

Journal 45

A 45-Day Program to Create a New Beginning

William A. Howatt, Ph.D.

*with a special Grapho-Therapy Section
by Bart Baggett*

A WAY WITH WORDS EDITORIAL SERVICES

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Preface

THIS program is an adaptation of *My Personal Change Journal* and *Journal 51*. It has been adapted for the purpose of creating an introductory 45-day program to facilitate life balance (at home and at work). This journal uses a right-brain template design to allow flexible focus as you start to tune into life balance. The sister journal, *Journal 31*, provides the power of Neuro-Linguistic Programming to help unlock all your desires and wants. Once you complete this journal, if you want to focus in with much more structure, you may want to explore *Journal 51*, which is a left-brain structure measure.

Journal 45

THE struggle to pay bills on time, have a happy life, enjoy work, and experience life goals continue to be some of the challenges people face in their daily lives. But many get stuck in a rut, and if you have ever been in such a rut, you know you are not alone. You may be familiar with the old adage that says there are very few guarantees in life, with the exception of death and taxes. I would suggest there is a third — that life will not change, unless we take actions to change it.

We've all had a dream, though no dream has ever come true without action. Yes, there is the lotto, though I recommend you do not hold your breath. However, keep dreaming! On a serious note, we all have a story — our life. Each year is a new chapter, and at any time we can stop the word processor, if you will, and do a rewrite.

This is exactly what a New Beginning is. Stopping and seeing how your life story is really going — that is, where, what, and how. Because of all the change in the world and new situations, we find ourselves in, it is invaluable to take the time to see where you are; make a plan; access the knowledge and skills needed; and take action to create a New Beginning the way you want your life to be. Consider the following:

- Life will happen whether we pay attention or not.
- Life will always have choices.
- Life will have challenges.
- Life is what we have now to enjoy and celebrate.
- Life never improves unless we do what is needed! This may not be a 100-percent guarantee, but it is close for the entire population.

When we have a change in career, start a new degree or discipline, or whatever life situation that now demands your time, energy, and focus, this is a wonderful opportunity to take stock, and create a New Beginning, with the objective of keeping all parts (home and work) working in a healthy and effective manner.

All of us would like to improve the quality of our lives, or at the very least maintain what we have. The purpose of this program is to have you, over the next 45 days, start to take the actions necessary to become a Peak Performer — someone who can excel at both home and work with a passion, drive, and love that they benefit as do the people around them.

The New Beginning program is a simple one, with the emphasis on starting to focus in on what you want, and taking the actions to become all you can be.

The program has three parts:

Part 1 — Self-Assessment of where you are now in regard to being a Peak Performer. The purpose is to only assess where you are now, so that in 45 days you can repeat Part One, and evaluate how when a person takes action, and holds their focus, they will create New Beginnings.

Part 2 — In this section, you will start the process of goal setting. Many people talk about what they want, however, few do what is necessary to make their dreams come true. What I mean is that many learn to settle for what they have. Inside, they wish they would be able to have this or that — whatever it is they just dream. All our passions start with a dream. Once we dream, we have to tune in to what we want, and we have to ensure we have the knowledge and skills to get what we want. Then we have to believe and know we can get what we want. In this section, the outcome is for you to define what goals you want. Once you start working and practicing to obtain them, you will move from wanting to knowing. You are now on the path for experiencing what you originally desired.

Part 3 — In this section, you will have the opportunity to journal for the next 45 days. The journal has a template for you to monitor your daily growth, and each day offers a small activity to enhance your overall Life Balance. The daily journal template is to help keep you focused, so you are able to watch and monitor yourself. It is recommended that you focus on small steps. Think about the story of the tortoise and the hare. Instead of being like the hare, and going in 100 directions and not finishing because you burn out, be the tortoise, and take small, precise steps. Work on one or two goals at a time — be focused and patient. The research is clear. Journaling is one of the best tools to stay focused and in the present, so you are able to feel in control.

STEP ONE

Please complete the following instrument, the Edge Coaching Measure. It will help you self-evaluate where you are now in regard to being a Peak Performer. It is not intended to do anything except provide you with a pre-measure, and post-measure after you complete the program. Let's record what you score:

Edge Coaching Measure Record		
	Date	Finding
Pre-Measure		
Post Measure (Complete after 45 days)		

The obvious outcome is that you will have seen improvement in the one or two goal areas which will improve your score, and move you closer to being a Peak Performer, or on the right road.

COACHING

Edge Coaching Measure

As you know, we believe in helping people become all they want to be. When coaching a client, I look at them in all of the following areas: Basic Survival, Health, Self-Wellness, Relationships, Finances and Career. We believe the key to success is to have a balance in all of these areas.

When people begin the personal coaching process, they are in one of three stages:

1. Foundation Stage. In this stage, the person is lacking the core foundation skills, such as exercise, diet, rest, relaxation, and have some type of limiting belief that is holding them back from moving on with their careers and life. In this stage, people are too often distracted because of limiting beliefs, and never even get to focus on their core foundation skills.
2. Resource Development Stage. In this stage, the person is looking for the knowledge and skills to go to the next level in whatever their area of focus.
3. Peak Performer Stage. In this stage, the person is already identified to be successful, perhaps in the 90% area, and they want to get to the next level.

The purpose of this measure is to help us determine where you are, so that we can better recommend the type of coaching package to suit your particular needs.

This measure is not in any way designed to determine if you need coaching. I believe only you can determine if you are in need. This measure is intended only for those who want feedback as to how we would coach them.

I believe we need to start where the person is at present. Regardless of where you fit in this area, it is intended only to be a starting point. Following are 100 statements that have been put together to help in your coaching plan design. Please respond to the statements as best you can, to indicate how you think and feel as of today. Please note that you have three choices, and pick the one that is closest to how you feel and think at the moment.

Below is the frame of reference to use when making your choice as to how the statement refers to your life today.

Not True — this means the statement is of no connection to your present situation.

True — this means that about 80% of the time the statement is true, and because you may need more knowledge and skills to have this statement more consistently in your life.

Very True — this means that this statement is present in your life about 85% of the time. Interesting enough, we find that many of clients will start out at the Foundation Stage in coaching, and build the necessary base to make the journey to becoming a peak performer, and live life to the fullest.

100 ECM Statements			
Please check one area that is applicable to you today.	Not True	True	Very True
1. I am happy about life in general			
2. I do excel in my professional life.			
3. I would say I am on my way to being a peak performer.			
4. My family life is not a concern.			
5. I find my career very fulfilling.			
6. I find learning exciting and challenging.			
7. People tell me how happy I am all the time.			
8. I have a healthy love life.			
9. I eat a healthy diet.			
10. In my community, I am known as a contributor.			
11. I am depressed.			
12. I am what you could call a procrastinator.			
13. I attend a great deal of personal development training.			
14. I know I will be able to achieve what I want to.			
15. I am concerned with my body weight.			
16. I have a clear set of goals written out for the next year.			
17. I have my retirement savings plan in place.			
18. I know my spouse/partner loves me a great deal.			
19. I have a strong loving relationship with my children.			
20. I do have a concern with my communication skills.			
21. I am concerned with anxiety.			
22. I am concerned about any addictions.			
23. I am an avid reader.			
24. I have attended professional coaching before.			
25. I have a well balanced budget.			

100 ECM Statements

Please check one area that is applicable to you today.	Not True	True	Very True
26. I have excellent self-esteem.			
27. With just a little coaching, I will be at the top of my game.			
28. I know I would be better if I had a few more skills.			
29. I am very good with time and organization.			
30. I get lots of rest.			
31. I am motivated to go to the next level.			
32. I am concerned about any limiting beliefs or fears.			
33. I would say I like who I am now.			
34. I am a good listener.			
35. I believe in empathy for others.			
36. I know I deserve to be happy.			
37. I see many good things in my future.			
38. I am highly motivated.			
39. I like to have feedback.			
40. I have a mission statement which I live by daily.			
41. I am concerned about my health.			
42. I am excited about each and every day.			
43. I know I am a good person.			
44. I am consistent at whatever I do.			
45. I know what I need to do to excel in my career.			
46. I know change is a process, and I have the patience.			
47. I have the attitude to excel where I need to.			
48. I eat a healthy diet all the time.			
49. I know how to relax.			
50. I am a person who has a great deal of stress.			

100 ECM Statements

Please check one area that is applicable to you today.	Not True	True	Very True
51. I am a natural student, and enjoy learning.			
52. I cannot learn.			
53. I dream about an exciting future.			
54. I love to give and share with others.			
55. I am what you would term creative.			
56. I am flexible, and deal with change well.			
57. I have goals laid out for the next month; six months; and year.			
58. I know how much I want to earn this year.			
59. I have the ability to sell myself to others.			
60. I have a great deal of self-confidence.			
61. I want to be challenged intellectually.			
62. I have the cognitive ability to be who I want to be.			
63. I have the emotional balance to do what I want to do.			
64. I never have headaches or other stress related pain.			
65. I am concerned about making money to survive.			
66. I have a great physical relationship.			
67. I know my partner's (spouse and others) needs.			
68. I have thought about adding value to my life.			
69. I am a person who sets extremely high goals.			
70. I find work easy.			
71. I do get along with my peers at work.			
72. I understand why people do what they do.			
73. I have a great passion.			
74. I have a clear focus of what I want.			
75. I have a great deal of self-discipline.			

100 ECM Statements

Please check one area that is applicable to you today.	Not True	True	Very True
76. I have the attitude of gratitude.			
77. I do not sabotage myself.			
78. I understand my environment.			
79. I feel like I have a great deal of energy.			
80. I know what my purpose is.			
81. I know the plan of action needed for my success.			
82. I have contributed to others.			
83. I have the habits needed to build success.			
84. I have a plan to balance family and career.			
85. I know what I want from a coach.			
86. I am a person who can ask for what they want.			
87. I am always well prepared.			
88. I have a balanced mind, body, and soul.			
89. I know how to follow directions.			
90. I like what I look like, inside and out.			
91. I want to create a plan for success.			
92. I exercise regularly.			
93. I have strong personal ethics.			
94. I am satisfied with my educational training.			
95. I know how I learn.			
96. I am ready for the next step.			
97. I have the habit of success.			
98. I am a peaceful person.			
99. I am a proud person.			
100. I believe life is great			

ECM Score Sheet

Name _____

Date _____

Number of "Untrue" answers: _____ x 1 = _____

Number of "True" answers: _____ x 3 = _____

Number of "Very True" answers: _____ x 5 = _____

Total _____

Scoring Range:

Foundation Stage: 0-299

You really need, and would benefit from having a coach.

Resource Development Stage: 300-399

A coach would be of value for you to continue to grow to the next level.

Peak Performer Stage: 400-500

You are doing great! A coach would be of help for you to maintain and grasp the edge.

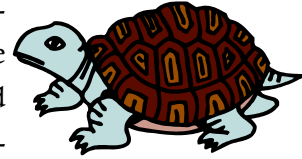
Your score will determine the area where we believe coaching should start.

This is intended only as a guide, and to provide you with some insight.

Note: A coach can be a professional coach, a mentor, teacher, or friend — someone who is a resource for you to learn, grow, and act as a guide.

STEP TWO – TAKING CHARGE OF YOUR NEW BEGINNING

In this section, you will start to outline the goals you want, using the five-step goal setting process. Making a goal is a waste of time unless you have a clear plan of action. The five-step process helps you take two goals and flush them out, so you can start to implant them. Remember: Be a tortoise, meaning go slowly, and stay on track, so your New Beginning becomes habit.



5-STEP GOAL SETTING PROCESS

1. Pick two goals you want to help enhance your life. They need to be things that depend only on your actions. I suggest you look at these goals as really **behaviors** that you want to add or improve, because it takes action to attain a goal.

Two Areas to Improve
1.
2.

2. Do you have a clear idea of what each goal looks like? Be clear that you know what each goals (behavior) looks like, so you know clearly what you are focusing on, and working for.

What My Goals Look Like
1.
2.

3. Define available resources to help reach your goal. For each goal, what knowledge, skills, and attitude will you need?

Goal	Knowledge	Skills	Attitude
1.			
2.			

4. What possible challenges might you encounter as you seek to attain your goals, and how will you offset each challenge? Anticipation is the key to success!

Goal	Challenge	Solution
1.		
2.		

- Making an action plan. Now it's time to make a specific plan of action and timelines for each goal I promote the acronym SIMPLE (all plans need to be Simple, Immediate, Measurable, Practical, Legal, and Ethically responsible). When you make a plan, I suggest you consider this acronym. Break down the goal, and be clear of how you are going to attain it.

Goal	Plan of Action (steps to attain goal)	Timeline (days/mos.)	Viable?
1.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____		S <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> L <input type="checkbox"/> E <input type="checkbox"/>
2.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____		S <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> P <input type="checkbox"/> L <input type="checkbox"/> E <input type="checkbox"/>

In Day One of your journal, there is a chart for you to monitor over the next 45 days how your efforts are working. The key to attaining goals is to stay on track. Be attached to the process, not the daily outcomes. Do your major evaluation after the 45 days.

Below are a few tips to help you address relapse if you slip.

Jake's steps to overcoming personal failure

- Step back from your setback, and put it into perspective. If you are having a hard practice, and not concentrating and performing to your standard, step away, take a break. Get away from the activity you are stressing about, so you can clear your head, and straighten out the facts and opinions.
- Call a meeting. Look at your situation as if you are looking at someone else. Explore all of the various options you can, and discuss your situation with someone you trust, like your mental coach.
- Decide what is not working. Stay focused, and never give up. Explain what is working, and what is not. Once you do this, explore what will work, then go back to work, and make your goals come true.
- Pull out your best weapon against failure, your sense of humor. Jake observes that we will all look back and laugh at what has happened in some way, some day. His point is why not now? Because laughter can get your positive brain chemicals going.

As Jake states, “Failure is no match for humor.”

I see setbacks as an opportunity to learn and grow. They are only setbacks when we do not take the opportunity to benefit from them.

In *Journal 51*, there are more specifics on goal setting, and we start to look at life planning. For purposes of this journal, take a few quiet moments, and write down the way you want to live your life daily — kind of like your life philosophy. It is the first part of creating a life plan.

How I Want to Live My Life Daily

(A minimum of four paragraphs)

STEP 3. FOCUS FOR 45 DAYS, AND GRADUATE TO A NEW BEGINNING

Time to begin:

Following is a 45-day journaling program. It has a template which is explained later, and what are called Active Daily Change Activities (left-hand pages). On the right is your daily template. The outcome of this program is to introduce you to the concept of “flexible focus,” which is taking what you want, and working daily to attain it. The journal keeps a record of how nothing happens unless we do it. What we focus on will expand..

I believe journaling is one of the most powerful tools for realizing our own brilliance, because it tunes us in to what we are doing to get what we want. It helps keep us focused on what we can control — our actions. We can choose pretty much what we want. The purpose is for you **now** to choose a New Beginning, and take the actions needed to add quality to your life.

The road to happiness goes through you, so be ready to let it pass through. Good luck, and stay on track for your New Beginning.

Assessing Your Motivation For Change Today

When we are not ready or prepared to improve our quality of life (even though we have identified there are concern areas), no matter what is done, or no matter what we do, we will not change. If we are not motivated to address the issue, we are choosing to sentence ourselves to experience the natural consequences of remaining exactly where we are. To address this issue, the frame of reference stated below will assist you in your readiness for change, as well as provide a model to help you move through change. Good intentions and resolutions are not enough. We need to eat the elephant one bite at a time, and this takes commitment, desire, planning, drive, and action.

I define personal change as: **when a person chooses to want to learn new behavior(s) that help him/her to learn to be in better control of his/her life.** Prochaska, DiClemente and Norcross have developed a six-stage model to assess your motivation for change. The stages are as follows:

Stage 1 — Precontemplation. In this stage, there is unwillingness to change. Persons in this stage are not psychologically ready or motivated to address the present issue, thus possibly believing that they do not have a problem.

Stage 2 — Contemplation. In this stage, there is exploration of change. Persons in this stage start to make inquiries, and begin to explore the “what ifs” and the potential for change.

Stage 3 — Preparation. In this stage, there is concentration and focus on making the change.

New Beginning Action Journaling Section. To have a New Beginning means we will need to change — but what is change?

I define it as:

C – Coming to a crossroad that requires different behaviors.

H – Holding on to the good (e.g., relationship, health) so they do not get lost.

A – Actions needed to achieve desired outcome.

N – Now is important always, for change to happen.

G – Give to yourself so you do not forget what you are doing all the work for.

E – Evaluate daily, weekly, monthly that you are on the right course.

Many people want to change, and have a New Beginning, but they get stuck and/or slip back to their old ways. This is where too often the EXCUSES that prevent New Beginnings come up. One popular one is time – lack of. To have a New Beginning, we need to be prepared to **break the cycle of excuses.**

Step 1 — Do you have a pattern or excuse that comes up often that has many times prevented a New Beginning? If so, define it by describing very specifically the behavior you follow

Step 2 — What is it after you think about it that is the major New Beginning you are now taking on?

Step 3 — To break a habit one must start by focusing on behaviors that they will be doing. List all the micro behaviors you will need to do, so your New Beginning will be achieved. Be as specific as the new time that you will get up in the morning.

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

Step 4 — Now you know, and are aware of your roadblocks, desires, and behaviors needed. What is your passion and motivation for this New Beginning? In a powerful sentence, write down what I call the Fueling a New Beginning Statement — that gives you the juice inside to want to make this new Beginning a reality. Memorize this statement; put it on a card, and carry it around to remind you of your motivation and commitment to yourself.

My Fueling a New Beginning Statement
Date _____

Keep this in mind as you work towards the achievement of your New Beginning. In the next 45 days, doing the journal daily will give you a start and foundation to build on.

Best wishes!

— *Bill Howatt.*

HOW TO USE THE JOURNAL

The purpose of this daily journal is to offer you an NLP learning, as well as a template for a daily reflection and inventory of how your life is really going. The objective is that after 31 days, you will have the insight and awareness of areas that would benefit from focus, and where to start to put your goals in writing. We want to look first at the big picture, and after you complete the journal, *Journal 51* or *My Personal Success Coach* will help you tune in your focus.

Daily template

Day, Date, Time — Track when you stop and review your day.

Daily Review and Journal Entry — This section has no structure; it is a place for you to reflect on the day, and record it in history. Research has shown that writing about your day helps process and organize it.

Your Special Theme — This is an optional section where you can choose an issue, changes, or emotion you want to address and overcome. The objective is that whatever you write, the ultimate outcome is to have a potential plan of action or resolution. For example, if you want more love, your theme may be love, so you would work out a plan of how to have more love. The special theme has no limitation; it is whatever you want to focus on.

Daily Wellness Measures — Each day, it is of value to take a quick stock of how your overall wellness is. All you need to do is circle a number on the scale. The lower the number, the less fulfilled it has been for the day.

Daily Emotional Measure — As David Hawkins, author of *Force vs. Power* teaches, our thoughts will determine our emotions, and ultimately our reality. All you do in this section is check the emotions you have experienced, then notice what side of the fence you are spending the most time on. My goal is that you will be focusing on the life balancing emotions.

Sample Journal Entries

Month _____ Day _____ Time _____

Daily Review and Journal Entry	
	<p><i>Today I had a wonderful time playing with my children. I have come to understand how special this time is after a day of work. I am learning daily how powerful family is for me. I now know why I work so hard.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
My special theme:	<i>Grateful</i>
	<p><i>I am truly grateful today for what I have in life. I am grateful that I have 3 children, a beautiful wife, a supporting family, and friends. I love my life, and what I am creating.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Daily Wellness Measure	
Sleeping	1-3-5-7- <u>9</u> -10
Eating	1-3-5-7- <u>9</u> -10
Mood	1-3-5-7-9- <u>10</u>
Energy	1-3-5-7- <u>9</u> -10
Self-worth	1-3-5-7- <u>9</u> -10
Work	1-3-5- <u>7</u> -9-10
Family	1-3-5-7- <u>9</u> -10
Relationship	1-3-5-7- <u>9</u> -10
Social	1-3-5- <u>7</u> -9-10
Spirituality	1-3-5- <u>7</u> -9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
	✓	Relaxed			Anger
✓		Passion	✓		Frustrated
	✓	Joy			Sad
	✓	Love	✓		Drained
		Fun			Hopeless
✓		Happiness			Guilty
✓		Motivation			Tense
✓		Enthusiasm			Lonely
✓	✓	Grateful			Mistreated
✓	✓	Valued			Empty
✓		Confident			Anxious
✓		Satisfied			Denied
✓		Intelligent			Dumb

Monitoring My Personal Goals

To make a difference in your life, it does not necessarily mean making a big change. Even small changes can have a huge payoff. For example, the simple behavior of quitting smoking can change your life. Now quitting is the challenge, right? I agree! However, not smoking is not a concern. We have a bunch of rules we live by, many of which we created. These rules often have limits. The purpose of this program for the next 45 days is for you to monitor the one or two goals you selected, which are basically new behaviors you want to add to improve your quality of life. I encourage you to refer to this page to monitor your progress.

Desired Goal	Overview of the specific actions needed to attain my goals.
1. _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2. _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

45-Day Success Monitor							
10							
9							
8							
7							
6							
5							
4							
3							
2							
1							
Week	1	2	3	4	5	6	7

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Four Physiological Pillars of a Healthful Lifestyle

The foundation of all health is based on **Diet, Exercise, Rest, and Relaxation**. We all need to be aware of what we are feeding ourselves, as well as how we are treating ourselves.

Important Note: *Before you start any major health change, please see your doctor for approval.*

Physiological Health — In Day 8, I will introduce you to your basic psychological needs, to teach you how and why all human behavior is our best attempt to meet what Glasser's Choice Theory calls Basic Needs. We all can recognize when learning a psychology that some of the behaviors we have chosen have caused us a great deal of stress. (i.e., drugs, poor diet, depressing, etc.). As you move along on your change, the place to begin must be at the physiological core. It's simple! When your body is off, so is your mind! So let's get the body stabilized! Your action for today is to make a plan of how, when, and where you are going to start the Four Pillars — then take action!

Designing a Healthful Eating Lifestyle — I recommend that you follow your body, meaning listen carefully to what foods make you feel good, and what foods do not. Ask yourself before you eat any food, "Does my body really want this?" The best approach is self-awareness, because our bodies all have individual needs, and no one diet is right for everybody. Eating small portions (e.g., 4-5 small meals), especially breakfast, is a good way to remain physically and psychologically healthy. I also recommend monitoring your fat intake, caffeine intake, and alcohol intake, to regulate the nutritional value of your diet, and drink as much good water as you can.

Exercise — Exercise is essential in maintaining a healthy lifestyle. Exercise does not mean only fitness centers, it means doing something that moves the muscles, and increases the heart rate. I recommend getting your heart rate up to 220 minus your age, for a minimum of 20 minutes, three to four times a week. If you are unable to attend a fitness center, going for a brisk walk is an excellent way to increase your heart rate, and reduce stress. I personally enjoy weight training, and highly recommend it to you, with a variety of activity, e.g., hockey, Stair Master, etc., and if you need assistance, see a fitness expert.

Rest — Rest is also essential in maintaining a healthy lifestyle. The best source of rest is to develop healthy sleep patterns. The average adult requires 6 to 8 hours of sleep. Healthy sleep patterns reduce the effects of daily stress, and allow the body to recuperate, and to prepare itself for the next day's stresses. Disturbed sleep in itself can be stressful. Learning to relax, and using Choice Theory will be of value for healthy sleep.

Relaxation — Relaxation techniques will be provided from Day 3 to Day 6. Try each of them on the scheduled day until you find the one you like the best, and incorporate it into your daily routine. The purpose is to help keep your mind and body healthy, so that the anxiety of life does not rule you; that you learn to rule you! It may take the entire 45 days of effort to feel you have learned how to, and to be able to relax when you want to. Change is a process, not an event!

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



*“You are the
light of the
world. Let your
light shine
before others.”*

— Jesus
(Matthew
5:14)

New Breathing for a New You

Breathing techniques are popular in the field of stress and anxiety reduction. I recommend that you do the following breathing method for fifteen days, and see the great benefits of energy and personal health. After that, just keep breathing. Anthony Robbins promotes the following deep breathing activity:

Step 1 — Sit comfortably, and breathe slowly in for six seconds.

Step 2 — Hold your breath for twenty-four seconds.

Step 3 — Exhale slowly for twelve seconds.

This equals one set. Robbins recommends that you do this activity three times a day, doing three sets during each breathing exercise section. He claims that after two weeks, it will have a great benefit for creating more energy — after trying it, I agree. Good stuff!!

What this method does is allow your body to slow down, and use its oxygen supply to the greatest potential. By holding your breath you are “super oxygenating every cell.” The results will be more energy, clearer thinking, and more of a sense of being alive!

Caution: *The ratio is 1:4:2 for times. Adjust to your comfort zone. Do not rush yourself, be careful, and mindful of your health.*

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



*“How can one
ever know
anything if they
are too busy
thinking?”*

— Buddha

Meditate to Wellness

This technique is useful in silencing a busy mind in order to allow yourself to take a break, so the mind and body can reconnect, and in fact heal. I recommend that you do the following a minimum of 4 times a week for 10 minutes, working up to 15 to 25 minutes.

The basic mantra meditation is the most common form of meditation used throughout the world by beginners. Before you begin, select a word or syllable that you like. It may have meaning only to you, or just be something that you like. Many meditators recommend the universal mantra, “OM.”

How to start: On the first day, try this for 5 to 10 minutes. When you are more comfortable with meditation, try to work up to 15 to 25 minutes daily, or every other day. The key is to be aware, and to allow the natural phenomena to occur. Everyone is a perfect meditator, you just need to allow your conscious mind time to believe. Your unconscious mind knows! The health benefits are second to no other form of relaxation known to man. Deepak Chopra teaches that meditation is the single most important thing that we can do to maintain our health. Davis, Eshelman and McKay provide the following user-friendly model:

- Step 1** — Find your posture and center yourself. Take several deep breaths. Have your word ready (e.g., “OM”)
- Step 2** — Chant your mantra silently to yourself. Say the word or syllables over and over within your mind. When your thoughts stray, note them, and bring your attention back to your mantra. If you notice any sensation in your body, note the feeling, then return to the repetition of your own special word. You need not force it. Let your mantra find its own rhythm as you repeat it over and over again.
- Step 3** — If you have the opportunity, you may want to try chanting your mantra aloud. Let the sound of your own voice fill you as you relax. Notice whether the sensations in your body are different from those you felt when you chanted silently. Which is more relaxing?
- Step 4** — Remember, meditation is to be practiced with awareness. You may find that the repetition of a mantra, especially when repeated silently, can easily become mechanical. When this happens, you may have the sense that an inner voice is repeating your mantra while you are actually lost in thought, or rapidly approaching sleep. Try to stay aware of each repetition of each syllable.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



*“Nothing is good
or bad. Thinking
makes it so.”*

— Shakespeare

Guided Imagery to Your Safe Haven

This technique is also a form of stress reduction. Since we all visualize (e.g., daydream), you can use your natural visualization skills to help heal your body. Visualization allows you to detach from the stress of the world, and go into a safe spot to recharge yourself, clear your mind, and get ready for the next challenge of the day. This is an alternative to meditation, which some people find easier to do.

Step 1 — Relax, and get comfortable in a quiet place.

Step 2 — Relax any tense muscles.

Step 3 — Create an image, and allow it to run in your head like a movie, so you can involve all of your senses. (Sight, touch, smell, hearing, and taste.)

Step 4 — Use positive affirmations, such as “I am letting go of all my pressure,” as you in your mind create the safe place.

Step 5 — As you create a safe place, give it a name, so you can quickly access it any time.

As you practice, the safe place will become more distant, and more alive. The power of the safe place is that when you have practiced it enough, within seconds you get away from the world for a health break; you just go on a direct express line to your **“Perfect Safe Haven,”** and enjoy all of its true glory. You will quickly see through practice that you will have new clarity, sounds and feelings. The key is **PRACTICE**, which takes time.

The Advanced Step — Once you have mastered creating your Safe Place, and can go to it within seconds, the next level of benefit is the Destiny Creator.

To do this, you first follow the above five steps, and go to your Perfect Safe Haven. Once you are there, you start to look to a light in the future, that’s right over the hill. As you look at the light in your Safe Place, you start to think about all the perfect thinking and dreams you want to happen in your future, for example, a new job. Think about every detail of the new job, and describe in detail how things would be better. Be very specific, down to the slightest sounds and visual detail. Through practice, and using the power of imagination and thought, I have learned from people like Greg Nicosia that positive thoughts will alter our reality to become our new existence.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“Creative
minds are like
parachutes —
they work only
when they are
open.”

—
Anonymous

Progressive Muscle Relaxation

This is a stress reduction method to relax muscles, to remove all the tension of the day. Because the body can hold stress, we know that if we relax all of our muscles using this method we will reduce the stress. Remember, the purpose of health is to have a healthy body and mind, and unwanted stress in our bodies serves no purpose, so let’s get rid of this stuff. OK!

- Step 1** — Lie down in a comfortable, quiet spot, listening to a peaceful sound, such as ocean waves.
- Step 2** — Clench your fists as tightly as possible and hold for fifteen seconds, then release. Then clench your fist and forearm; hold for fifteen seconds, then release. Add tensing of the biceps, with the same procedure.
- Step 3** — Following the above procedure, add your head, face, throat, shoulders.
- Step 4** — Add your chest, stomach, lower back.
- Step 5** — Add thighs, buttocks, calves, feet, toes.
- Step 6** — Clench your entire body for 15 seconds.
- Step 7** — Throughout the exercise, notice how relaxed your muscles are, how loose you now feel.

Note: Repeat exercise until you are totally relaxed. I suggest when doing the techniques listen to soft music. There also are tapes that are made for progressive muscle relaxation that are excellent to use as well, because they have a script read to you, and music in the background. Again, this is an alternative to meditation. — Give it a go.

Super Set — This is a term common to athletes. It is when you do one exercise, followed directly by another. I recommend you Super Set progressive muscle relaxation with meditation or guided imagery — and enjoy the benefits!

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“You can control my body, but you can’t control my mind.”

Victor Frankl

Self-Evaluation of Locus of Control

This exercise is intended for self exploration, to show you if you are an Internal Locus of Control (ILOC) individual, or an External Locus of Control (ELOC). I believe we need to be ILOC to make lasting personal change. The following few days will give you a brief introduction to Glasser’s Choice Theory, based on ILOC, which will provide you with an explanation of **why** we do what we do. Because the way to ensure that we make personal change which is permanent is to be clear about how you can always take full control of your behavior. In Day 8, I will start to explore Choice Theory, which is based on an Internal Locus of Control.

Definition: Internal Locus of Control is internalizing the events of the world, and taking responsibility for our own action of how we will respond to the world (e.g., parents are not the cause of my problem, I need to learn more skills).

External Locus of Control involves blaming your problems on the outside world, (e.g., my parents are the cause of my problem).

Where do you fit today?

Mark with an X where you fit on the continuum today.

Internal Locus Of Control	External Locus Of Control
1. Things may not always go my way, but I always have a choice about	1. I have no control over my future.
2. People are not my problem; how I	2. People cause my problems.
3. The world is challenging, and I can learn what I need to choose to do	3. If the world would smarten up, I would be happy.

Wherever you fit on the above graphic is where you are today. Right now, think of one thing you thought was controlling you, and explore from an ILOC position three alternatives you could do instead. You may need to do some research, but you will find alternatives, because once you are able to see you have choice, you are working from an ILOC, and are now in the position to start to consider how to choose more personal success!

ELOC Original Thought	ILOC Alternative
1. _____	1. _____ 2. _____

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Glasser’s Needs Assessment

A needs assessment is based on Glasser’s Choice Theory explanation of human behavior. The purpose of this exercise is for you to evaluate your present needs. You may find that the section which has the least amount filled in is a section of your life that is not being presently fulfilled to its full potential. You will benefit greatly by learning new behaviors to fill this need. In Day 9, we will focus on what you **want**. This theory states that all human beings have five basic genetic needs, as well as specific individual wants to satisfy these needs.

In the space provided below, fill in all the things you have now that meet each need. *Note: Usually the need with the least amount being met is an indication of a need which would benefit from more focus to add new behaviors to meet this lacking need.*

<p style="text-align: center;">Love/Relationships</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p style="text-align: center;">Self-Esteem/Recognition</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p style="text-align: center;">Sense of Freedom</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p style="text-align: center;">Enjoyment and Fun</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>
<p>Survival</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	

What are 10 things from previous learnings or from future learnings that you could start doing to meet the unfulfilled need(s)? Identify what need(s) you are working on by highlighting it in yellow.

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

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Glasser's What Do You Really Want?

As discussed in Day 8, we have five basic needs. However, each of us has our own unique individual wants. As you develop and explore personal change, it is always useful to ensure you are focusing on what you really want, and what steps you can do to obtain these wants.

In the space provided below, answer the questions for each want, based on the statements provided.

1. **Desired State** — What do you really want in your life now?

- 1 _____
- 2 _____
- 3 _____

2. **Present State** — What are you presently doing to get what you really want?

- 1 _____
- 2 _____
- 3 _____

3. **What resources** do you presently have to get what you really want?

- 1 _____
- 2 _____
- 3 _____

4. **Interference** — What do you need to stop doing to get what you really want?

- 1 _____
- 2 _____
- 3 _____

In Day 10, we will explain organized behavior, to better understand how we can get new outcomes through learning new behaviors.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Glasser’s Organized Behavior

Glasser explains that all behavior is purposeful, and has a specific purpose, and that any and all behaviors we choose are our best behavior at the moment of choice. This means that when we are picking behaviors, whether it is helpful or not, it is for the purpose of meeting an unmet need. For us to be able to have more options in regard to choosing new actions and thinking, we will need to become aware of how less effective behaviors (e.g., drinking and driving) do not work, and focus on effective behavior (e.g., Four Pillars), which will help us to get close to being in control of our lives.

In the section below, pick two very stressful situations, and list all the behaviors that you are presently choosing to deal with the situation that are good, bad, and/or indifferent. Be honest with yourself. Now fill in all of the behaviors you would like to learn which would help improve the quality of your life.

Stressors	Less Effective Behavior	Healthy Behaviors
1 _____ _____ _____	1 _____ 2 _____ 3 _____	1 _____ 2 _____ 3 _____
2 _____ _____ _____	1 _____ 2 _____ 3 _____	1 _____ 2 _____ 3 _____

A Glasser Reality Therapy Question:

If you continue with the old less effective behaviors, and do not spend the time, energy, resources, practice, and determination to learn, and be able to choose the new behaviors as automatically, as you presently choose your old less effective behaviors, will you ever be able to get what you really want?

Answer:

To obtain new change and personal growth, the answer must be no. So, from an ILOC position, you can learn a new path. No one says it will be easy at first, however, in a short time, the payoff will be great, and self-fulfilling.

Howatt’s Formula for Success:								
Healthy Knowledge	+	Healthy Learning	+	Healthy Practice	+	Healthy Time	=	Health, Success & Happiness

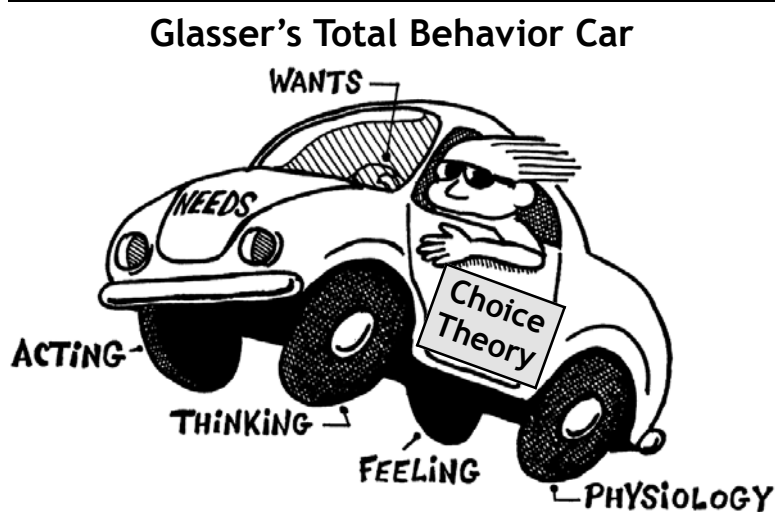
Glasser's Total Behavior

Glasser provides the metaphor of a car to explain total behavior, and breaks total behavior down into four separate components (thoughts, feelings, behavior, physiology).

He explains that on this car the front wheels, which are Acting and Thinking, have direct control of the car. Because it is a front wheel drive car, the rear wheels have no choice except to follow the front wheels. We can change the rear wheels, which are Feeling and Physiology, by choosing new thoughts or more effective new behaviors. Glasser teaches that we have direct control over the front wheels, and have full control all the time over the Acting (behavior) wheel.

Whatever wheel you focus on will affect all the others. For example, if you feel depressed, and you become self-aware, you are having depressing thinking (*Note: your physiology will dump toxic depressing chemicals into your body*), and you are probably sitting around depressing. If you want to stop depressing, you need to take Action (*Note: You help improve your physiology, and make more positive chemicals in your brain when you take positive action*).

By taking action, for example, playing tennis because you love it, you become aware of your thinking and feelings. It is hard to be depressed with a tennis ball coming at your head at 100 mph. Just joking — but really, you will no longer be depressing — as long as you move!! When we can change our action wheels, it allows us to change all the other wheels to a more positive position, and this gives us an opportunity to help heal our minds and bodies. The lesson is that we control how we feel by the action we take, and we always have a choice in what action we take. Remember, no choice in a stressful situation is a choice, and is usually not a good one. So be proactive, and make healthy behaviors, so you are more in control. As Richard Bandler commonly asks his clients, “Who is driving your bus?”



Total Behavior
(adapted from Glasser's Control Car [now known as Choice Car], 1984)

Meta Programs

Tad James teaches that the purpose of Meta Programs is to assist in self-exploring where your values come from, and how your Meta programs affect your values and the decisions you make, and, ultimately, the behaviour you choose. They also help you to become aware of how you are motivated. By becoming aware of what your Meta program are, you can develop better relationships with others and yourself. These questions are for the purpose of getting you to consider several different structural parts of your personality that are not always obvious.

(Note: Answer sheet on page 114.)

1. Direction Sort	
What do you want in a job?	
What do you want in a relationship?	
What do you want to do with your life?	
2. Reason Sort	
What are you choosing to do with your career?	
What are you choosing to do with your lifestyle?	
3. Frame of Reference	
How do you feel when you've done a good job?	
4. Convincer (representational)	
How do you know a co-worker is good at his/her job?	
5. Convincer (demonstration):	
How often, for example, does a co-worker have to demonstrate competence to you before you are convinced?	
6. Action Level Sort	
When you come into a situation, do you usually act quickly after sizing it up, or do you do a detailed study of all the consequences, and then act?	
7. Chunk Size	
If we were going to do a project together, would you want to know all the details first, or the big picture first?	
8. Relationship Sort	
What is the relationship between what you are doing this year, and what you were doing last year?	
9. Modal Operator Sequence:	
How did you get up this morning?	
What did you say to yourself (can, must, have to, got to, want to, should, etc.)?	



“The worth of
a thing is
known by its
want.”

—Thomas
D’Urfey,
Quixote

Values

Neuro-Linguistic Programming teaches that “Perception is projection.” We need to be careful of what and how we perceive ourselves. We can create labels in our minds, and project onto ourselves or another person, hence taking on the deficit. To avoid this, we must become aware of our own beliefs and values. Meta Programs will help us to know ourselves and others in relationships

People explore goals, however, few realize that what motivates our personal goals is our values. So, let’s explore what your values are in two important components. To do this, answer the following question for each section: What is important to me about . . .

CAREER	
PERSONAL & FAMILY LIFE	

Value Hierarchy

Once you have made your list, put a number beside each value to create your value hierarchy. Once you do this, you can cross-check the values with your needs assessment, to see if there are any obvious ones that need to be addressed.

A day with Stephen Covey

Stephen Covey, a leading expert in personal management, promotes what he calls the Seven Habits, which are based on a progression of personal development. He recommends that you learn and incorporate one habit at a time. Once you have all seven habits in your life, and live by these fundamental principles, you will find a balance of self.

Covey points out an important reminder that the best way to incorporate learning is to teach it to others, and practice it daily. He teaches that 85 percent of all material we learn is forgotten over time. For change to be lasting, it needs to be understood there are no “quick fixes,” and the only way to true success is by having strong character ethics. Following is a brief introduction to the *7 Habits of Highly Effective People*:

1. **Be Proactive.** People need to take responsibility for their lives, and what they want. Similar to Glasser’s Choice Theory, people need to operate from an internal locus of control, meaning we must always take responsibility for our actions.
2. **Begin With the End in Mind.** Focus on the important goals of life. Once the goal is made, take the first step, and put it into action. To be successful in life, you must have a mission statement — a clear set of goals, a plan, and a method of how you are going to live daily to reach your goal.
3. **Put First Things First.** Covey believes that management of life is not so much managing time, but taking control, and learning to manage self. True courage, as Covey would say, is self-discipline. He believes people need to not live by always addressing life’s crises, but with a plan. Do the things that are important in a well-organized manner — live life with a plan.
4. **Think Win/Win.** Look to putting positive emotional credits into all relationships, and work to make agreements with honor, and where all parties can walk away with value, not regret.
5. **Seek First to Understand, Then to be Understood.** Learn to listen carefully to what people say. Work on building rapport and a relationship. You will do much better by truly listening to all people than just trying to be heard.
6. **Synergize.** Work with people with the attitude of allowing everyone to succeed and perform to their full potential. Covey believes the true strength of a relationship relies on the differences, and the unique qualities of each person.
7. **Sharpen the Saw.** This is the importance of working the previous six habits daily into your family and other relationships. Covey also recommends that you be mindful, and balance your physical, spiritual, psychological, and social/family parts.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Daily Reminder:

Please now focus on what you have changed, and all your learning to date. The focus relies on consistency, and practice of the **Four Pillars, Treatment Plan, ILOC, and New Learnings.** Days 24 to 43 are time for your system to incorporate its new learnings, and to experience the power of Grapho-Therapy.

Your Handwriting Tells All

Are you aware that on every page of this *Journal* that you write, you are revealing to the world your true personality? That’s right. The old science of handwriting analysis is at work right under your nose, but with a twist. Although it is widely accepted that a handwriting expert can tell from the stroke of your pen if you are trustworthy or ambitious, up until now, you might have thought this type of personality assessment tool didn't apply to you, unless you applied for a job.

Well-known author and speaker Bart Baggett is pioneering some new applications of this 100-year-old science, making handwriting more than just revealing. It can change your life. Bart has written this section especially for you.

The focus of the next eleven days is to use your handwriting, an expression of yourself, to assist you in noting your strengths, and eliminating your weaknesses, through Grapho-Therapy. These simple “brainwriting techniques” will begin to re-program your unconscious mind at the neurological level . . . resulting in your obtaining your desired outcomes much faster than with traditional change techniques.

Today's exercise is simple. Because the research reveals that the letter “t” contains such indicators as your self-esteem, goals, and ability to plan ahead, you will work on this letter first. The point of the t-stem at which you cross the t-bar reveals the level of your self-esteem, and how high your goals are . . . cross your t-bars high.

Write the lower case letter “t,” 100 times. Each time you write, see how high on top you can cross the stem. You don't have to be perfect. The upper three-quarters of the stem is better than the lower three-quarters. The longer the t-bar the better.

Like this



Avoid this



Four horizontal lines for handwriting practice.

You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“The best mirror is an old friend.”

— George Herbert

How Much Enthusiasm Do You Have?

The focus of the next 10 days is to use your handwriting, an expression of yourself, to assist you in programming “positive traits” to your brain via your handwriting. These simple “brainwriting techniques” will begin to direct your unconscious mind at the neurological level . . . resulting in your obtaining your goals much faster than you even already expect.

According to Bart Baggett, the longer your t-bar is, the more enthusiasm you have for finishing projects. Leaders tend to possess the ability to “get excited and get other people excited.” When you think about it, enthusiasm is like adding rocket fuel to your tank. It makes you go a little faster in whatever direction you are already going.

Today's exercise is simple. Because the research reveals that the letter “t” contains such indicators as your self-esteem, goals, and enthusiasm, you will work on this letter today. The length of the t-bar is the endurance you have on projects. Therefore, the longer you hold your pen to the paper, the longer you stick to your plan.

Write the lowercase letter “t” 100 times. Each time you write, see how high on top you can cross the stem, and how long you can make the cross bar. You don't have to be perfect. However long you make the crossing, now double it.

Like this



Avoid this



Handwriting practice lines consisting of multiple horizontal lines for writing the letter 't'.

You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“One must think like a hero to behave like a merely decent human being.”

—May Sarton

How Smooth Can You Be?

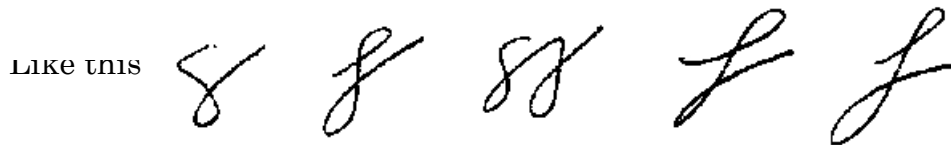
The focus of the next few days is to use your handwriting, an expression of yourself, to assist you in programming positive traits to your brain. These simple “brainwriting techniques” will begin to direct your unconscious mind at the neurological level . . . resulting in your noticing change happen almost automatically!

People who connect letters and words in a fluid motion tend to make the best writers and speakers. One personality trait that we in the professions have in common is the ability to go smoothly from one thought to another. It is often called “fluidity of thinking,” and it will pay dividends for any person in any career to acquire this trait. Developing this fluidity will assist you in being more flexible and creative under pressure.

Once you do the “fluidity doodle” a few dozen times, you will then want to incorporate that stroke into your normal handwriting where appropriate. I use it when making my double “g” in “Baggett,” and even my lowercase “f.”

The exercise alone will help in retraining your mental muscles, even if you don't quickly find a place in your normal script for it to appear.

Today’s exercise is fun. Imagine your pen as an Olympic ice skater while you do this exercise. Rarely lift your pen as you connect all the strokes and letters smoothly with one another. Write the “fluidity doodle.” As you write, keep your pen to the paper, and connect all the letters. Then, write a few sentences, and see how you can incorporate it into your normal writing.



Handwriting practice lines consisting of ten horizontal lines for writing.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“When you aim for perfection, you discover it’s a moving target.”

— George Fisher

More T Anyone?

You are now aware that every page of this *Journal* reveals information in not only what you write, but how you write. That's right.

The focus of the next few days is to integrate the few changes you've already made into your handwriting. Since it takes 21 to 60 days to change a habit, neurologically speaking, you will have to practice these handwriting strokes even when you are not working in this *Journal*. Many of our students simply “doodle” positive handwriting strokes when they are talking on the phone or watching TV. Every stroke you write is sending a signal to your brain with instructions on how to be.

Today's exercise is simple, but needs to be practiced. Because the research reveals that the letter “t” contains such indicators as your self-esteem, goals, and ability to plan ahead, you will work on this letter again today. The point of the t-stem at which you cross the t-bar reveals the level of your self-esteem, and how high your goals are . . . cross your t-bars high. A simple metaphor is to remember the sideshow fair game where a person would swing a hammer, and the lever would propel a metal ball to the top of a pole toward a bell. If the person was strong enough, the metal ball would hit the bell, and he would win a prize. Think of your t-bar as that pole. The higher the better, without going above the stem.

Write a paragraph describing your favorite vacation resort. Each time you write the letter “t,” see how high on top you can cross the stem. You don't have to make them perfectly. The upper three-quarters of the stem is better than the lower three-quarters. The longer the t-bar the better. And, if you are connecting the letter “t” to the vowel that follows it, the height of the t-bar doesn't count here. The “fluidity of thought” trait takes precedence over the height of the stem. See examples below.

Like this t t t
Avoid this t t t

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“When I hear somebody sigh that, ‘Life is hard,’ I am always tempted to ask, ‘Compared to what?’ ”

— Sydney J. Harris

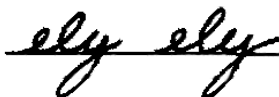

Open Your Mind for a Nice Change of Thought

Any student of handwriting analysis knows that the more you open your loops, the more open your mind is to new ideas. Because you are reading this, you are already open to new ideas, therefore, today's exercise should be easy for you.

We call today's doodle the Ely exercise. Not because some guy named Ely used it, and made a million dollars. That may be true, but we call it the Ely exercise because you will write the letters “e,” “l,” and “y” in sequence until you and Ely become close friends.

Ely is fun and simple. Imagine your pen as an air hose adding air to your tires, which are the loops in the letters “e,” “l,” and “y.” Simply create an opening for new thoughts to flow inside, like filling up a balloon with air. This exercise is good for the letters “e,” “l,” and “y,” but not good for the letters “d” and “t.” Therefore, please use only the middle zone vowel letters and the “l.”

Rarely lift your pen as you connect all the strokes smoothly with one another. Pick up your pen between words. Write the word “ely” in cursive. As you write, keep your pen to the paper, and connect all the letters. Repeat this 50 times.

Like this  Avoid this 

Handwriting practice lines consisting of 10 horizontal lines for writing the word 'ely' repeatedly.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Satiate your curiosity

One might think it is difficult to give you a crash course in the science of handwriting analysis. We have chosen the most important success traits that you will want to adopt without hesitation. However, there are dozens of personality traits that we will not have time to discuss. You are encouraged to satiate your curiosity by reading more about handwriting analysis by Bart Baggett. visit the web site for a free sneak peak and handwriting self-test. <http://www.myhandwriting.com>

Another Cup of T Before We Discuss Y You Are Here

The focus of today is to integrate the few changes you've already made into your handwriting. Since it takes 21 to 60 days to change a habit, neurologically speaking, you will have to practice these handwriting strokes even when you are not working in this *Journal*. Many of our students simply doodle positive handwriting strokes when they are talking on the phone or watching TV. Every stroke you write is sending a signal to your brain with instructions on how to be.

Today's exercise is simple, but needs to be practiced. Because the research reveals that the letter "t" contains such indicators as your self-esteem, goals, and ability to plan ahead, you will work on this letter again today. The point of the t-stem at which you cross the t-bar reveals the level of your self-esteem, and how high your goals are . . . cross your t-bars high. A simple metaphor is to remember the sideshow fair game where a person would swing a hammer, and the lever would propel a metal ball to the top of a pole toward a bell. If the person was strong enough, the metal ball would hit the bell, and he would win a prize. Think of your t-bar as that pole. The higher the better, without going above the stem.

Write a paragraph describing your plans for the year. Each time you write the letter "t," see how high on top you can cross the stem. You don't have to make them perfectly every time. Remember, if you are connecting the letter "t" to the vowel that follows it, the height of the t-bar doesn't count here. The "fluidity of thought" trait takes precedence over the height of the stem. See examples below.

Like this



Avoid this



You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“The shortest distance between two points is under construction.”

— Noelle Alito

A D-lightful Exercise for Your “Self”

Today, you will continue to practice what you have already learned using the letter “t,” but take away an important element . . . the loop. The bigger the loop in the letters “d” and “t” reveals more fear of what others think of you. A reality check is appropriate, paranoia isn’t. Your mission is to have little or no loop in the stem of the letters “d” and “t.”

The benefits of this exercise are numerous. But, one thing you will begin to notice is your reduced desire to defend or explain yourself if you feel others don’t approve. You will be able to pursue your dreams without fear of what others think.

Practice writing the word “dot” 100 times, paying particular attention to retracing the d-loop and the t-loop. Remember to cross your t-bar on top of the stem.

Like this d dot d d

Avoid this d d d d

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



"I may not be better than other people, but at least I'm different."

— French philosopher Rousseau

One Step Closer to Independence

Today, you will continue to practice what you have already learned, using the letters "d" and "t" . . . watch for that loop. The smaller you make the loop in the letters "d" and "t," the lower your concern for what others think, and your need for approval decreases. Your mission is to have little or no loop in the stems of the letters "d" and "t."

Practice writing a paragraph on your own, using words with the letters "d" and "t" in them. Pay particular attention to retracing the d-loop and the t-loop. Remember to cross your t-bar on top of the stem. Write one paragraph or more on your favorite type of food, and why it is your favorite.

Like this d dot d d

Avoid this l o o o

Handwriting practice lines consisting of ten horizontal lines.

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“There are more things in heaven and earth, Horatio, Than are dreamt of in your philosophy.”

— Hamlet, Shakespeare

Take Off the Brakes

One of the reasons some people fail in their marriages, fail in business, and fail in any form of therapy or personal change work, is their inability to deviate from a past behavior of thought. They don’t change easily. They are stubborn.

You, on the other hand, will have the luxury of removing any traces of stubbornness from your handwriting at the unconscious level, bypassing whatever resistance you might otherwise have had.

The trait of stubbornness acts like brakes on an automobile. You may be moving, but you’re moving slowly, and working extra hard to get there. Take the brake off. Remove the brace in your stem.

Stubbornness in the letter “t” looks like an Indian teepee. If the wind blows, it won’t fall down. It’s braced, like your ideas. Remove the brace, if there is any left, and make the d-stem and t-stem look like the following examples.

Practice writing the sentence, “The truth is in the details,” 100 times, paying particular attention to retracing the d-loop and the t-loop. Remember to cross your t-bar on top of the stem.

Like this

Avoid this

Handwriting practice lines consisting of multiple horizontal lines for writing.

For a free handwriting self-test, visit Bart’s web site at: <http://www.myhandwriting.com>

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“Let your
fantasies
unwind.”

— *Phantom of
the Opera* —
Andrew
Lloyd Weber

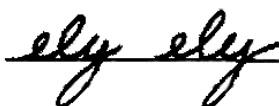

Open Your Mind to New Ideas

Any student of handwriting analysis knows that the more open your loops are, the more open your mind is to new ideas. Because you are reading this, you are already open to new ideas, therefore, today’s exercise should be easy for you.

You met Mr. Ely a few days ago. This Ely exercise is done in the form of a doodle.

Ely is fun and simple. But, don't underestimate the impact Ely can have on your life. People will notice almost immediately that you begin to listen better, be more open minded, and actually be open to liking others just a little more. Imagine your pen as an air hose adding air to your tires, which are the loops in the letters “e,” “l,” and “y,” simply creating an opening for new thoughts to flow in, like filling up a balloon with air. This exercise is good for the letters “e,” “l,” and “y,” but not good for the letters “d” and “t.” Therefore, please use only the middle zone vowel letters, and the “l.”

Rarely lift your pen as you connect all the strokes smoothly with one another. Pick up your pen between words. Write the word "ely" in cursive. As you write, keep your pen to the paper, and connect all the letters. Repeat this 50 times.

Like this  Avoid this 

Handwriting practice lines consisting of 12 horizontal lines.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“My suspicion is that the universe is not only queerer than we suppose, but queerer than we can suppose.”

— Possible Worlds and Other Papers, J. B.S. Haldane

Smooth – How Smooth Can You Be?

The focus of the next few days is to use your handwriting, an expression of yourself, to assist you in programming positive traits to your brain. These simple “brainwriting techniques” will begin to direct your unconscious mind at the neurological level . . . resulting in your noticing change happen almost automatically!

People who connect letters and words in a fluid motion tend to make the best writers and speakers. One personality trait that we in the professions have in common is the ability to go smoothly from one thought to another. It is often called “fluidity of thinking,” and it will pay dividends for any person in any career to acquire this trait. Developing this fluidity will assist you in being more flexible and creative under pressure.

Once you do the “fluidity doodle” a few dozen times, you will then want to incorporate that stroke into your normal handwriting where appropriate. I use it when making my double “g” in “Baggett,” and even my lowercase “f.”

The exercise alone will help in retraining your mental muscles, even if you don't quickly find a place in your normal script for it to appear.

Today’s exercise is fun. Imagine your pen as an Olympic ice skater while you do this exercise. Rarely lift your pen as you connect all the strokes and letters smoothly with one another. Write the “fluidity doodle.” As you write, keep your pen to the paper, and connect all the letters. Then, write a few sentences, and see how you can incorporate it into your normal writing.

Like this



Handwriting practice lines consisting of ten horizontal lines for writing.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“The reward for work well done is the opportunity to do more.”

— Jonas Salk, M.D.

Balancing to Organization

The letter “f” can be made dozens of different ways. We don't want you to change the basic style of how you write the “f,” unless lack of organization is a problem in your life. Even if it is not, practice today's exercise to get a feel for what it would be like if your wrote like a highly organized person.

The more balanced your writing is in general reveals the amount of overall balance in your life (e.g., the upper loops are the same height as your lower loops, the spacing between the words is equal, etc.). The lowercase “f” reveals a more specific element of balance: organization, the coexisting of planning and action. Metaphorically, the upper loops are your planning or ideas, and the lower loops are your action. So, if you are truly organized, you balance planning with action. Practice making the cursive lowercase “f” with equal size loops on top and bottom.

Like this

Handwriting practice lines consisting of 15 horizontal lines for writing the cursive letter 'f'.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“A skeptic is a person who, when he sees the handwriting on the wall, claims it is a forgery.”

— Morris Bender

Why Not More T-Bars for Personal Change?

The research for the science of handwriting therapy goes back to the early 1600s. Bart Baggett has for the past few years been providing training in handwriting therapy, and has been showing the validity of handwriting in assisting a person to make neurological change to create desired personality traits. Brainwriting can be a powerful method of changing your self-esteem. The only way you will be able to judge is to try it, using the following format.

Create a positive t-bar, by crossing the vertical line high, lightly, evenly, and with a slight upward slant. This will enhance self-esteem and goal setting. Every time you write, be aware of your T-bar, and practice 100 light T-bars in the space below. (Note: High T-bars should be light, and cross from left to right.)

Like this

Avoid this

Handwriting practice lines consisting of 10 horizontal lines.

You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“For peace of mind, resign as general manager of the universe.”

— Larry Eisenberg

Using Dot to Help Develop ILOC

One of the most difficult challenges in today’s society is not to be overly sensitive to criticism. In the earlier part of this *Journal*, it referred to Dr. Glasser’s Choice Theory, and the importance of Internal Locus of Control. One of the first steps to becoming independent, is not letting the outside world have an impact on you. By eliminating the d-loops (sensitivity to personal criticism) and t-loops (sensitivity to criticism about your ideas), you will be one step closer to an ILOC — self-fulfillment.

The benefits of this exercise are numerous. But, one thing you will begin to notice is your reduced desire to defend or explain yourself if you feel others don’t approve. You will be able to pursue your dreams without fear of what others think.

Practice writing the word “dot” 100 times, paying particular attention to retracing the d-loop and the t-loop. Remember to cross your t-bar on top of the stem.

Like this d dot d d

Avoid this d d d d

Handwriting practice lines consisting of ten horizontal lines for writing.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



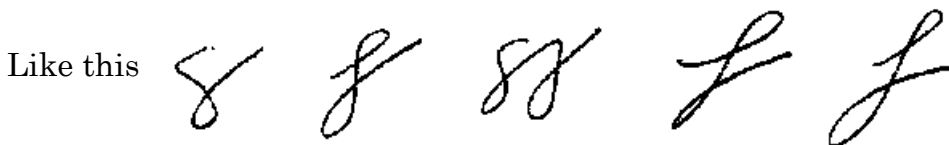
*“We all see ...
what we want to
see ...”*

— “Trust”
Microglobe

Developing and Enhancing Your Personal Excellence

On Day 26, you were introduced to the fluidity exercise of the letters “f” and “g.” Today, we want to continue building on developing this trait, to help you to become smooth and relaxed, to be able to produce the desired results — whatever they may be to you personally. One of the keys to personal excellence is being able to move through your daily tasks with fluidity and accuracy.

Let’s use the “fluidity doodle” again, and imagine your pen as an Olympic ice skater while you do this exercise. Rarely lift your pen as you connect all the strokes and letters smoothly with one another. Write the “fluidity doodle.” As you write, keep your pen to the paper, and connect all the letters. Then, write a few sentences, and see how you can incorporate it into your normal writing.



Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“Remember: try to laugh at yourself once in a while. Everybody else does.”

— Author unknown, contributed by Dave Relyea


Keeping Yourself Positive

In today’s world, staying positive is a daily challenge. To stay positive, a great trait is to have lots of enthusiasm for life. When you have lots of enthusiasm and energy to succeed, you will have a better opportunity to be positive.

Today, continue to practice high t-bars (high goals and high self-esteem), and have a long t-bar to enhance the development of the enthusiasm trait.

Write a paragraph describing your favorite vacation resort. Each time you write the letter “t,” see how high on top you can cross the stem. You don’t have to make them perfectly. The upper three-quarters of the stem is better than the lower three-quarters. The longer the t-bar the better. And, if you are connecting the letter “t” to the vowel that follows it, the height of the t-bar doesn’t count here. The “fluidity of thought” trait takes precedence over the height of the stem. See examples below.

Like this 

Avoid this 

Handwriting practice lines consisting of ten horizontal lines.

You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.



“If you never did, you should. These things are fun, and fun is good.”

— Dr. Seuss,
contributed by
Jeanne Wilson

I’m OK; You’re OK!

One of the traits that Bart Baggett promotes as the most important is the high t-bar.

As in Day 27, I want you to continue developing and practicing the high t-bar exercise. Please try it daily for the next 60 days in all your handwriting, and you will see the benefits.

Practice a paragraph now with high t-bars. Each time you write the letter “t,” see how high on top you can cross the stem. You don't have to make them perfectly. The upper three-quarters of the stem is better than the lower three-quarters. The longer the t-bar the better. And, if you are connecting the letter “t” to the vowel that follows it, the height of the t-bar doesn't count here. The “fluidity of thought” trait takes precedence over the height of the stem. See examples below.

Like this



Avoid this



Handwriting practice lines consisting of multiple horizontal lines for writing.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



Listen and Learn!

Let's go back to practicing the *ely* exercise to increase your ability to think quickly, listen, ethics, physical and sexual energy. Practice the *ely* combination 100 times in the space provided below, and make 100 T-bars.

"An ethical person ought to do more than he's required to do and less than he's allowed to do."

Note: You want to have open e's for listening; tall thin l's for strong ethics; nice full y's for healthy physical and sexual drive, and imagination. The combination of ely together also works on the fluidity of your mind.

Like this *ely ely* Avoid this *ly ely ely*

Handwriting practice lines consisting of 15 horizontal lines.

— Michael Josephson, quoted in Bill Moyers' *World of Ideas*



*"I know only
that what is
moral is what
you feel good
after and what is
immoral is what
you feel bad
after."*

*— Ernest
Hemingway,
Death in the
Afternoon*

One Secret of Success is Organization

On Day 26, we looked at the trait of balance to enhance organization. Many of the top executive trainees, such as Stephen Covey and Brian Tracy, teach that one of the first steps to being successful is to utilize time wisely in order to be better organized.

The more balanced your writing is in general reveals the amount of overall balance in your life (e.g., the upper loops are the same height as your lower loops, the spacing between the words is equal, etc.). The lowercase "f" reveals a more specific element of balance: organization. The coexisting of planning and action. Metaphorically, the upper loops are your planning or ideas, and the lower loops are your action. So, if you are truly organized, you balance planning with action. Practice making the cursive lowercase "f" with equal size loops on top and bottom.

Like this 

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“It is often easier to fight for principles than to live up to them.”

— Adlai E. Stevenson, speech (1952)

Let’s Finish on a High

I hope that you can see the benefits of daily focus and practice. To be successful in life, we need to be excited, and have energy. The **Four Pillars** will help with your energy, as well as developing your enthusiasm, using a long, high t-bar to increase your personal success.

Today, continue to practice high t-bars (high goals and high self-esteem), and have a long t-bar to enhance the development of the enthusiasm trait.

Write a paragraph describing your favorite restaurant. Each time you write the letter “t,” see how high on top you can cross the stem. You don’t have to make them perfectly. The upper three-quarters of the stem is better than the lower three-quarters. The longer the t-bar the better. And, if you are connecting the letter “t” to the vowel that follows it, the height of the t-bar doesn’t count here. The “fluidity of thought” trait takes precedence over the height of the stem. See examples below.

Like this

Avoid this

You might want to use a separate sheet of paper to practice more of these handwriting exercises. Practice until it becomes a habit.

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb



“No amount of
manifest
absurdity . . .
could deter
those who
wanted to
believe from
believing.”

— Bernard
Levin,
*The Pendulum
Years*

Explaining Our Irrational Beliefs Using Ellis’ A-B-C’s

The role of this theory is to help you identify faulty self-talk that leads to negative self-fulfilling prophecies. Cognitions are what we think, remember, perceive, think, interpret, and reason. They significantly influence our behavior. How we perceive certain events often determines our emotional reaction; the combination of these cognitions and reactions results in a behavioral response. In order for this to work, we must assume responsibility for our disturbed thoughts, feelings, and behaviors. These are broken down into three distinct components, using the letters **A-B-C**.

- A** — is the activating event (what we see as the cause of the problem). This occurrence is what we become upset about.
- B** — is the belief. All problem assumptions, and/or beliefs come from faulty or irrational generalizations where there is an overall feeling of inadequacy. Irrational beliefs seem to be mostly learned.
- C** — is the consequence. Consequences (the behaviors and feelings) are the end result of our faulty beliefs. Ellis suggests these behaviors are, at best, non-constructive and, at worst, destructive to oneself and others.

Stemming from the **A-B-C**’s are **D**, **E**, and **F**.

- D** — is for disputing. This is where the intervention of challenging the unrealistic thinking and faulty beliefs and conclusions takes place. Example: where is the evidence that says you should be . . . ?
- E** — is the learning you will do to learn how not to allow **A** to influence **B** negatively — so **C** is healthier. Example: Replace old irrational talk with positive thought affirmations daily in situations that you believe are stressful and problematic to you, until they become automatic.
- F** — refers to the new set of feelings. Instead of anxiety and depression, we feel appropriately, and in accordance with the situation.

For today’s exercise, please consider this theory in relationship to your *shoulds*.

Summary — Most people, before they have heard about the **A-B-C** Theory, live the **A** ^a **C** theory. The event causes me to be how I am. Ellis teaches it’s not the **A** that causes **C**, it is the **B** we create that in fact makes **C**. So the way to a new **F** is through practice and ILOC.



“Everyone believes very easily whatever he fears or desires.”

— Jean de La Fontaine, *Fables*

Eliminating Irrational Beliefs

We are all born with the potential for rational thinking, but many of us tend to fall victim to the uncritical acceptance of irrational beliefs (e.g., self downing).

In today’s learning, I am betting you are like the rest of us, and are influenced by your internal dialogue, which plays a major role in your behaviour. The following five days will be focused on learning how to think healthier. It is a process of re-education, where we will challenge the unhealthy thinking that Albert Ellis defines as irrational beliefs.

We all have our own set of rules which we develop over time. Today, I would like you to list the *shoulds*, *oughts* and *musts* that you find you live your life by. They can be anything, for example, my boss *should* see how reliable I am. List them in the space provided below.

I Should Be:

I Must Be:

You ought to:

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

In the next four days, we will explain how to change these rules.

Month _____ Day _____ Time _____

Daily Review and Journal Entry	

My special theme:	

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Overcoming Personal Frustrations

To overcome personal frustrations, we must first recognize and be clear about what is stressful to us (who, what, where, and when). What we are feeling; what our thoughts are; and how our body feels all are important in identifying the origin of frustration, so we can overcome it. To help you identify your frustration, please answer the following questions.

Pick one frustrating (one should rule) event for this exercise. You can copy this template, and use it throughout the entire **A-B-C** process, to resolve many of your frustrations. Today, through Day 39 are to be used together — and can be used daily if needed.

UNCOVERING YOUR FRUSTRATION

Step 1 — Who or what is frustrating to you?

Step 2 — What were your first thoughts early on in the frustration (what was going through your mind as you started to feel stressful)?

Step 3 — How did your body feel (heart racing, sweating, tense . . .)?

Step 4 — What was your emotional state at the time? Rate from 1 to 20.

[On Day 38, we will begin to deal with frustration.]

Many times we will become more angry with people with whom we have a relationship. This is because we have higher expectations, and share many emotions and experiences with these people. On the other side, the advantage to having great expectations is that we also have much more to gain by getting through our frustrations to improve the relationship.

Month _____ Day _____ Time _____

Daily Review and Journal Entry

My special theme:

Daily Wellness Measure	
Sleeping	1-3-5-7-9-10
Eating	1-3-5-7-9-10
Mood	1-3-5-7-9-10
Energy	1-3-5-7-9-10
Self-worth	1-3-5-7-9-10
Work	1-3-5-7-9-10
Family	1-3-5-7-9-10
Relationship	1-3-5-7-9-10
Social	1-3-5-7-9-10
Spirituality	1-3-5-7-9-10

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty
		Confident			Anxious
		Satisfied			Denied
		Intelligent			Dumb

Dealing Effectively With Frustration

One effective solution for dealing with frustration (life stresses) is Ellis’s A-B-C Model, which we explained in Day 35. The purpose of today’s exercise is to provide a guide to dispute your interpretation of the situation that led to this frustration. Use the following steps to help you dispute the frustration described in Day 36.

SOLVING OUR FRUSTRATIONS

Step 1 — Write down your underlying belief about why this situation (A) is happening to you.

Step 2 — When this situation (A) happens, what type of behaviors and emotions do you exhibit?

Step 3 — What is your belief (B) when this happens? Brainstorm, and write down all of the evidence to support your belief. Ask yourself: Is it the behavior that is frustrating me or is it my perception of what is behind the behavior that is frustrating me?

Step 4 — What is a new belief, that is based more on facts, that you could use that would replace the old belief ? (Remember, we need to be at cause — so we can create our own solutions.)

Step 5 — What new feeling would you have if you choose to do the above?

The A-B-C Model notes that your frustration is not because of someone else’s behavior, rather it is because of how you believe someone should behave, meaning it is your belief system that is causing the problem. For many of us, once we learn ILOC we are free, and more self-fulfilling than we have ever been. We are no longer prisoners of circumstances — we are now the keepers of our own jail — and thus we can always choose to be free!

Disputing the Irrational Belief

The purpose of today’s exercise is to start to build new positive self-statements that we can practice, to overcome the old beliefs we used to have that led to our frustration. Below, create a statement that is healthier, and disputes the old belief.

IRRATIONAL BELIEF	RATIONAL BELIEF
<i>i.e., I should be perfect</i>	<i>i.e., I would prefer to do well, but if I do make a mistake, I am a fallible human being, and that's OK.</i>
1	
2	
3	
4	
5	

Note: *Ellis’s theory of psychology, called Rational Emotive Behavioral Therapy, states that through time irrational beliefs can always be changed. After you have corrected the irrational belief, tape the new beliefs, and play them back to yourself over and over again until they become ingrained. This exercise will have a great impact on your personal success and personal growth, because if you can control your beliefs, you are in control. Ellis makes it clear that when making new statements, you should be very forceful, and do it with conviction.*

Teaching Point — Remember, you can use the A-B-C Model any time you need to. When you are frustrated, go through the process you have just completed, and notice how you can create new beliefs if you want to.



“There are two things to aim at in life: first, to get what you want; and, after that, to enjoy it. Only the wisest of mankind achieve the second.”

— Logan Pearsall Smith, *Afterthoughts*

Healthy Fun List

Many people focus on what in their lives is not fun. The basic presupposition is, “I am not fun,” thus we will usually not have fun. When we create a healthy fun list, we need to think of fun things to do. The purpose of this list is to brainstorm what is SAFE fun for you, and to get you looking at what you want, instead of what you do not want!

Generate a list of as many things as you can that represent healthy fun (everything except for stuff like drugs, alcohol, gambling, or things that are potentially harmful).

Talk to yourself, friends, and family. Extend the list to increase your organized behaviors of fun. The key to being a person with safe fun is to be thinking and doing safe fun things. However, before we can start having fun, we need to define clearly what is actual fun.

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

Now choose one, and do it — I know you can!!

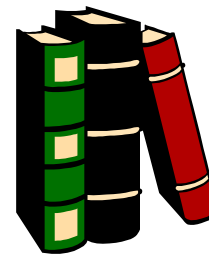


“Books are the quietest and most constant of friends; they are the most accessible and wisest of counselors, and the most patient of teachers.”

— Charles
W. Eliot,
*The Durable
Satisfactions of
Life*

The Power of Reading

As you start your process of personal change, you will need to obtain new learnings. No way is more powerful than the power of knowledge which is found in books. I believe that there are many books to help us grow. If you can add reading to your life, you will grow as a person. The books I would like to recommend to start are:



1. Dr. Stephen Covey — *7 Habits of Highly Effective People*
2. Dr. William Glasser — *Choice Theory*
3. Anthony Robbins — *Awaken the Giant Within*
4. Dr. Scott Peck — *A Road Less Travelled*
5. Dr. William Howatt —
A Teacher’s Survival Guide for the 21st Century
6. Dr. William Howatt —
A Parent’s Survival Guide for the 21st Century
7. Dr. William Howatt — *My Personal Success Coach*
8. Dr. William Howatt — *An Employee’s Survival Guide for the 21st Century*
9. Dr. William Howatt — *A Relationship Guide for the 21st Century*
10. Dr. David Burns — *The Feeling Good Handbook*

These are only a few selections. Your bookstores and libraries are filled with a tremendous amount of knowledge just waiting for you to learn, one page at a time!

For today’s activity, find a book for self-learning,
and read a minimum of 10 pages.

Personal Change Technique

Power of NLP, swish to new behaviors

The purpose of today's exercise is to provide you with a way to change your internal state when you want to — so to change your behavior.

Swish pattern is a technique that allows you to take your unwanted behavior, and switch it with a desired behavior. Stated below is an explanation of how you can use the technique. For example, if you do not like to read books, try this. Read all five steps first, then sit down, and *swish* yourself to a new internal state.

Swish Pattern

Step 1 — Identify the behavior you want to change or add, then imagine the behavior in your mind's eye.

Step 2 — Create a new picture of what you want, as if you made the desired change, and see yourself doing it.

Step 3 — Pretend you are looking at a large movie screen, and make a big, bright picture of the unwanted behavior you want to change (e.g., not reading books). Now, in front of the unwanted picture, put on the screen the desired picture (reading books), and then shrink it down to the size of a black postage stamp, in the bottom left-hand corner of your screen. Not yet, but in a moment, be ready to take that small picture, and in less than a millisecond, have it blow up in size and brightness, and literally burst through the picture of the unwanted behavior, so you no longer can see that one. All you can see is the new picture, with all its excitement and rewards.



Step 4 — OK, so are you ready to go? On a count of three, take the small picture, and enlarge it, so you can see only the new picture. Ready — 1-2-3 — **SWISH IT!**

Step 5 — Now clear the picture, and start all over again from Step 1, repeating this pattern until the picture of the unwanted behavior disappears, to the point that you can no longer find it..

Note: *This is a powerful, user-friendly technique to create the pictures you want and deserve in your head. It will set you on the road to creating new behaviors.*

Anchoring New Behaviors

This technique is designed to help you condition the positive new behaviors that you want to obtain, whether they are through swish patterns, behavior assignments, using REBT, or self-talk. anchoring is based on stimulus response association. The more you do something, the stronger the conditioning. For example, if you like the Montréal Canadiens, you only need to see the visual picture of a part of the team to quickly have a good feeling. Positive anchors will do the same thing, though with anchoring you can choose what you want to program into your neurology. Thus, to feel good, you just need to set off your anchor.

Creating New Positive Behaviors

Introduction:

The best way to anchor yourself is to first get into a highly emotional state through one of the above techniques or Choice Theory. Then, identify a positive anchor to associate with it, so when you set and fire off the anchor, you will get the feeling you want, when you want it. Literally put yourself into that state, which enables you to feel better, act better, and be aware of the positive anchor (e.g., middle knuckle, left middle finger).

When you are in the peak of your desired state, condition the anchor site over and over again until you have created a consistent positive “trigger.” For example, this could be done by tapping your hand, snapping your fingers, saying a certain word . . . repeating this action over and over again in the desired state, to the point that it is so conditioned that each time you want the desired state, you only need to fire off your trigger to attain it. We condition the state like one of Pavlov’s Puppies (bell-salivate-food).

Step 1 — How you start to anchor yourself is to think about what you want to have (e.g., happiness). So, first think of a time when you were happy. When you feel, see or hear this happiness at its peak, touch the anchor (e.g., middle knuckle, left middle finger), and say, “Great!” Once you do this, you think of something neutral, and then find another happy thought. Repeat this process 8 to 10 times to really condition the anchor.

Step 2 — Now, test your anchor — fire it off by touching the middle knuckle, left middle finger, and saying “Great!” If the anchor is in place, you will have the feeling of **happiness** come over you.

Step 3 — Understand that anchors also can be negative — so be aware of old negative anchors, and replace them with new positive anchors. Anchoring is a positive tool, and takes practice.

Note: *Anchoring allows us to choose to create, and have, a desired internal state — when we want! You can use whatever you want for an anchor. What you need to do is to be focused, and associate the state to the anchor, so that firing the anchor will create the desired state.*

Dr. David Burns' Four Steps to Happiness

Step 1 — Identify the upsetting situation: Describe the event or problems that are upsetting you. Who or what are you feeling unhappy about?

Step 2 — Record your negative feelings: How do you feel about the upsetting situation? Use words like sad, angry, anxious, guilty, frustrated, hopeless. Rate each negative feeling on a scale from 1 (for the least) to 100 (for the most). (e.g., guilty — 90)

Step 3 — Creating new thinking: Focus on the negative thoughts that are associated with these feelings. What are you saying to yourself about the problem? Write these thoughts in the Automatic Thought column, and record between 0 (not at all) and 100 (completely) how much you believe each one. After you identify the distortions in these thoughts, substitute rational responses in the right-hand column, and record between 0 (not at all) and 100 (completely) how much you believe each one. Make sure that your rational responses are convincing, valid statements that assist you to get rid of your automatic thoughts.

Feelings <i>e.g., sad</i>	Automatic Thoughts <i>e.g., I <u>never</u> have any fun! 90</i>	Distortion <i>e.g., never</i>	Rational Valid Statement <i>e.g., I would like to have more fun in my life. 95</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

(Adapted from Burns' triple column technique)

Step 4 — New Feeling: Once you have made a new rational statement, re-evaluate your original, automatic thought, between 0 and 100. Once your beliefs in these thoughts are greatly reduced, notice how much better you are now feeling!



“Constantly to seek the purpose of life is one of the odd escapes of man. If he finds what he seeks it will not be worth that pebble on the path.”

Krishnamurti,
*The Only Revolution:
California*

Personal Reflection

This is a personal reflection of what you have done over the last 44 days, and what they have done for you. In no particular format, write yourself a letter about your success. Few of us provide ourselves with positive affirmation of our accomplishments. This is intended to provide you with evidence of what you have learned to date. *Note: This is only the beginning to many more and exciting beginnings!*

Dear Me,

Horizontal lines for writing a letter.

My Next Personal Step

Personal Life Plan

What three things, in the below areas, are you going to do for the next year to grow and improve as a person? Be specific as to what you want to do next (*Action*). Change is a life process of exciting learning and fun. As Anthony Robbins advocates, “Live with passion, and enjoy the process of growing and learning.”

Money	Career	Relationships	Self/Health
1			
2			
3			

Congratulations! You have graduated to a new beginning. I would like to be the first to say how nice it is to see you have set the course to quality.

Answer Key to Meta Programs on Page 44:

1. **Direction Sort** — Defines if you are motivated by the stick (*away*) or carrot (*towards*), e.g., buying a new car to get away from bills is *away* from. Buying a new car because you look forward to the rewards of a new car is *towards*. This is a very important Meta program. I believe we should try to be motivated by *towards* thinking.
2. **Reason Sort** — Defines if you are motivated by possibilities (e.g., modulate operators such as *can, will*) or by necessity (e.g., modulate operators such as *must, have*) or a combination of both. I believe when we are motivated by possibility language we have a better chance to be motivated towards what we want — then reacting to perceived fears.
3. **Frame of Reference** — Locus of Control: Internal (e.g., tell yourself) or External (e.g., others tell you)
4. & 5. **Convincer** — The above number may be a predictor of how many times you would need to do something before you could believe you are OK.
6. **Action level Sort** — To determine if you are reactive (want) or proactive (look for solutions before problems happen). People who think things out usually do not over-react, and create undo stress for themselves or others.
7. **Chunk Size** — You learn through small details or big chunks of information.
8. **Relating Sort** — Do you look at things as being the same, or do you look for the differences? People who always look for differences may find themselves mismatching others, and having a hard time fitting in.
9. **Modal Operator Sequence** — A word with which you can motivate yourself. You can create your own self-statements, or get going at a task by using your modal operator, e.g., “*It’s time to get happy.*”

How we structure the world will have bearing on how we view and interact in the world. Our Meta programs will influence our values, which will influence our beliefs, which directly provide the push for the behavior we choose. Being aware of how we process contact will help us create healthy values which lead to healthy behaviors.

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