



Self Esteem Workbook

SELF ESTEEM - WORKBOOK

Self-esteem is our internal view of our self. This internal view is the product of the data that is **retrieved** when the subconscious mind searches for information regarding our capability to perform the mission at hand.

Our memory bank doesn't give all of the information it has gathered the same priority. Our memory bank receives so much data in the course of a day, week, month, year, lifetime it cannot possibly put all of it in a place for INSTANT RETRIEVAL.

Since it can't give all of the data it receives equal treatment - it gives top priority to those things we tell it are important. It will allow us to recall in an instant a trauma we had as a child – and forget what we did yesterday – last week.

Remember the question each person asks himself before he or she embarks on an uncharted path:

Do I really think I can do this thing?

Do I really think I can have this thing?

Do I really think I can be this thing?

The moment you unconsciously ask that question – your subconscious mind begins to search your memory bank for data that will help it answer that question.

Sadly, for most of us – our subconscious mind will retrieve a lot more negatives than positives. Why does that happen – are we all just a big bunch of losers?

No! Quite to the contrary – we are winners. But we are also victims of a very bad habit.

We have been taught to let MODESTY – trump HONESTY!

WE NEED TO BE HONEST – NOT MODEST!

If I were to ask a 100 people which of these two virtues is the most important – virtually everyone of them would say “HONESTY”. Yet when it comes to our self – almost all of allow MODESTY to trump HONESTY.

When we experience our successes, our accomplishments, our achievements, our awards, our compliments our praises – we have been taught to be modest. We have been taught

to say “aw shucks – it was no big thing”, or “anyone could have done it”...or some equivalent statement.

We have all done that very thing. We’ve blown off a compliment. We shrugged off an accomplishment – because we didn’t want anyone to think we were bragging or being IMMODEST.

We have been taught to downplay our successes. Now that might not have been so bad if we also had been taught to downplay our failures...but no, that is not at all what happens.

We get the double whammy – we are taught to downplay our successes, our accomplishments and achievements - and at the same time we are taught to make a big deal out of our mistakes, our failures. Subsequently, our subconscious mind can quickly and easily retrieve all of the negatives that have happened in our life. As a result, when our subconscious mind searches our memory bank to see if it thinks we can safely accomplish a particular task...it finds plenty of negatives and not very many positives.

Our subconscious mind can quickly find our negatives because we gave them so much importance. Our subconscious mind has trouble finding our positives because we treated them as so unimportant.

If we had merely been **HONEST** instead of **MODEST**, if we had given our successes as much attention as we have given our failures - our subconscious mind would have retrieved **ALL** of our previous accomplishments. It would then have drawn an entirely different conclusion regarding our ability to accomplish that particular task. It then would have begun to assist us in the effort – instead of doing the exact opposite.

BUT HERE IS THE GOOD NEWS!

Just because we failed to give our previous accomplishments the treatment they were due – doesn’t mean we have to continue to suffer as a result.

IT IS NOT TOO LATE!!!!

IT IS NOT TOO LATE to reposition these previous accomplishments so that when our mind searches in the future – it will **FAIRLY** consider them.

How do we reposition them?

We don’t need some mystical incantation, nor some voodoo or black magic. We don’t need to believe in any hocus – pocus. This is not some sleight-of –hand technique to fool our mind.

ALL WE HAVE TO DO IS BE HONEST!

We don't have to create, manufacture or make-up some fantasy. All we have to do is be HONEST with our self.

We simply need to spend time – recalling and recollecting our prior accomplishments our prior successes. Now I am not talking about trying recollect if we ever found a cure for cancer – or won a Nobel Peace Prize. I am talking simply about anything that made you proud – or made someone else proud of you.

Did you ever help someone?

Did you ever make a difference in someone's life?

Did you ever do anything that made you feel good – or made someone else feel good?

Then you need to make a list of them – but, this is a list that no one else will ever see. It is a list that will be more private than any diary you had as a kid. That way – you will not let “MODESTY” once again – get in the way of HONESTY.

The worksheets on the following pages will help you recollect your prior positive experiences. As you answer each question, BE HONEST. Remember, it was your modesty that created the problem – don't let your modesty get in the way of the solution.

As you answer each question, write down the first thing that comes to your mind. Don't try to judge it, weigh it or analyze it, simply write down what ever comes to mind. If you recall more than one incident for a particular question, write each of them down. The more items you have, the better.

A. PARENTS, SIBLINGS, AND RELATIVES

Parents:

1 a. What is the best thing either or both of your parents ever said about you?

b. Which one said it? _____

c. What did he/she say? _____

d. Where were you when it happened? _____

e. Who else was present? _____

f. What was the occasion? _____

g. How did it make you feel? _____

2 a. What is the best thing either or both of your parents ever told someone else about you?

b. Which one said it? _____

c. What did he/she say? _____

d. How did you find out about it? _____

e. Where were you when you found out about it? _____

f. Who else was present? _____

g. What was the occasion? _____

h. How did it make you feel? _____

3 a. What is the best thing that ever happened to you in front of either or both of your parents that made you feel really good about yourself? _____

b. What was it? _____

c. When was it? _____

d. Which one of your parents (or both) was present? _____

e. What did they say to you when it happened? _____

f. Who else was present? _____

4 a. Did your parents ever tell anyone else about what you had done? _____

b. Whom did they tell? _____

c. How did it make you feel? _____

5 a. What is the best thing you ever accomplished—that your parents know about?

b. What was it? _____

c. When was it? _____

d. How did your parents become aware of your accomplishment? _____

e. What did they say to you when they learned about it? _____

f. Who else was present? _____

g. Did your parents ever tell anyone else about this? _____

h. How did it make you feel? _____

6 a. What was the nicest compliment either of your parents ever gave you? _____

b. What had you done to receive this compliment? _____

c. When was it? _____

d. Which one of your parents (or both) was present? _____

e. What did they say to you when it happened? _____

f. Who else was present? _____

g. Did your parents ever tell anyone else about this compliment? _____

h. How did it make you feel? _____

Siblings:

1 a. What is the best thing any of your brothers or sisters ever said about you?

b. Which one said it? _____

c. What did he or she say? _____

d. Where were you when it happened? _____

e. Who else was present? _____

f. What was the occasion? _____

g. How did it make you feel? _____

2 a. What is the best thing any of your brothers or sisters ever told someone else about you?

b. Which one said it? _____

c. What did he or she say? _____

d. How did you find out about it? _____

e. Where were you when you found out about it? _____

f. Who else was present? _____

g. What was the occasion? _____

h. How did it make you feel? _____

3 a. What is the best thing that ever happened to you in front of any of your brothers or sisters, that made you feel really good about yourself? _____

b. What was it? _____

c. When was it? _____

d. Which one of your brothers or sisters was present? _____

e. What did he or she say to you when it happened? _____

f. Who else was present? _____

g. Did any of your brothers or sisters ever tell anyone else about what you had done? _____

h. How did it make you feel? _____

4 a. What is the best thing you ever accomplished—that any of your brothers or sisters know about? _____

b. What was it? _____

c. When was it? _____

d. How did your brothers or sisters become aware of your accomplishment?

e. What did they say to you when they learned about it? _____

f. Who else was present? _____

g. Did any of your brothers or sisters ever tell anyone else about this? _____

h. How did it make you feel? _____

5 a. What was the nicest compliment any of your brothers or sisters ever gave you?

b. What had you done to receive this compliment? _____

c. When was it? _____

d. What did he or she say to you when it happened? _____

e. Who else was present? _____

f. Did any of your brothers or sisters ever tell anyone else about this compliment?

g. How did it make you feel? _____

Relatives:

1 a. What is the best thing any of your relatives have ever said about you?

b. Which one said it? _____

c. What did he or she say? _____

d. Where were you when it happened? _____

e. Who else was present? _____

f. What was the occasion? _____

g. How did it make you feel? _____

2 a. What is the best thing any of your relatives ever told someone else about you?

b. Which one said it? _____

c. What did he or she say? _____

d. How did you find out about it? _____

e. Where were you at when you found out about it? _____

f. Who else was present? _____

g. What was the occasion? _____

h. How did it make you feel? _____

3 a. What is the best thing that ever happened to you in front of any of your relatives that made you feel really good about yourself? _____

b. What was it? _____

c. When was it? _____

d. Which one of your relatives was present? _____

e. What did he or she say to you when it happened? _____

f. Who else was present? _____

g. Did your relatives ever tell anyone else about what you had done? _____

h. How did it make you feel? _____

4 a. What is the best thing you ever accomplished—that any of your relatives knows about?

b. What was it? _____

c. When was it? _____

d. How did your relatives become aware of your accomplishment? _____

e. What did he or she say to you upon learning about it? _____

f. Who else was present? _____

g. Did your relative ever tell anyone else about this? _____

h. How did it make you feel? _____

5 a. What was the nicest compliment any of your relatives ever gave you? _____

b. What had you done to receive this compliment? _____

c. When was it? _____

d. Which one of your relatives was present? _____

e. What did he or she say to you when it happened? _____

f. Who else was present? _____

g. Did your relatives ever tell anyone else about the compliment? _____

h. How did it make you feel? _____

B. SCHOOL

Grade School:

1 a. What was the best thing that ever happened to you in grade school? _____

b. What grade were you in when it happened? _____

c. Who was present? _____

d. What was said? _____

e. How did you feel? _____

2. Were you involved in any extra-curricular school functions? (School play, sports, etc.)

3 a. What was the best experience you ever had with any of these school functions?

b. What happened? _____

c. When did it happen? _____

d. Where did it happen? _____

e. Who else was present? _____

f. How did it make you feel? _____

4 a. Who was your favorite teacher? _____

b. Why was this teacher your favorite? _____

5. What was the best thing he or she ever said to someone else or said to you—about you?

6 a. What was your favorite subject? _____

b. Why was this your favorite subject? _____

c. Did you get good grades in this subject? _____

d. Were you ever called on by the teacher to answer a question, and you got it right?

e. How did this make you feel? _____

High School:

1. What was the best thing that ever happened to you in high school? _____

2. Were you involved in any school functions? (school newspaper, yearbook, band, cheerleader, glee club, athletics, academic clubs, school plays, etc.) _____

3 a. What was the best experience you ever had with any of these school functions?

b. What happened? _____

c. When did it happen? _____

d. Where did it happen? _____

e. Who else was present? _____

f. How did it make you feel? _____

4 a. Who was your favorite teacher? _____

b. Why was this teacher your favorite? _____

5 a. What was the best thing he or she ever said to you—about you? _____

b. What did he or she say? _____

c. How did this make you feel? _____

6 a. What was the best thing he or she ever said to someone else about you?

b. What did he/she say? _____

c. How did this make you feel? _____

7 a. What was your best subject in high school? _____

b. What kind of grades did you get? _____

c. Why do you think you did so well? _____

College and Graduate School:

1 a. What was the best thing that ever happened to you in college? _____

b. When did it happen? _____

c. Where did it happen? _____

d. Who else was present? _____

e. How did you feel? _____

2. Were you involved in any school functions? (school newspaper, yearbook, band, cheerleading, glee club, athletics, academic, school plays, etc.) _____

3 a. What was the best experience you ever had with any of these school functions?

b. What happened? _____

c. When did it happen? _____

d. Where did it happen? _____

e. Who else was present? _____

f. How did it make you feel? _____

4 a. Who was your favorite teacher? _____

b. Why was this teacher your favorite? _____

c. What was the best thing he or she ever said to you—about you? _____

d. When did this happen? _____

e. What did he or she say? _____

f. How did this make you feel? _____

5 a. What was the best thing he or she ever said to someone else about you?

b. When did this happen? _____

c. What did he or she say? _____

d. How did this make you feel? _____

6 a. What was your best subject in college? _____

b. What kind of grades did you get? _____

c. Why do you think you did so well? _____

7 a. What was your “major” area of study? _____

b. Why did you pick that one? _____

C. CAREER

1. What is the best thing that ever happened to you at work? _____

2 a. Have you ever been singled out for an award, an acknowledgement, a thank-you, an “attaboy” or “attagirl”? _____

b. When did it happen? _____

c. Who was present? _____

d. What was said? _____

e. Who said it? _____

f. How did you feel? _____

3 a. Have you ever been part of a group, team, section, department, or division that has received an award, an acknowledgement, or a thank-you? _____

b. When did it happen? _____

c. Who was present? _____

d. What was said? _____

e. Who said it? _____

f. How did you feel? _____

4 a. Have you ever received a raise or a promotion? _____

b. Why did you receive it? _____

c. Who presented it to you? _____

d. What did he or she say? _____

e. Who was present? _____

f. How did you feel? _____

5 a. Have your co-workers ever sought your advice or recommendation concerning a project?

b. Why do you think they ask you for your advice? _____

c. How does this make you feel? _____

6 a. Have you ever received a compliment from one of your co-workers or colleagues? _____

b. Who paid you this compliment? _____

c. What had you done? _____

d. Did you feel you deserved the compliment? _____

e. Who else was present when this happened? _____

f. How did It make you feel? _____

D. SPORTS

1 a. Have your ever participated in any sport activity in grade school, high school, college, or since you finished school? _____

b. Which ones? _____

For each sport, answer the following questions:

2 a. What is the most exciting, satisfying, or rewarding thing that you have ever experienced while engaging in this sport? (Hole in one, buzzer-beating shot, homerun, game-winning touchdown, strike-out pitch, 300 game, hat trick, ace, etc.)

b. Where were you when it happened? _____

c. Who was present? _____

d. What was said? _____

e. How did you feel? _____

3 a. Of all the sports in which you have engaged, which is/was your favorite?

b. Why is/was it your favorite? _____

c. What is your best memory of any of the times you played this sport?

4 a. Have you ever won any prizes or awards in this sport? _____

b. When? _____

c. What was the event? _____

d. Where was it? _____

e. Who was present? _____

f. What was said? _____

g. How did you feel? _____

5 a. Did you tell anyone about this accomplishment? _____

b. Who did you tell? _____

c. How did you feel when you told him or her? _____

d. What did he or she say? _____

E. CHURCH

1 a. What is the most rewarding experience you have ever had in your church?

b. Who was present? _____

c. How did you feel? _____

F. DATING AND MARITAL RELATIONSHIPS

1 a. What is the best experience you have ever had in your dating or marital relationship?

b. What happened? _____

c. When was it? _____

d. Where were you? _____

e. Who was present? _____

f. What was said? _____

g. How did you feel? _____

2 a. What event or situation first convinced you that the other person in this relationship was in love with you? (What picture do you have in your mind when you think of when you first came to this conclusion?)

b. What happened? _____

c. When was it? _____

d. Where were you? _____

e. Who was present? _____

f. What was said? _____

g. How did you feel? _____

3. What event or situation created the most pleasant memory regarding this relationship?

4 a. What is the best thing your spouse or significant other ever said about you?

b. What did he or she say? _____

c. Where were you when it happened? _____

d. Who else was present? _____

e. What was the occasion? _____

f. How did it make you feel? _____

5 a. What is the best thing your spouse or significant other ever told someone else about you?

b. What did he or she say? _____

c. How did you find out about it? _____

d. Where were you at when you found out about it? _____

e. Who else was present? _____

f. What was the occasion? _____

g. How did it make you feel? _____

6 a. What is the best thing that ever happened to you in front of your spouse or significant other that made you feel really good about yourself? _____

b. What was it? _____

c. When was it? _____

d. What did he or she say to you when it happened? _____

e. Who else was present? _____

f. Did your spouse or significant other ever tell anyone else about what you had done?

g. How did it make you feel? _____

7 a. What is the best thing you ever accomplished—that your spouse or significant other knows about? _____

b. What was it? _____

c. When was it? _____

d. How did he or she become aware? _____

e. What did he or she say to you upon learning about it? _____

f. Who else was present? _____

g. Did your spouse or significant other ever tell anyone else about this? _____

h. How did it make you feel? _____

8 a. What was the nicest compliment your spouse or significant other ever gave you? _____

b. What had you done to receive this compliment? _____

c. When was it? _____

d. What did he or she say to you when it happened? _____

e. Who else was present? _____

f. Did your spouse or significant other ever tell anyone else about this compliment? _____

g. How did it make you feel? _____

G. CIVIC, CHARITABLE, AND POLITICAL EXPERIENCE

1 a. Have you ever participated in any civic activities such as Girl Scouts, Boy Scouts, YMCA, local libraries, or local boards? _____

b. In which organization(s) did you participate? _____

c. What type of activity did you perform? _____

d. Do you feel that your contribution was helpful to the cause?

e. Did the organization appreciate your help? _____

f. How did your participation make you feel? _____

2 a. Have you ever participated in any charitable or fund-raising events? _____

b. In which organization did you participate? _____

c. What type of activity did you perform? _____

d. Do you feel that your contribution was helpful to the cause?

e. Was the organization appreciative of your help? _____

f. How did your participation make you feel? _____

3 a. Have you ever participated in any political events? _____

b. In which organization did you participate? _____

c. What type of activity did you perform? _____

d. Do you feel that your contribution was helpful to the cause?

e. Was the organization appreciative of your help? _____

f. How did your participation make you feel? _____

H. MILITARY EXPERIENCE

1 a. Have you ever been a member of the military? _____

b. In which branch did you serve? _____

c. How long did you serve? _____

2 a. Did you receive any commendations, ribbons, or medals? _____

b. How did this make you feel? _____

3 a. Did your service make your family and friends proud of you? _____

b. How do you know they were proud of you? _____

c. What did they say or do? _____

d. How did this make you feel? _____

4 a. What was the most rewarding part of your military experience? _____

b. Where did it happen? _____

c. Who was there? _____

d. When did it occur? _____

e. How did you feel? _____

I. PHYSICAL ATTRIBUTES

1 a. What is your best physical attribute? _____

b. Why did you pick this one? _____

c. Has anyone ever complimented you on this attribute? _____

J. FRIENDS AND NEIGHBORS

1 a. What is the nicest thing you have ever done for your friends or neighbors?

b. Why did you do this? _____

c. When did you do this? _____

d. What does your performing this act say about you as a person?

e. How did you feel when you performed this act for your friends or your neighbors?

f. Did your friends or neighbors know you performed this act on their behalf?

g. What did they say? _____

h. How did you feel? _____

2 a. What is the nicest thing your friends or neighbors have ever done for you?

b. Why do you think they did this for you? _____

c. What does their performing this act for you say about you as a person?

d. How does that make you feel? _____

3 a. What is the best thing any of your friends or neighbors have ever said about you?

b. Who said it? _____

c. What did they say? _____

d. Where were you at when it happened? _____

e. Who else was present? _____

f. What was the occasion? _____

g. How did it make you feel? _____

4 a. What is the best thing any of your friends or neighbors ever told someone else about you?

b. Who said it? _____

c. What did they say? _____

d. How did you find out about it? _____

e. Where were you when you found out about it? _____

f. Who else was present? _____

g. What was the occasion? _____

h. How did it make you feel? _____

5 a. What is the best thing that ever happened to you, in the presence of your friends or neighbors, that made you feel really good about yourself? _____

b. What was it? _____

c. When was it? _____

d. Where were you when it happened? _____

e. Who was present? _____

f. What did they say to you when it happened? _____

6 a. Did any of your friends or neighbors ever tell anyone else about what you had done? _____

b. How did it make you feel? _____

7 a . What is the best thing you ever accomplished—that your friends or neighbors know about?

b. What was it? _____

c. When was it? _____

d. How did your friends or neighbors become aware of your accomplishment?

e. What did they say to you when they learned about it? _____

f. Who else was present? _____

g. Did your friends or neighbors ever tell anyone else about this? _____

h. How did it make you feel? _____

8 a. What was the nicest compliment any of your friends or neighbors ever gave you?

b. What had you done to receive this compliment? _____

c. When was it? _____

d. Where were you? _____

e. Who offered this compliment? _____

f. What did he or she say to you when it happened? _____

g. Who else was present? _____

h. Did your friend or neighbor ever tell anyone else about the compliment?

i. How did it make you feel? _____

K. FINANCIAL

1 a. What has been the most rewarding or satisfying financial transaction in which you have been involved? _____

b. When did it happen? _____

c. Who was present? _____

d. How did it make you feel? _____

2 a. Did you ever tell anyone else about this transaction? _____

b. How did he or she respond? _____

c. How did you feel? _____

3 a. Has anyone ever asked your advice or counsel on financial matters?

b. Who asked for this advice or counsel? _____

c. What type of transaction did it involve? _____

d. When did it happen? _____

e. Who else was present? _____

f. Did this person think you had some knowledge of this type of transaction?

g. Did this person value your opinion and expertise? _____

h. How did this make you feel? _____

L. PERSONAL

1 a. Who was your best friend in high school? _____

b. Why did this person like you so much? _____

2 a. Has anyone ever asked you for your advice, your counsel, or your suggestion on how he or she should handle something happening in life? _____

b. Who was it? _____

c. When did it happen? _____

d. Who else was present? _____

e. How did it make you feel? _____

3. Do you know any foreign languages? _____

4. Do you play any musical instruments? _____

5. Can you sing or dance? _____

Before you answer letters M–U, it is extremely important for me to remind you to be honest, not modest. Remember, it was our modesty that got us into this situation in the first place. No one besides you is ever going to see what you have written down. So don't try to act modest. Be honest, and answer the questions as if your future depends upon it.

M. Name three people who think you are smart.

- (1) _____
- (2) _____
- (3) _____

Why do they think you are smart?

- (1) _____
- (2) _____
- (3) _____

N. Name three people who think you are good-looking or handsome.

- (1) _____
- (2) _____
- (3) _____

Why do they think you are good-looking or handsome?

- (1) _____
- (2) _____
- (3) _____

O. Name three people who think you are fun to be with.

- (1) _____
- (2) _____
- (3) _____

Why do they think you are fun to be with?

- (1) _____
- (2) _____
- (3) _____

P. Name three people who think you are a good person.

- (1) _____
- (2) _____
- (3) _____

Why do they think you are a good person?

- (1) _____
- (2) _____
- (3) _____

Q. Name three people who respect you.

- (1) _____
- (2) _____
- (3) _____

Why do they respect you?

- (1) _____
- (2) _____
- (3) _____

R. Write the names of ten people who know you well (your family, friends, relatives, co-workers).

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

S. List each of the names from above in the left hand column labeled "Name" on the next worksheet page. Then ask yourself if you think this person thinks you possess the character attribute listed in each column. If you think this person thinks you possess this character attribute, place an X In the "Yes" box. If you think this person does not think you possess this attribute, place an X In the "No" box.

Rarely, will someone have expressly stated that they think you have or do not have a particular attribute - almost always we will have to make an assumption of "what they think" based on Inferences, comments or what we feel. It Is OK to guess what you think they think about you...based on all the Information available to you.

If you are absolutely unsure, leave the box blank.

T. Of all of the things you have done in your life, of which one are you most proud?

What event was it? _____

Who was present? _____

What was said? _____

How did this make you feel? _____

U. Of all the obstacles you have encountered in your life, which was the hardest to overcome?

What was it? _____

When did it happen? _____

How did you overcome it? _____

How did you feel when you overcame it? _____

V. WRITE YOUR OWN EULOGY.

A eulogy is different than an obituary. An obituary is the short biographical description of the deceased person, written for the newspaper. It says a few nice things about the deceased person but primarily talks about when he/she was born, lived, and died, and how many relatives survive.

A eulogy is very different from an obituary. A eulogy is a speech given at the funeral, the graveside, or at some public forum where the deceased is acknowledged and praised. The purpose of the eulogy is to let everyone in attendance know the lifetime accomplishments and successes of the deceased person. The person giving the eulogy attempts to focus his speech on those things of which the decedent was most proud.

Write your own eulogy, listing the ten things you would want someone to say when he or she describes your lifetime.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Once you have completed your list – carry it with you every day. Review it frequently. If you are alone – read the items out loud with conviction and satisfaction. Feel good about the things you have accomplished. Read it with the pride & sense of accomplishment you deserve.

STEP TWO: Prepare a “Notable Accomplishments” list.

The second step in this “finding the positive information” process is to prepare a list of all of the positive “good things” that you have been able to recollect. I want you to call this list your “Notable Accomplishments,” because that is exactly what they are. They are things you have managed to accomplish so far in your life and each of them is indeed notable. Some may be more notable than others—but they are all notable. As I have said several times, be honest, not modest. If you wrote down the item while you were doing this exercise, you have already answered the question of whether or not the item is relevant or important. It is! Don’t second-guess yourself and decide to leave some of the things you found off of your notable

accomplishment list. It was your modesty that got you into this situation; it will be your honesty that will get you out. No one besides you is ever going to see this list—so don't be embarrassed by what you include. Be honest!

As you record these “good things” on your notable accomplishment list, it isn't important that you put them in any particular order or grouping. It doesn't matter if they are not in chronological order, because your mind doesn't store or retrieve things in chronological order. All that is important is that you include all of the “good things” you discovered during this process. As you begin to list these items, number them in the sequence in which you write them down. Again, it doesn't matter to your mind which of them is first or which of them is last. Your mind will record the fact that there is a large number of them are based on the numeric length of your list. My notable accomplishment list has fifty numbered items and is three pages long.

Notable Accomplishments

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

STEP THREE – Review your Notable Accomplishments frequently.

Every time we think about a pleasant, positive experience from our past, we are in one form or another reliving it. Our thought might just be a passing glimmer, or it could be a long and thoughtful remembrance of the sights, sounds, and emotions that accompanied the original event. Every time we think this thought, we are sending a brand new signal to our memory bank. Each new signal is one more piece of data for the clerk to have at his disposal when the subconscious mind makes its next inquiry. Because of this, we should make a deliberate effort to review our notable accomplishment list on a frequent basis.

I carry my list of notable accomplishments inside the front cover of a notebook I have with me every day. As a result, there is never a day when I don't have this list within an arm's reach. I have found this list to be a great cure for a "down day" or a "bad day," and yes, we all have down days and bad days. I have them just like you do. They happen to all of us! I have learned in life that we can't always control the things that happen to us, but we can control how we react to them. The most important part of this lesson is not to let "bad things" go unattended.

When bad things happen, we immediately experience self-doubt. I have learned that self-doubt, if left unattended, quickly turns into anxiety. That anxiety quickly turns into depression, and that depression turns into despondency. This progression downward is like a clump of snow beginning to slide down the mountainside. As it gains speed, it gains weight; as it gains weight, it gathers even more speed, and then more weight, more speed, more weight . . . until this once-harmless snow pack sliding down a slope has become an avalanche with awesome power. This thing that was once nothing more than snow falling from the sky had been allowed to build up until it came loose. When it loosened, it became bigger and stronger. Eventually, what was once nothing more than a solitary snowflake has turned into an avalanche that uproots trees, demolishes houses, and destroys everything in its path. Self-doubt, anxiety, depression, and despondency can destroy everything in our lives.

Our list of notable accomplishments is an effective way to deal with self-doubt. By being honest with ourselves and admitting the mistake, the screw-up, or whatever it is that has just happened in our life, we are being honest. We should be equally honest with ourselves by then immediately reminding ourselves of the times when we "didn't make a mistake" and "didn't screw up." We should be honest and balance our failures with our successes. Always, the positives will outweigh and outnumber the negatives.

When I make that last statement in my workshops or in my public speaking, someone frequently challenges me. When that happens, I challenge them to make two lists—the one with all of their notable accomplishments” on it and a second one with all of their failures on it. I have now done this with thousands of people from all walks of life, and I have never had one person who was able to list more negatives than positives. The secret to this trick (it is not really a trick, it is just understanding how the human mind works) is that I do not make this statement until after they have objectively and honestly prepared their list of notable accomplishments. If I were to ask the question before they had done so, it would have caused them to omit some of the “good things” they recorded on their notable accomplishment drill. Human nature is just that way!

MOST CONTACT - WORKSHEET

Write the names of five people with whom you spend the most time:

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

PERSON #1 NAME: _____

(Circle the answer that most accurately describes this person)

A. POSITIVE ATTITUDE

B. NEGATIVE ATTITUDE

A. ACHIEVER

B. COMPLAINER

A. HAPPY

B. UNHAPPY

A. SUCCESSFUL

B. UNSUCCESSFUL

PERSON #2 NAME: _____

(Circle the answer that most accurately describes this person)

A. POSITIVE ATTITUDE

B. NEGATIVE ATTITUDE

A. ACHIEVER

B. COMPLAINER

A. HAPPY

B. UNHAPPY

A. SUCCESSFUL

B. UNSUCCESSFUL

PERSON #3 NAME: _____

(Circle the answer that most accurately describes this person)

A. POSITIVE ATTITUDE

B. NEGATIVE ATTITUDE

A. ACHIEVER

B. COMPLAINER

A. HAPPY

B. UNHAPPY

A. SUCCESSFUL

B. UNSUCCESSFUL

PERSON #4 NAME: _____

(Circle the answer that most accurately describes this person)

A. POSITIVE ATTITUDE

B. NEGATIVE ATTITUDE

A. ACHIEVER

B. COMPLAINER

A. HAPPY

B. UNHAPPY

A. SUCCESSFUL

B. UNSUCCESSFUL

PERSON #5 NAME: _____

(Circle the answer that most accurately describes this person)

A. POSITIVE ATTITUDE

B. NEGATIVE ATTITUDE

A. ACHIEVER

B. COMPLAINER

A. HAPPY

B. UNHAPPY

A. SUCCESSFUL

B. UNSUCCESSFUL

Rank value of each person:

If four A's = 100% positive – 0% negative

If three A's = 75% positive – 25% negative

If two A's = 50% positive – 50% negative

If one A = 25% positive – 75% negative

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