THE FULL POTENTIAL AUDIO Tracks: Relax and Focus

- 01 **Introduction**
- 02 **Progressive Relaxation**
- 03 **Reminder**
- 04 **Return**
- 05 **The Best Test Taker**
- 06 **Your Brain is like a Computer**
- 07 **Switch-Swish**
- 08 **Becoming Whole**
- 09 **Relaxation:** Listen while studying or anytime you want to feel more focus and calm.

Do not drive or operate machinery when listening to this audio.

INSIDE THE FULL POTENTIAL SERIES

Audio Group 1: Retain and Recall (60 minutes)

Learn ways to remember more information and maximize recall on test day. Includes 11 exercises plus test-specific support material.

- Aids in the study and test-taking process
- Sets the intention for study and readies the mind, body and spirit for activity
- Optimizes pathways between information intake (reading/studying/doing exercises) and output during test taking
- Guides you in visualization, progressive relaxation, neuro-linguistic programming, reinforcement of positive beliefs

Audio Group 2: Concentration (50 minutes)

Make your study time efficient and effective. Includes thirteen exercises.

- Aids processes requiring attentiveness
- Helps combat procrastination and avoidance that often accompany study
- Includes visualization and focus-strengthening exercises

Audio Group 3: Confidence (55 minutes)

Increase belief in yourself and reach your full potential. Includes six exercises, one meditation and two musical mantras.

- Meditation and guided visualization to boost confidence
- Exercises to hone in on and maximize confidence

Audio Group 4: Meditations and Music (60 minutes)

Focus your energy to feel more centered before, during and after study. Includes two meditations and three musical interludes.

- A full body tune-up meditation prepares the body/mind for study and clears your “energy centers”
- A breathing meditation encourages a calm, relaxed feeling
- Music tracks increase energy and promote contemplation and confidence

Audio Group 5: Relax and Focus Soundscapes (70 minutes)

Improve your study-state and increase your relaxation. Includes two tracks for use **while studying**.

- A soundscape of ocean waves increases relaxation (30 minutes)
- A soundscape of white noise improves focus and concentration (40 minutes)

Test Day Bonus Audio (30 minutes)

For confidence and reinforcement the day of the test. Reinforce all the study you’ve done and techniques you’ve mastered. Put yourself in the optimal mindset.

Order the full audio program:

<https://citytestprep.com/mindfulness-therapy>

Learn about private tutoring and private mindset support sessions

+1.646.290.7440 learning@citytestprep.com

Information about reading faster

<https://mindflowspeedreading.com>