

JOURNAL 51

DEFINING AND ACHIEVING NEW GOALS

WILLIAM A. HOWATT, PH.D.

WITH A SPECIAL GRAPHO-THERAPY SECTION
BY BART BAGGETT

General Information

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To: Month/Day/Year _____

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Please Honor Me, and Do Not Read My Journal

A WAY WITH WORDS EDITORIAL SERVICES

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Journal 51: Creating new habits by setting new goals

Journal 51

THE purpose of this *Journal* is to facilitate your **advanced change process** by defining and measuring new goals. I define **advance change** as the process of change through both an educational and self-management process. I believe change can occur fast, although to maintain the advance change, I also believe we need to practice new change, like we did when we learned to ride our bikes, so it becomes automatic.

Because many of us, unfortunately, have lived by following ineffective beliefs or rules for much of our lives, we have much too often reaped much more pain than rewards. Through the daily practice of journaling, and the daily learnings, this *Journal* will assist in the development of effective patterns (thinking, feeling, behaving and physiological) which will become hard-wired into your neurology. The key to change is when you take your new behaviors, and do them over and over until the change is automatic — to the point where you no longer need to think about them any more! I believe people rarely, if ever, need to totally change, but need only to add new behaviors, that lead to changing a life of unfulfillment into one of fulfillment.

When you graduate from this *Journal* process, you will be at a new beginning, where you can create new choices and healthy pleasures for yourself.

Rationale:

Why 51 days, you may ask? Well, why not? Seriously, when you develop a journal to help learn and practice healthy behaviors, you need to pick a time frame for it, because no matter how long the journal, you will eventually need to take charge of your own life, and rely on your own self-management. A journal is intended to be only a guide, and a place to begin. I picked 51 days for this journal, and here's my logic for it:

If you look for any whole number that when multiplied by itself the total sum is as close to 51 as possible, you will get 7 times 7, which equals 49. The balance is obviously 2. So if you take 7, and then add 2, it will equal 9. Let's pretend, since this is my metaphor, that this sum of 9 is out of a possible 10, which equals 90%. Now, in my book, 90 percent is **great!** Don't you agree?

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Please understand that my logic is **not irrational**, or if it is, I am not alone. My point is that all human beings are somewhat irrational or discouraged. Many of us believe that our lives need to be perfect, and when they are less than perfect, we are at a loss. For me, if I can live as close to 90% as possible, and work daily to improve or maintain my average, I will be a happy and productive human being. In the real world, there may never be any 100%. The **FUN** is to work daily to achieve and increase your average, understanding that none of us is perfect, and that there is no evidence that says we need to be.

The fact is that our lives will never be perfect all the time, and that we all will have days when things are less than perfect. It is not what is happening to us that matters — it is our impression, and our evaluations of what is happening to us. As Dr. Albert Ellis, founder of Rational Emotive Behaviour Therapy, says, we all are fallible humans, and we are going to make mistakes. So I chose 51 days, because it may not be the perfect number — but then again, what would the perfect number be? We all are different. The fact is that this *Journal* is only a start to the process of change, and it is not intended that after the 51 days you stop working to improve. This *Journal* is to be a guide to get you to the 90%, and you will need to continue to work daily to maintain your 90% average in life.

Remember, this journal will begin the “process.” We hope your process will not end with this journal.

Focus for 51 Days, and Graduate to a New Beginning

Journal 51

THE philosophy of this journal program is to set the direction for where you want to go in the next 51 days, bearing in mind the sage advice of Yogi Berra, who once said, “You have got to be very careful if you don’t know where you are going, because you might not get there.”

The ultimate GOAL of *Journal 51* is to help you create new habits so you can absolve yourself of any beliefs or labels you have created, or have been given, that inhibit your life from being what you want it to be. The Achilles heel, if you will! I see many people creating labels such as ‘I am useless,’ based on inaccurate documentation.

A journal program helps you to create new goals, with an accurate way to measure what you are doing. Too often we forget our accomplishments, focus on the negative, and relapse from achieving our goals. For example, everyone knows someone who has tried to lose weight, and the story often goes like this. They start out doing well for 20 days, and then eat unhealthily for a few days. So somehow they see 20 days of health is totally shadowed by 3 days of unhealthy behavior, and thus continue to eat the OLD way, ending the DIET. However, if they had a JOURNAL, and used it by looking at the facts, they would see that for the last 23 days they ate healthily 88 percent of the time. From my experience in education, this is a pretty good percentage. We therefore need to have a frame of reference that is FACTUAL, and is a true portrait of what is happening. Great writers like Napoleon Hill, Norman Vincent Peale, and Dr. David Hawkins teach that we live in our belief system, and what we believe is all we can expect, so be careful what you think, and make sure it is what you want! I have also learned from Deepak Chopra that we live in a world of ‘Quantum Soup,’ and traditional physics can no longer explain what we now know is true. We all have the POWER to alter our own world through our thoughts and our actions.

The key to LIFE is to tune in to your thoughts, and be mindful of where you are, so you can get to where you want to go. As “Buck-a-Roo Boonz” once said, “be kind, because wherever you go, there you are.” I believe we need to learn there is a beginning, middle, and end to everything we do. The trick is to be clear of where we want to be, and then make it habit, so we are really always creating new beginnings.

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As Chaos Theory teaches, a butterfly can flap its wings in China, and alter the air currents here in North America. The point is, there are only random events that create un-random outcomes, meaning we can only CONTROL how we respond in this world, and in the end, we usually create all we have. I am learning that it is not a hard thing to be successful; it is truly a hard thing to not be successful in life, because we are the only ones who define our own success, and whatever we define as success is the yardstick we will use.

As the Bible demonstrates with Adam and Eve, no matter how wonderful things are around us, we always have temptations, and it is these temptations that we need to address, and put right, so we can get ourselves on the right path. The fact is, many of us have acquired habits that are not healthy for us. The purpose of this program is for you to set the path to creating new, healthy habits.

Before we start exploring *Journal 51* itself, let's look at a few obvious questions:

What do you want to change in your life?

When you make this change, what will be different in your life?

Have you tried to change before, and if so, what happened?

Are you ready to change?

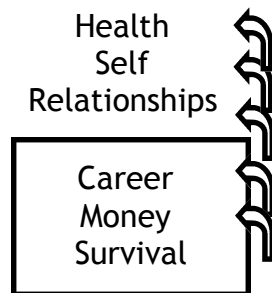
Would it be OK to add a few new behaviors?

The purpose of this Journal program is to facilitate your advance change process. *Journal 51* includes daily active change tasks which will improve your overall wellness and happiness.

It has been my observation that many very intelligent people start to set goals, only to put the desired change in place, and fall short. Why does this happen? Dr. Daniel Goleman, in his breakthrough research on Emotional Intelligence, states that emotional competency is twice as important in predicting the success of any person – in relationship to cognitive competency.

The observations I make that inhibit goal setting, in addition to emotional intelligence, are:

- **Lack of knowledge** (*knowing what and how*) and **skills** (*the ability*) to attain the goal. Good intentions alone do not get goals. We need to have the knowledge and skills, which we get through mentors, coaches, and self-learning.
- **Unbalanced hierarchy.** The key is to start from the bottom, and look for balance. No business and personal goals can be fully attained without balance.



The problem is not that we start on the bottom, but rather that many of us tend to hyper-focus on the bottom areas, and hence get stuck there.

- **Massive distractions.** Every day, for example, we are given 10 brain units, so if we focus 7 brain units on career, and 2 on money, that leaves 1 brain unit for family, self, and health.



- **Emotional intelligence.** Many of today's population are easily distracted from their goals when they become emotionally overwhelmed, resulting in relapse, and a return to old behaviors.

I find that too many people suffer from anxiety, panic, and fear in their daily lives. They do not look at the big picture, and forget about the importance of mind, body, and soul. Goleman states that by monitoring emotion we train our brains to dampen “emotional hijacking,” so we are in more control of our emotions.

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We need to become aware that what we think and feel is only a part of who we can be. The concept of a healthy body is becoming more important for many, although few of us become clear about what fires our soul. As many people make goals, I believe they need to consider the metaphor of three soda cans stacked one on top of the another.

As depicted in the graphic at left, we can see that when people focus on cognitive (conscious thought) and physical goals, and are not aware of the importance of emotional wellness which links the two, they develop a weakness or dent in their emotional well-being, and their whole world comes tumbling down.

The focus of this journal is to help you build threshold tolerance, meaning that through effort and focus, you are able to build the knowledge and skills to go through your day without being put off and frustrated. Too many of us live our lives in Hope——Fear. We leave little tolerance for personal growth, and time to allow goals to develop and to become habit.

I also see the following factors stop goals:

1. Limited belief.
2. Unmotivated.
3. Need for immediate gratification.
4. Undisciplined.
5. Unfocused.
6. Just going through the motions.
7. Living life by the psychology of stimulus response.
8. Undedicated to goal.
9. Not clear on value of outcome.
10. Stuck in the past.

Any or all of these can be dealt with very quickly. Again, this is why I start out by presenting Foundation Goals. We need a strong body to support our emotions and thoughts.

All change is adding new behaviors

We all need to be prepared to change if we want to grow. For this to occur the individual must first be working from an Internal Locus of Control (an understanding that we all have choice over how we respond to our environment). However, one question to consider is: Do people really

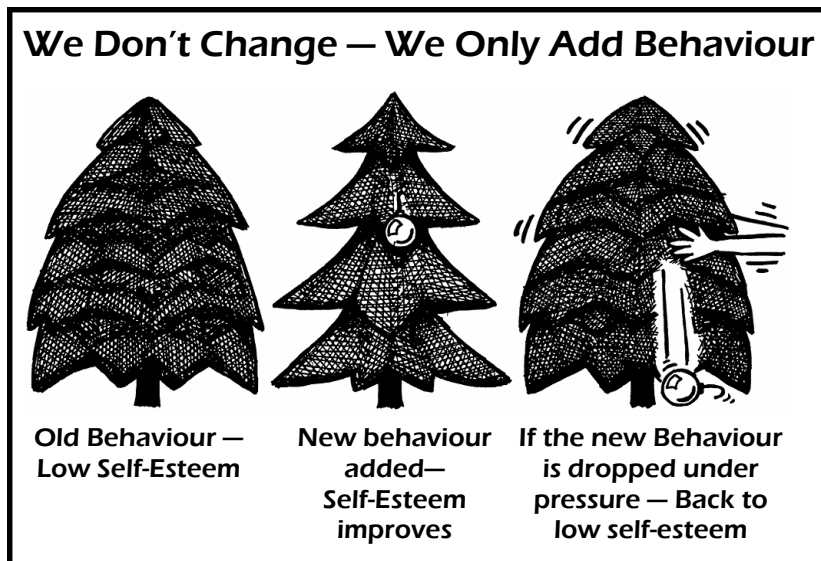


Figure 1 — (adapted from Dawson, 1993)

change? Bruce Dawson, author of *Solution Group*, explains an analogy he calls the Christmas Tree. He teaches that people really do not change; they only add new behaviors (see Figure 1), and can return to old behaviors at any time.

An example of this would be an alcoholic who drinks, even though they know what it could lead to if they continue to drink. They reach back into the “old behavior box” to pick up another drink. Furthermore, when an alcoholic tries to replace the use of alcohol with a new behavior, and it does not work, they may revert to the old behavior of drinking to solve their problems. This is called a relapse. Once new behaviors are learned, relapses can be expected; they are a normal part of the learning process. For example, when we all started to ride a bike, we went a few feet, then we fell — then what did we do? It takes practice and patience, as well as time, to learn a new behavior.

So do not despair — change really only means your need to add new behavior, so you can attain the reality you want.

Change is a process

Too often, people set out to achieve goals, and stop when they become frustrated because they cannot find a quick fix.

The unfortunate truth is: there are no quick fixes. Walker and Shea explained that for people to have a sense of control over their lives, the only solution is to acquire the essential knowledge and skills to be able to work with behavior concerns or conflict. This loss of control in their lives often

brings with it an increase in personal frustration both at work and at home — poor diet and changed sleeping habits, to mention but a few aspects of living.

This perceived loss of control leads to a loss of personal balance, which can result in an inability to believe you can mobilize yourself, and make effective changes to get from where you are to where you would like to be. Whenever people feel a loss of control, they also invariably experience a decline in self-esteem which equals the increase in stress levels.

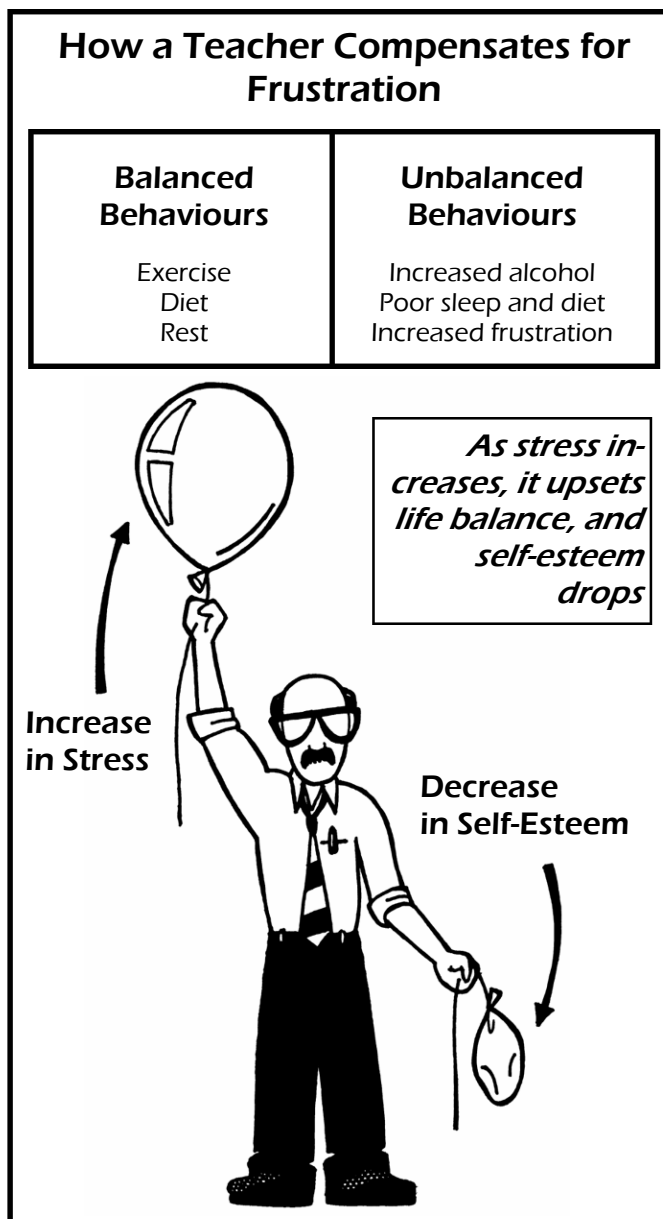


Figure 2 — How an Individual Compensates for Frustration

As the scale of balance tips, you move from using your balanced behaviors to using less effective, unbalanced behaviors. This is done not in an attempt to address the stress, but for symptomatic relief to help increase self-esteem. To effectively work on improving your response to stress, you need to have the skills to improve your self-esteem, as well as a healthy manner to address the stressors in a 'proactive manner.' Being proactive means taking responsibility for yourself, and making choices that are independent of external stimuli.

If you have 10 units of "brain energy" to use each day, and some of these units are wasted on worry and/or ineffective behaviors, you reduce

Tips to Prevent Goal Relapse

1. Understand change is a process, not an event.
2. Start with one goal at a time, and build momentum.
3. It takes 50 days to create new habits – so be patient.
4. Create a metaphor that works for you. For example, a client whose goal was to lose weight used the metaphor “Is this food sexy food?” before eating food such as chocolate. The concept created motivation.
5. Understand *shoulds* do not equal *musts*, so you must follow your plan; make it law.
6. Put time away daily to keep your plan in action.
7. Remember, a few small goals must first be attained, so you can proceed to achieving the big goals. (Think big – start small.)
8. Focus on the process, not the outcome – it is only time, focus, effort, commitment, and desire.
9. The pain of staying where you are needs to be recognized as greater than moving forward.
10. Goals can change – the process of goal implementation and action can’t.

First Aid for Goal Relapse

1. Humans make choices – so refocus your true drive.
2. Write down what you want again.
3. Is your present action going to get it for you?
4. So – forgive and forget.
5. Make a new plan – to follow your original plan.
6. Evaluate which areas need more clarification, and make a new action plan.
7. Talk with your coach or mentor.
8. Renew your mission statement.
9. Record old success in your journal to set up new ones.
10. Start again – now!

your chances of succeeding or finding positive solutions. As Dr. William Glasser shows, the question that arises is: If people continue their present behavior (unbalanced), will they ever have a chance to live without stress?

All learning is state dependent. When people learn, they usually learn in a controlled environment, and at the end of the content delivery can usually perform the skill to an acceptable level. Thus the learning was at a certain control state. Now, if the person was to try the same skills in a more intense state, they may find it difficult, or impossible to do, because they never learned or practiced at that level.

ADDRESSING LIMITING BELIEFS

We all at one time have had **beliefs** which limited our potential, but over time, we grew out of many of them. Unfortunately, too many of us have some that hold us back from achieving our true potential. Examples are: *I am not smart enough; I am not pretty enough; I am scared of cold calls*. Whatever your Achilles heel is, it is self-talk like this that prevents you from being all you can be.

Mind Maze: For reducing limiting beliefs

My philosophy is that for goals to be realized, we need to also realize freedom from our limiting beliefs. A colleague of mine refers to these as “energy drains.”

A limiting belief can be defined as any thought that we see as a major obstacle to overcome with the resources we presently have. For example, the energy drain may be not enough money, and the limiting belief is that we do not have the skills to change our present money restriction. Perhaps not thinking we are smart enough, pretty enough, confident enough — whatever we call it — is the limiting belief.

The way to address limiting beliefs is to first be sure you know what the concern is, and have a way to reduce the energy drain. What I find interesting is that the origin of most energy drains is the fact a person believes they cannot resolve their situation; they have a limiting belief — a block. To help you overcome limiting beliefs, so you can reduce energy drain, I have developed a subconscious reprogramming program called the Mind Maze.

Step 1 — Write out your answers to the following questions:

- What is the main limiting belief which holds you back?

On a scale of 1 (low) to 10 (high), how much of a problem is this for you? 1—2—3—4—5—6—7—8—9—10

- How long have you had it? _____
- What have you tried to do to overcome it? _____
- Have you ever overcome it? If so, when? _____
- How did you know it was time to overcome it? _____
- How did you forget you overcame it? _____

Step 2 — Try the following Mind Maze intervention to overcome your limiting belief, and start to condition a more helpful belief.

- a. Visualize the belief, and see, hear, and feel where it has been a problem.
- b. Think about what you would replace the belief with. Be clear in your description _____

On a scale of 1 to 10, how much do you believe this to be true?

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10

- c. Look at the maze on the next page, and follow the line from Start to Finish, with your **eyes only**, until you know the path.

Step 3 — **Using the Mind Maze to decrease the intensity of the limiting belief, read the instructions, and understand them before you start.**

- a. Find your limiting belief once again so it is clear in your head, now go back to the past, and run the limiting belief as if it was a movie in a black and white format, seeing, hearing, and feeling the limiting belief to the finishing point, which is today. As you run through the limiting belief in your head, use your eyes to follow the black solid line which shows the path from Start to Finish in the maze.
- b. Once you get to today, reverse the movie, following the maze backwards.
- c. The strategy of the intervention is to go forward and backwards for two minutes, as fast as you can, to lessen the intensity of the limiting belief. **You need to be fast — speed is key!**

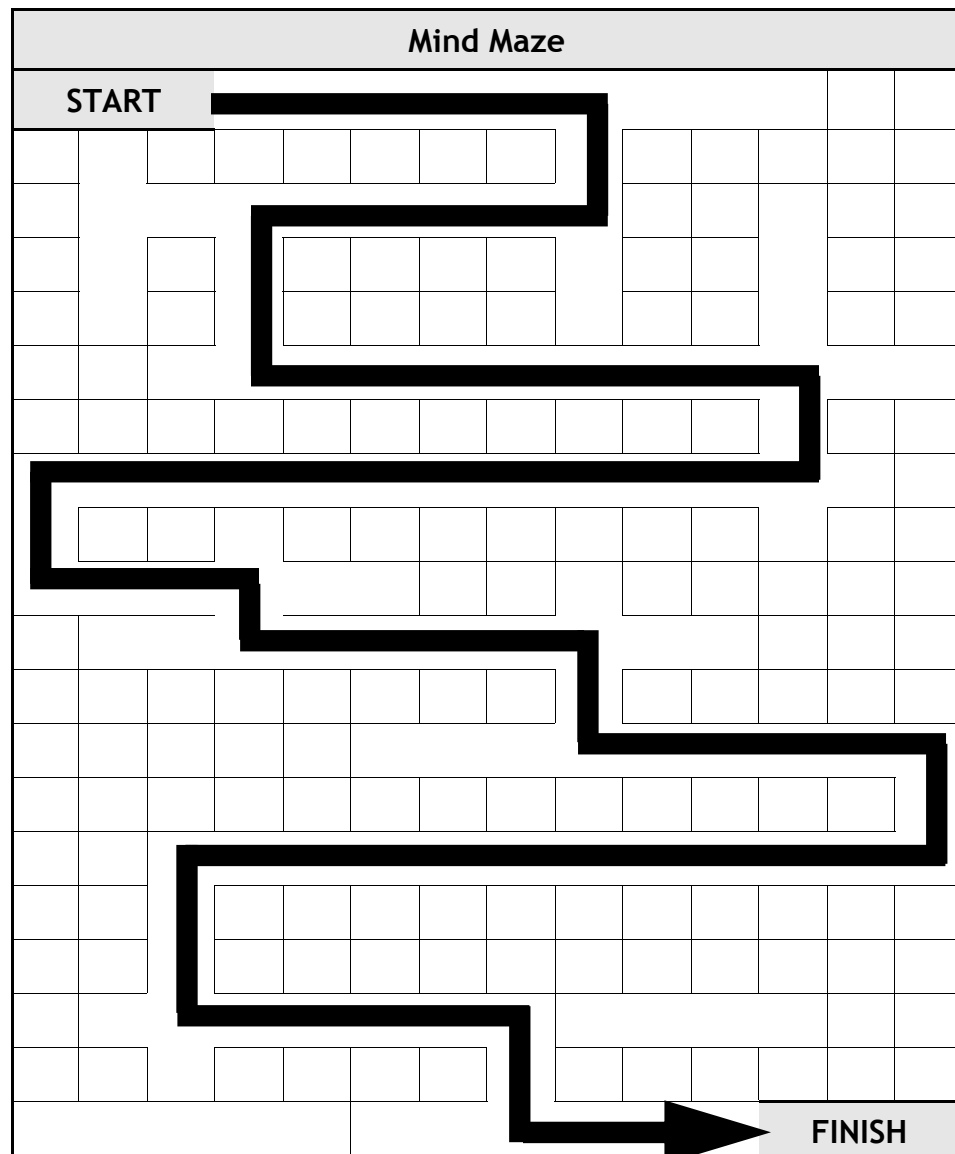
Step 4 — After you have done Step 3 several times, it is time to test the intervention. Think of a time in the past when this belief used to bug you, and see that it does not now. Look into the future, and see who you can be. Test again on the scale of 1 to 10, and if necessary repeat Step 3 until the intensity has gone down. It may take from 1 to 18 times to decrease it.

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For stubborn
or more
difficult
beliefs, I
strongly
recommend
you work
with a skilled
success coach.

Step 5 — Once the intensity is low, it is time to install the new belief. On a scale of 1 to 10, how much do you believe you can have this belief now? Now see the start of the maze as today, and the finishing point as the successful end to your life. Now, run the new belief from the starting point — in color, with your favorite music — forward and backwards, for three minutes. The key is massive speed: run it fast forward, then backwards — you need to be *FAST* for the process to work.

Step 6 — Test the belief. On a scale of 1 to 10, how much do you believe you have the new belief now? Repeat Step 5 until the new belief is ingrained. I suggest you repeat this process for 14 days, to make the new belief habit.



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 areas of concern), 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.

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 their life.** Prochaska, DiClemente and Norcross have developed a six-stage model to assess your motivation for change. I have elected to use the first four only, to show where we need to start in *Journal 51*. 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.
- Stage 4 — Action.** In this stage, persons are at the point where they are highly motivated to set a specific goal to reduce the concern or issue. They are ready to take action, and carry out the necessary tasks needed to take control of their lives.

This Journal has been designed for the **Action Stage**: so if you do not want to change, **please stop here!!** If you want to grow — **GREAT!!** — **Let's go!!**

As you start this journey, it is important to remember that results only happen through action. Also, that action needs to become habit — then the new change will be present.

META PROGRAMS

The purpose of Meta Programs is to assist us in exploring where our values come from, and how our Meta Programs (the programs we use to process and interact with the world) affect our values and the decisions we make, and, ultimately, the behavior we choose. They also help us to become aware of how we are motivated. By becoming aware of what our Meta Programs are, we can develop better relationships with others and ourselves. The following questions are for the purpose of getting you to consider several different structural parts of your personality that are not always obvious. As you answer these questions, you will notice that Meta Programs are really the way we filter the world. Once you know yours by checking the answers on Page 000, you will be able to start to bridge with others. You do this by asking them the same question, and listen for their answers (their Meta Programs).

1. **Direction Sort:** How do you know it is time to buy a new car? _____

2. **Reason Sort:** Why are you following your present career?

What are you choosing to do with your lifestyle? _____

3. **Frame of Reference:** How do you know when you've done a good job?

4. **Convincer (representational):** How do you know a co-worker is good at their 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.)? _____

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 seven important components. In the chart below, fill in what is important to you about each value.

Explore Your Values		
Health	Career	Family/Child
Money	Relationship/ Marriage	Spiritual
Overall 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 (Day 10), to see if there are any obvious areas that need to be addressed.

ELM

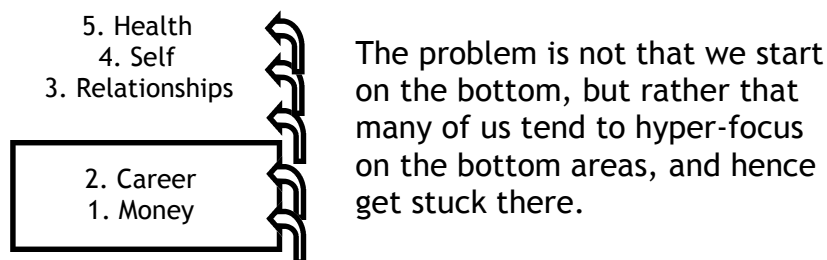
Edge Life Measure

In today's world, the challenge of staying personally balanced is by times both emotionally and physically taxing. This measure is designed for you to start to uncover some of the reasons why you are not exactly where you would like to be at this point in your life.

In the Edge Coaching Measure, you were able to determine where you fit in regard to the three areas (Foundation, Knowledge and Skills, and Peak Performer) that determine how you are performing overall in life. The purpose of this measure is to give you a way to focus in on some of the areas that will need to be addressed, so that you will be able to become all that you want to be. In the graphic below, you will see the Five Levels to Balance.

The purpose of this measure is for you to self-evaluate how balanced you are in the Five Levels of Balance. I find that many clients' problems are a result of not paying attention to being balanced in the five levels. This is intended only to be a measure for self-improvement, to enhance the coaching process.

Too often, I see people stuck in the bottom levels (money and career), with so much focus on these areas, they forget to attend to the top three areas of relationships, self, and health. Because of our culture, I think we need to be MINDFUL of the bottom two areas, however, regardless of where they are, we always can like who we are; be healthy; and have good relationships.



In this measure, we will use four areas to measure where you are today. The four areas will be defined as follows:

Very Untrue — You totally disagree with the statement; it is not even close to what is happening in your life.

Untrue — The statement is not true to your life, however, you see that it is possible

True — The Statement is true for you, though you spend some time being concerned if you will keep it in your life

Very True — The statement is totally true, and you fully believe it will continue.

Money

In North America, it appears that money is what makes the world go around. There is no getting around the fact that we need money in our culture in order to survive. You and I did not make the rules, we just need to live by them. How much we each need is a personal preference. However, how much you think you need will determine many things, like how much or how little you will focus on money.

Please check one area that is applicable to you today.	Very Untrue <i>Score 0</i>	Not True <i>Score 1</i>	True <i>Score 3</i>	Very True <i>Score 5</i>
1. I have a nice home.				
2. I like the car I drive.				
3. I keep cash on hand all the time.				
4. I save a minimum of 5% of my earnings for retirement.				
5. I pay my credit cards off each month.				
6. I take a vacation once a year.				
7. I have a housekeeper.				
8. I keep three months of total bills in an emergency savings account.				
9. I have a very low debt load.				
10. I have an outstanding investment strategy in action				
11. I have a career that makes my needed income.				
12. I can make all the money I want in this career.				
13. I do not worry about money.				
14. I believe there is much more to life than money.				
15. Money is not an obstacle for me.				
16. My partner and I have the same values about money.				
17. I do not have any tax concerns.				
18. I have the toys I want in life.				
19. I can buy what I want.				
20. I can do mostly whatever I want.				
Subtotals				

Career

The traditional way to have money, and all that you need, is to create it through a career. Few of us are handed wealth. I find that many of us get trapped (we believe) in careers. When we are not personally balanced and happy with what we have in both career and money, I find that people will hyper focus on them in their effort to improve them, and not pay enough attention to the areas of Relationships, Self, and Health. To be a top performer, we need to have a balance in all five levels.

Please check one area that is applicable to you today.	Very Untrue <i>Score 0</i>	Not True <i>Score 1</i>	True <i>Score 3</i>	Very True <i>Score 5</i>
1. I enjoy my career.				
2. When I go to work, I get personally charged.				
3. I feel empowered in my career.				
4. I am proud of my career.				
5. My career is not my life.				
6. I have fun outside of work.				
7. I have friends outside of work.				
8. I am a team player at work.				
9. I am good at what I do.				
10. I have a good relationship with my peers.				
11. I am a leader at work.				
12. I solve problems, not create them.				
13. My family supports my work habits.				
14. Word does not affect my family relationships.				
15. I am challenged at work.				
16. I have no unhealthy stress.				
17. I am organized at work.				
18. I get along well with my management.				
19. I am able to get my needs met in this career.				
20. This career is a part of my career path master plan.				
Subtotals				

Relationships

In life, many of us have the dream as a little boy or girl to grow up, get a great career, meet a perfect partner, have 2.5 children, and grow old and happy with this partner. I find that in North America we have a high divorce rate because too many lose sight of this dream. Why, you may ask. I think it is to do with the fact that the chase to build wealth and a career takes on too much of people's focus. We are a materialist society that too often measures happiness by money and career success. However, if we have conflict in our relationships, it is usually because of the hyper focus on money and career. I too often see that the person loses focus on their own self-worth and health. It is interesting that this cycle of unhappy relationships can go on for 20 years, where people settle in unhappiness because they believe they must. Just keeping a relationship is not enough. We need to be happy with our selves, be healthy, and have a great relationship.

Please check one area that is applicable to you today.	Very Untrue Score 0	Not True Score 1	True Score 3	Very True Score 5
1. I love my partner.				
2. I can see growing old with them.				
3. I have a great sex life — can't complain.				
4. I feel energy when I am with my partner; they always pick me up.				
5. I find my partner very sexy and attractive.				
6. I have a good relationship with my children.				
7. I spend lots of time with my children.				
8. I enjoy family time.				
9. I do not worry about work when I am home.				
10. I am happy with my family situation.				
11. I am a positive role model for my children.				
12. My dream of having a family is coming true.				
13. I work daily to improve my family relationships.				
14. I have at least two close friends outside my family.				
15. My friends are an important part of my personal balance.				
16. I believe partner relationships are very important for my health.				
17. I like being involved in my children's activities.				
18. I am close to my family of origin.				
19. I am close to my partner's family of origin.				
20. I am a friendly person who likes people.				
Subtotals				

Self

The key to happiness is what we think of our “self.” I see that self-esteem is what we all use to gauge self-acceptance. I always ask people I coach, “Do you love who are, inside and out?” We need to be accepting of what we look like, and what we think we are. I often find people do not like who they are because of the rules they have created for themselves. For example, they do not have enough of ?????? whatever; because whatever they focus on will expand, and become reality. I believe that what we focus on is what we will create. Perception is projection. People need to learn the secret of self wellness. If you create a behavior, many times there can be a label that can explain and define the behavior. I think we need to move on to the realization that people create behaviors (e.g., anxiety) when they are not in self control of their actions. I have learned from Dr. William Glasser that all behavior has a purpose, and that all behavior is a human being’s best attempt at meeting one of their basic needs (Glasser’s needs classifications are Love, Self-Power, Fun, Freedom, and Survival). When people have one of these needs not being met, they will create behaviors to get them met. We need to have self-control. As Alfred Adler, in my mind the true father of psychology, taught, people are never sick, they are only discouraged, and a good coach shows people what they are capable of, so they become encouraged.

Please check one area that is applicable to you today.	Very Untrue Score 0	Not True Score 1	True Score 3	Very True Score 5
1. I like what I look like.				
2. I believe I am a good person.				
3. I have confidence in what I know.				
4. I feel comfortable talking in public.				
5. I am a bright person.				
6. I am skilled at what I know.				
7. I can do what I want in life.				
8. I am motivated to stay happy.				
9. I believe I create my own luck.				
10. I am a positive person.				
11. I am self-disciplined.				
12. I have strong willpower.				
13. I am a positive thinker.				
14. I like to see others do very well in life.				
15. I am proud of me.				
16. I have a good sense of humor, and like to have fun.				
17. I enjoy being with people, and being with myself.				
18. I know I am on the right course.				
19. I believe life is a gift.				
20. I am grateful for all I have in life.				
Subtotals				

Health

I believe that we need to take at least as good care of ourselves as do of our cars. I find it interesting that we never try to run a car only on oil, however, many people try to run their bodies and minds on that concept. Yes, we are what we eat. The keys to health are what I call the four pillars: exercise, diet, rest, and relaxation. For anyone to be a peak performer, they need to have all of these in their life. There are no shortcuts! In North America, we have too many people that are overweight, and run totally on nerves (too much caffeine). The key is balance, and to be able to take care of all you need to have HEALTH. You can't spend your wealth or love your family dead!!!

Please check one area that is applicable to you today.	Very Untrue <i>Score 0</i>	Not True <i>Score 1</i>	True <i>Score 3</i>	Very True <i>Score 5</i>
1. I am not overweight.				
2. I have lots of energy.				
3. I am relaxed and calm.				
4. I get lots of sleep.				
5. I sleep soundly.				
6. I eat food that my body needs only — no JUNK.				
7. I practice relaxation activities.				
8. I exercise at least 4 times a week.				
9. I balance exercise for endurance and strength.				
10. I see my doctor regularly for checkups.				
11. I see my dentist regularly for checkups and cleanings.				
12. I track my exercise, and monitor my progress.				
13. I make my health a priority.				
14. I eat regular meals.				
15. My bowels are regular.				
16. I have the ability to tune the world out when I need to.				
17. I feel strong each day.				
18. I rarely get a cold.				
19. I love to get up each day.				
20. My body feels great.				
Subtotals				

ELM Scoring

It is important to use the results as a guide only. Whatever area you score low in is usually the area that coaching should focus on first. To become a peak performer, you will need to have balance in all areas.

Very Untrue – 0 points; Untrue – 1 point; True – 3 points; Very True – 5 points

Note: To get your score for each section, give each answer the appropriate number of points. In the section below, write in the total scores from each of the five tests, and add the columns across to get the totals.

	Very Untrue <i>Score 0</i>	Not True <i>Score 1</i>	True <i>Score 3</i>	Very True <i>Score 5</i>	TOTAL
Money					
Career					
Relationships					
Self					
Health					

SCORING GUIDE

- 0-15 —** This score indicates that this is a major area of unbalance. It is recommended that you and your coach assess if coaching is appropriate, and if so, you will need some additional support systems.
- 16-45 —** This is an area in which you will greatly benefit when you focus on it in coaching. Ensure your coach is competent to help you in this area.
- 46-70 —** In this area, you would be considered normal. The range is large, meaning you probably vacillate back and forth, and are concerned if you will be able to continue to balance this area. It needs to be addressed as well in coaching, so you can build on your strengths, and improve your areas of concern.
- 71-100 —** In this area, you are confident that you are doing well at this point in your life. To become a peak performer, you will benefit from getting all five levels up to this point.

GOAL SETTING

Journal

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THE focus of this journal is to set up the next 365 days, so in the following section, we are going to explore the goals you want to attain.

“How many goals should I try to attain?” you may ask.

This is a common question, and the answer is simple: As many as you can, by following this formula:

Desired Goal + Achieving it = Opportunity to achieve the next goal.

Remember, goals are like thoughts — once you start, they never seem to end. What this means is, once the goal is chosen, you need to focus on achieving it in a healthy manner. The old adage of building a brick wall one brick at a time holds true: the emphasis needs to be on attaining one goal at a time, so when going through this process, think about what is possible, one goal at a time. Remember, that life is a process, not an event. Keep your focus, and plan to achieve all you can — one step at a time.

Tips to achieving goals:

1. Be motivated inside.
2. Have a clear idea of where you are now, and where you want to go.
3. Have a clear vision, and see the steps to attain the goal.
4. Take one step at a time, to be focused and determined.
5. Never give up — be persistent; work hard.
6. Monitor your progress, and stay on track.
7. Be enthusiastic, and have passion.
8. Understand that change is a process, and not an event — be patient.
9. Have courage, and stay in the game, so you can enjoy the win.
10. Enjoy the process.

We will begin this process with Foundation Goals, and then move to Success Goals. I find that too many people want to work only on Success Goals, and they neglect the necessary Foundation Goals. Please do not overwhelm yourself with the process, and keep in mind it's not how much you do – it is how well you do it. I believe you can work on all areas, however, the Foundation Goals will support you, and help you realize your Success Goals.

Part 2

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

— Adlai

E.Stevenson

Creating a new path by creating a new WAVE

The idea of setting goals is nothing new, but in reality the action of setting goals is very new for a vast majority of the population. For example, do you have clearly defined goals set for the five major areas of your life (money, career, relationships, self, and health)? In each area, we all have different categories as well as different roles. As you think about this question, do you also have them written down, and a way to evaluate your progress? If you do not, you are in the majority. The science of goal setting works very simply — you set the goal; do work at attaining it; evaluate your progress; and continue until it is achieved, and you have a successful outcome. Sounds too simple? Well, as Scott Peck says, because it is simple does not mean it is easy, meaning we need to do more than talk — we need to take action.

Isn't it true, we do this all the time? The issue for many of us is we still feel there is something missing in our life, because we lack making goals and life passion. Whatever it is, it will not improve unless we go after it! Many of us have lists of things to be done. These “to do lists” become “to guilt lists.”

To help you create your personal life plan, the purpose of this section is to walk you through the procedure for setting personal and professional life goals. The challenge of life is to find personal balance, by which I mean feeling satisfied with your home life and work life. Earlier, I pointed out the five major areas. Let me explain them here (the books listed under each category have been written to help you balance each area):

Money — for personal and business life, without money, it is very difficult to exist in our society.

Career — In our culture, careers are usually the fuel which provides businesses and individuals with money, so they can exist. *An Employee's Survival Guide for the 21st Century*

Relationships — The challenge of marriage, parenting, family issues, community work, and peer relationships is of major importance in our society. People interact with people to exist, and with this action there are many challenges. *A Parent's Survival Guide for the 21st Century; A Relationship Guide for the 21st Century*

Self — This entails all of the individual's beliefs, such as religion, politics, personal values, personal preferences, self-esteem, self-competency, self-acceptance, and all the other individual characteristics. *My Personal Success Coach*

Health — This takes into account the individual's physical health, psychological health, and spiritual health. We refer to it as the mind/body/soul balance. *Stop That Series*

As you look at these five areas, they cover pretty much all of the human challenges of today. The vast majority of goal setting is to improve one or more of these areas

How to attain goals

In order for a goal to become real, several factors must come into play. These include:

1. Time
2. Consistency
3. Patience
4. Knowledge
5. Skills
6. Focus
7. Emotion
8. Measurement
9. Adjustment
10. Determination



Catch the Wave

There may be more, but to get started, the above lists provides you with 10 points that need to work together to build the foundation for all outcomes. I call this the Process of Momentum. When a goal builds momentum, it can become very powerful, like an ocean wave, which has all of the above traits. Waves roll onto the coast every day, but the one factor that is consistent is that they move in one direction

If you think about the metaphor of a wave, you can learn a great deal. For example, as you ride a wave, at the top there is a peak, where you feel a great deal of forward motion. If you fall off at any point in time, all you need to do is keep your focus, and look straight ahead, because there is always another wave coming to put you at the peak again.

*"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*

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It is important to remember that at the top of the wave if you ever start to go down along the edge of the swell you have a great deal of kinetic energy behind you, meaning that as long as you hold your focus, and keep your body and mind on task, you will be able to use the energy from the previous peak to help you get to the next. Just ride the waves, look to where you want to go, not where you are. Do not make now or the past more important than the future. Create the future with focus!

Life is like a wave — it has peaks and valleys. The way to stay focused and to attain goals is to focus on peaks, not valleys. To help you set goals of importance to you, I have created a simple concept called WAVE, which stands for:

W — What you really **W**ant.

A — What **A**ctions and **A**ctivities you will do to get what you want.

V — The **V**alue of this goal, and the emotion that motivates you.

E — **E**valuation of your progress.

The process I like to have people do is to set a WAVE for each of the five major life areas. Because many of us tend to make our lives very complicated, I have found it simple when I coach people when they chunk their life down into small parts (money, career, relationships, self, and health). This helps to evaluate where we want to focus.

When you set your wave for each area, it is important to acknowledge that the process never stops, like the ocean wave. In life, the way to keep moving forward to what you want in life is to follow the Japanese philosophy of Kaizen (consistent and never ending improvement). This is why I promote journaling with daily and weekly evaluations of the five areas, to see what new waves need to be set up.

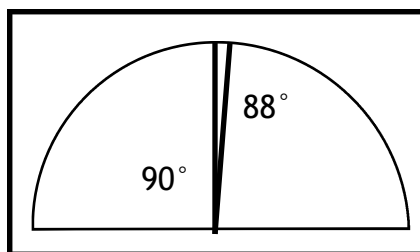
The purpose of creating waves is to attain your desired outcomes — your personal and professional life GOALS. Once you create your waves, it is important to make a life plan. These are often referred to as mission statements. The value of a life plan is to provide you life philosophy — how you want to live your life. First, let's create your waves, and in the journal section, we will work out an exciting life plan.

Creating outcome waves

To help you in this wave generating process, we will have you follow a set format for each of the five life areas. Under each area I have provided you with four categories. Notice there is space for you to add specific ones for your particular situation. For each area you will be asked to rate how the category is being fulfilled, on a scale of 1 to 10, the higher the number, the better the situation. This is to self-evaluate the area of need. **Not to limit you, but I like to suggest that for each area of life balance you take one desired outcome at a time, and set a wave for it.** Once you have it flowing, go back and create another wave. I suggest you not overwhelm yourself by trying to do too much. Creating a small wave will set the stage for measuring progress.

An example would be Samuel, who wants to lose weight in order to have more energy. The first outcome he wants is to improve his diet, so he would first set the WAVE for healthy eating, using the following format. Once he has it in place, and the habit of healthy eating has started, his next WAVE would be fitness. The way to keep momentum is having another goal ready. We need to have a WAVE in place, then move to the next WAVE that needs to be created.

The key to success is to start out with small change, and work and work, until it is big change. If you remember your high school geometry set, if you take a straight line off another at a 90 degree-angle, and draw it out 5 miles, then move 2 degrees, and draw another line 5 miles, you will see how a small change over the long term will create massive change.



It is important to make clear what you want to happen specifically in one year from now. To get your outcome started, decide what you want to happen in 60 days. As with Samuel's example, in one year you may want to lose 40 pounds, however, in the first 60 days, you may want to adopt healthy eating habits, and lose 10 pounds.

Journal

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Finding where to start your WAVES

In this section, you will have the five life areas, with four steps requesting you to self-evaluate where you want to start creating your WAVES, and making a plan to achieve them. We will be able to monitor your progress using the journal section of this program.

Money

Step 1

Self-evaluate your level of concern in each category, on a scale of 1 (low) to 10. In the blank spaces, add any other areas that are of interest to you.

Money (Rate 1-10)		
	Business	Personal
Cash Flow	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
Debt	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
Savings	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
Retirement	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
Credit	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10
	1 – 3 – 5 – 7 – 9 – 10	1 – 3 – 5 – 7 – 9 – 10

Step 2

Which of the above categories are in need of immediate focus? List in order of importance

Business	Personal

Step 3 — To start your WAVE for Money in each area of business and personal, pick one area to focus on first, and follow the WAVE process.

Money	
Business	Personal
<p>What do you really want to happen in this area in one year? State clearly your desired outcome, and how you would see, hear and feel it. Have a clear concept of what is possible in the future — set no limits.</p>	
<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>
Desired outcome for success in the next 60 days	
<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	
<p>What actions are you going to take to get this outcome? Do you have the knowledge, skills, and attitude to achieve your outcome? Are you clear on the activities that will result in your outcome? Make sure it follows the SIMPLE model (Selective to your needs; Immediate action; Able to Measure; Pleasurable Steps; Legal; Ethical). List the resources you presently have.</p>	
<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	
<p style="text-align: center;">What is the value of this outcome? Why do you want it? Where is the emotion? (No Emotion = No Passion = No Outcome)</p> <p>Find the energy and practical gain. See yourself with this outcome; brighten the vision; live the vision; be the vision; build the drive that will make this real. As in kindergarten, cut out a picture of what you want looks like, so it is clear, and you have an image to remind you of what and where you want to go. The way to get what you want is to believe it is possible — not 30%, but 100%. If you have a limited belief, get rid of it, because if you don't believe, you will not keep your focus or ride the WAVE.</p>	
<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	
<p>How are you going to evaluate the outcome? What evidence will you need to prove you have it? What will you see, hear, and feel on achievement of the outcome? Make sure you always measure the result of your efforts. To keep the WAVE going, when in doubt, remind yourself of what you want, and take action.</p>	
<div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;"></div>	

Step 4 — In Step 3, you set out the boundary for your WAVE. Now in Step 4 we will be specific in creating your action WAVE for this life area.

WAVE Money Action Plan				
Life Balance Area _____		Date _____		
Desire, WANT, who will you be when you get this want — what super name will you give yourself (e.g., Ultimate Money Manager)? Explain what this name will do!	Resources to be used to obtain the outcome. Also, what plan are you going to use if you are going to learn more?			
	Resources Assessment Evaluate what you have, and will need to attain for each area.			
		Knowledge	Skills	Attitude
	HAVE			
60-day action plan to obtain outcome, which defines your self-commitment. Define start date and actions. <div style="text-align: center;">Action Plan Steps</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </div> <div style="width: 45%;"> 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ </div> </div>		1-year vision for desired outcome. Be specific to keep the value, passion, and energy for the outcome. In one year, where are you with money? _____ _____ _____ _____ _____ _____		
Evaluation Method — I recommend using <i>Journaling My Journey</i> or <i>Journal 51</i> , which have daily and weekly measures to keep your focus. Journal 51 <input type="checkbox"/> Journaling My Journey <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____		What result and evidence need to be in place to start another WAVE? How will you know you have obtained your outcome? Define clearly what enough is. _____ _____ _____ _____ _____ _____ _____		

Career

Step 1

Self-evaluate your level of concern in each category, on a scale of 1 (low) to 10. In the blank spaces, add any other areas that are of interest to you.

Career				
	Compensation	Satisfaction	Challenge	Fulfillment
Rate being fulfilled	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10

Step 2

Which of the above categories are in need of immediate focus? List in order of importance.

Step 3 — To start your WAVE for Career, pick one area to focus on first, and follow the WAVE process.

Career			
Compensation	Satisfaction	Challenge	Fulfillment
What do you really want to happen in this area in one year? State clearly your desired outcome, and how you would see, hear and feel it. Have a clear concept of what is possible in the future — set no limits.			
Desired outcome for success in the next 60 days			
What actions are you going to take to get this outcome? Do you have the knowledge, skills, and attitude to achieve your outcome? Are you clear on the activities that will result in your outcome? Make sure it follows the SIMPLE model (Selective to your needs; Immediate action; Able to Measure; Pleasurable Steps; Legal; Ethical). List the resources you presently have.			
What is the value of this outcome? Why do you want it? Where is the emotion? (No Emotion = No Passion = No Outcome) Find the energy and practical gain. See yourself with this outcome; brighten the vision; live the vision; be the vision; build the drive that will make this real. As in kindergarten, cut out a picture of what you want looks like, so it is clear, and you have an image to remind you of what and where you want to go. The way to get what you want is to believe it is possible — not 30%, but 100%. If you have a limited belief, get rid of it, because if you don't believe, you will not keep your focus or ride the WAVE.			
How are you going to evaluate the outcome? What evidence will you need to prove you have it? What will you see, hear, and feel on achievement of the outcome? Make sure you always measure the result of your efforts. To keep the WAVE going, when in doubt, remind yourself of what you want, and take action.			

Step 4 — In Step 3, you set out the boundary for your WAVE. Now in Step 4 we will be specific in creating your action WAVE for this life area.

WAVE Career Action Plan				
Life Balance Area _____		Date _____		
Desire, WANT, who will you be when you get this want — what super name will you give yourself (e.g., Ultimate Money Manager)? Explain what this name will do!	Resources to be used to obtain the outcome. Also, what plan are you going to use if you are going to learn more?			
	Resources Assessment Evaluate what you have, and will need to attain for each area.			
		Knowledge	Skills	Attitude
	HAVE			
60-day action plan to obtain outcome, which defines your self-commitment. Define start date and actions. <div style="text-align: center; padding: 5px;">Action Plan Steps</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </div> <div style="width: 45%;"> 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ </div> </div>		1-year vision for desired outcome. Be specific to keep the value, passion, and energy for the outcome. In one year, where are you with money? _____ _____ _____ _____ _____		
Evaluation Method — I recommend using <i>Journaling My Journey</i> or <i>Journal 51</i> , which have daily and weekly measures to keep your focus. <div style="text-align: center; padding: 5px;"> Journal 51 <input type="checkbox"/> Journaling My Journey <input type="checkbox"/> </div> Other: _____ _____ _____ _____ _____		What result and evidence need to be in place to start another WAVE? How will you know you have obtained your outcome? Define clearly what enough is. _____ _____ _____ _____ _____		

Relationships

Step 1

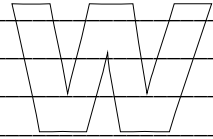
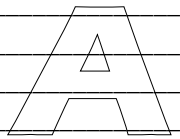
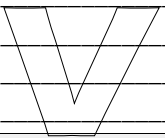
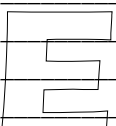
Self-evaluate your level of concern in each category, on a scale of 1 (low) to 10. In the blank spaces, add any other areas that are of interest to you.

Relationships					
	Family Dynamics	Children	Spouse/ Partner	Siblings	Social/Work Peers
Rate being fulfilled	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10

Step 2

Which of the above categories are in need of immediate focus? List in order of importance.

Step 3 — To start your WAVE for Relationships, pick one area to focus on first, and follow the WAVE process.

Relationships				
Family Dynamics	Children	Spouse/Partner	Siblings	Social/Work Peers
What do you really want to happen in this area in one year? State clearly your desired outcome, and how you would see, hear and feel it. Have a clear concept of what is possible in the future — set no limits.				
Desired outcome for success in the next 60 days				
				
What actions are you going to take to get this outcome? Do you have the knowledge, skills, and attitude to achieve your outcome? Are you clear on the activities that will result in your outcome? Make sure it follows the SIMPLE model (Selective to your needs; Immediate action; Able to Measure; Pleasurable Steps; Legal; Ethical). List the resources you presently have.				
				
What is the value of this outcome? Why do you want it? Where is the emotion? (No Emotion = No Passion = No Outcome) Find the energy and practical gain. See yourself with this outcome; brighten the vision; live the vision; be the vision; build the drive that will make this real. As in kindergarten, cut out a picture of what you want looks like, so it is clear, and you have an image to remind you of what and where you want to go. The way to get what you want is to believe it is possible — not 30%, but 100%. If you have a limited belief, get rid of it, because if you don't believe, you will not keep your focus or ride the WAVE.				
				
How are you going to evaluate the outcome? What evidence will you need to prove you have it? What will you see, hear, and feel on achievement of the outcome? Make sure you always measure the result of your efforts. To keep the WAVE going, when in doubt, remind yourself of what you want, and take action.				
				

Step 4 — In Step 3, you set out the boundary for your WAVE. Now in Step 4 we will be specific in creating your action WAVE for this life area.

WAVE Relationships Action Plan																								
Life Balance Area _____		Date _____																						
<p>Desire, WANT, who will you be when you get this want — what super name will you give yourself (e.g., Ultimate Money Manager)? Explain what this name will do!</p>	<p>Resources to be used to obtain the outcome. Also, what plan are you going to use if you are going to learn more?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="4" style="text-align: center; padding: 5px;">Resources Assessment</th> </tr> <tr style="background-color: #d3d3d3;"> <th colspan="4" style="text-align: center; padding: 5px;">Evaluate what you have, and will need to attain for each area.</th> </tr> <tr style="background-color: #d3d3d3;"> <th style="width: 10%;"></th> <th style="width: 30%;">Knowledge</th> <th style="width: 30%;">Skills</th> <th style="width: 30%;">Attitude</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">HAVE</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">NEED</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Resources Assessment				Evaluate what you have, and will need to attain for each area.					Knowledge	Skills	Attitude	HAVE				NEED			
Resources Assessment																								
Evaluate what you have, and will need to attain for each area.																								
	Knowledge	Skills	Attitude																					
HAVE																								
NEED																								
<p>60-day action plan to obtain outcome, which defines your self-commitment. Define start date and actions.</p> <p style="text-align: center;">Action Plan Steps</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> </div> <div style="width: 45%;"> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p> <p>11. _____</p> <p>12. _____</p> </div> </div>	<p>1-year vision for desired outcome. Be specific to keep the value, passion, and energy for the outcome. In one year, where are you with money?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>																							
<p>Evaluation Method — I recommend using <i>Journaling My Journey</i> or <i>Journal 51</i>, which have daily and weekly measures to keep your focus.</p> <p style="text-align: center;">Journal 51 <input type="checkbox"/> Journaling My Journey <input type="checkbox"/></p> <p>Other: _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>What result and evidence need to be in place to start another WAVE? How will you know you have obtained your outcome? Define clearly what enough is.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>																							

Self

Step 1

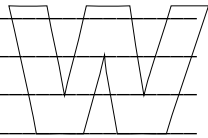
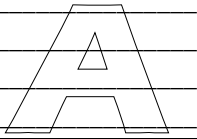
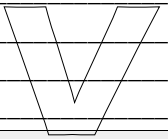
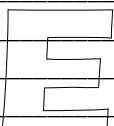
Self-evaluate your level of concern in each category, on a scale of 1 (low) to 10. In the blank spaces, add any other areas that are of interest to you.

Self					
	Real Love in Life	Spirituality	Fun	Personal Freedom	Self Esteem/ Confidence
Rate being fulfilled	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10	1-3-5-7-9-10

Step 2

Which of the above categories are in need of immediate focus? List in order of importance

Step 3 — To start your WAVE for Self, pick one area to focus on first, and follow the WAVE process.

Self				
Real Love in Life	Spirituality	Fun	Personal Freedom	Self-esteem/ Confidence
What do you really want to happen in this area in one year? State clearly your desired outcome, and how you would see, hear and feel it. Have a clear concept of what is possible in the future — set no limits.				
Desired outcome for success in the next 60 days				
				
What actions are you going to take to get this outcome? Do you have the knowledge, skills, and attitude to achieve your outcome? Are you clear on the activities that will result in your outcome? Make sure it follows the SIMPLE model (Selective to your needs; Immediate action; Able to Measure; Pleasurable Steps; Legal; Ethical). List the resources you presently have.				
				
What is the value of this outcome? Why do you want it? Where is the emotion? (No Emotion = No Passion = No Outcome)				
Find the energy and practical gain. See yourself with this outcome; brighten the vision; live the vision; be the vision; build the drive that will make this real. As in kindergarten, cut out a picture of what you want looks like, so it is clear, and you have an image to remind you of what and where you want to go. The way to get what you want is to believe it is possible — not 30%, but 100%. If you have a limited belief, get rid of it, because if you don't believe, you will not keep your focus or ride the WAVE.				
				
How are you going to evaluate the outcome? What evidence will you need to prove you have it? What will you see, hear, and feel on achievement of the outcome? Make sure you always measure the result of your efforts. To keep the WAVE going, when in doubt, remind yourself of what you want, and take action.				
				

Step 4 — In Step 3, you set out the boundary for your WAVE. Now in Step 4 we will be specific in creating your action WAVE for this life area.

WAVE Self Action Plan			
Life Balance Area _____		Date _____	
Desire, WANT, who will you be when you get this want — what super name will you give yourself (e.g., Ultimate Money Manager)? Explain what this name will do!	Resources to be used to obtain the outcome. Also, what plan are you going to use if you are going to learn more?		
	Resources Assessment Evaluate what you have, and will need to attain for each area.		
	Knowledge	Skills	Attitude
	HAVE		
60-day action plan to obtain outcome, which defines your self-commitment. Define start date and actions. <div style="text-align: center;">Action Plan Steps</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </div> <div style="width: 45%;"> 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ </div> </div>		1-year vision for desired outcome. Be specific to keep the value, passion, and energy for the outcome. In one year, where are you with money? _____ _____ _____ _____ _____ _____	
Evaluation Method — I recommend using <i>Journaling My Journey</i> or <i>Journal 51</i> , which have daily and weekly measures to keep your focus. Journal 51 <input type="checkbox"/> Journaling My Journey <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____		What result and evidence need to be in place to start another WAVE? How will you know you have obtained your outcome? Define clearly what enough is. _____ _____ _____ _____ _____ _____	

Health and Wellness

Step 1

Self-evaluate your level of concern in each category, on a scale of 1 (low) to 10. In the blank spaces, add any other areas that are of interest to you.

Health and Wellness				
	Exercise	Daily Diet	Healthy Sleep and Rest	Low Stress and Healthy Relaxation
Rate being fulfilled	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10	1 - 3 - 5 - 7 - 9 - 10

Step 2

Which of the above categories are in need of immediate focus? List in order of importance.

Step 3 — To start your WAVE for Health and Wellness, pick one area to focus on first, and follow the WAVE process.

Health and Wellness			
Exercise	Daily Diet	Healthy Sleep and Rest	Low Stress and Healthy Relaxation
What do you really want to happen in this area in one year? State clearly your desired outcome, and how you would see, hear and feel it. Have a clear concept of what is possible in the future — set no limits.			
Desired outcome for success in the next 60 days			
What actions are you going to take to get this outcome? Do you have the knowledge, skills, and attitude to achieve your outcome? Are you clear on the activities that will result in your outcome? Make sure it follows the SIMPLE model (Selective to your needs; Immediate action; Able to Measure; Pleasurable Steps; Legal; Ethical). List the resources you presently have.			
<p>What is the value of this outcome? Why do you want it? Where is the emotion? (No Emotion = No Passion = No Outcome)</p> <p>Find the energy and practical gain. See yourself with this outcome; brighten the vision; live the vision; be the vision; build the drive that will make this real. As in kindergarten, cut out a picture of what you want looks like, so it is clear, and you have an image to remind you of what and where you want to go. The way to get what you want is to believe it is possible — not 30%, but 100%. If you have a limited belief, get rid of it, because if you don't believe, you will not keep your focus or ride the WAVE.</p>			
How are you going to evaluate the outcome? What evidence will you need to prove you have it? What will you see, hear, and feel on achievement of the outcome? Make sure you always measure the result of your efforts. To keep the WAVE going, when in doubt, remind yourself of what you want, and take action.			

Step 4 — In Step 3, you set out the boundary for your WAVE. Now in Step 4 we will be specific in creating your action WAVE for this life area.

WAVE Health and Wellness Action Plan				
Life Balance Area _____ Date _____				
Desire, WANT, who will you be when you get this want — what super name will you give yourself (e.g., Ultimate Money Manager)? Explain what this name will do!	Resources to be used to obtain the outcome. Also, what plan are you going to use if you are going to learn more?			
	Resources Assessment Evaluate what you have, and will need to attain for each area.			
		Knowledge	Skills	Attitude
	HAVE			
NEED				
60-day action plan to obtain outcome, which defines your self-commitment. Define start date and actions. <div style="text-align: center; margin-bottom: 10px;">Action Plan Steps</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </div> <div style="width: 45%;"> 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ </div> </div>	1-year vision for desired outcome. Be specific to keep the value, passion, and energy for the outcome. In one year, where are you with money? _____ _____ _____ _____ _____ _____			
Evaluation Method — I recommend using <i>Journaling My Journey</i> or <i>Journal 51</i> , which have daily and weekly measures to keep your focus. Journal 51 <input type="checkbox"/> Journaling My Journey <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____	What result and evidence need to be in place to start another WAVE? How will you know you have obtained your outcome? Define clearly what enough is. _____ _____ _____ _____ _____ _____			

JOURNAL BREAKDOWN

In this section, I will introduce you to my four pillars of success — Rest, Diet, Relaxation, and Exercise. As with anything, time and practice are needed in order to make the necessary changes to each pillar. After 51 days, your chances of creating new habits are greatly increased.

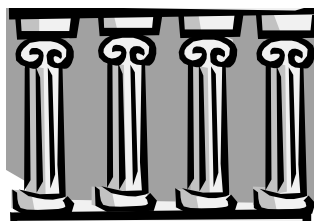
Your life

The key to any goal-making success is to have a body strong enough to carry out the goals. Without question, having been a football coach, physical educator, professor, and counselor, and now a Professional Performance Coach, I see that the key to attaining goals is to have a healthy foundation, which I see as the four pillars.

You will notice that I have prepared the Daily Journal Template so you will be able to monitor several variables.

THE PARTS OF YOUR DAILY JOURNAL

The key to success, in my mind, begins by being aware of your daily routines, such as when you need to be at work, so you can incorporate the four **PHYSIOLOGICAL PILLARS** of rest, diet, exercise and relaxation (which will be explained in the early part of the *Journal*). The purpose of planning and organization is to keep you on task and focused, to assist you to allow your personal change to become a reality. See Page 149 for a sample page.



Time Log: Fill in the month, day and time.

Four Pillars — Each day, there is a space for you to keep an accurate record of your rest, diet, exercise and relaxation activities. The key to health is to first stabilize your body. Your car won't run on water — it needs gasoline. Your body is the same, to work right, it needs to be treated right.

Active Daily Change — left page. Each day, I have offered a Daily Learning to help focus your thoughts, build up your “self.”

Personal Journal High Points — Because life is precious, let's record our precious moments. I also promote that the power of positive self-talk provides the best chance for us to learn to have positive thoughts for others. Dr. Hawkins teaches that the power of pure thought can have a profound effect, not only on ourselves, but on the world. Think about it this way: If you can't be positive to yourself, how can you be positive to others?

Journal

51

Emotion Log — To measure your mood/emotions. Recent research strongly suggests that the key for success is to develop an Emotional Intelligence. Also, too many of us catastrophize our world — for example, we have five negative minutes, and write off the whole day. This tool helps keep fact and opinion separated, to develop personal stability. To use this part of your journal, you will need a **YELLOW HIGHLIGHTER** and a **PINK HIGHLIGHTER**. Make neutral notes of what happened at various times of the day, and mark a color in each hour to provide a visual review of your day (**yellow = pleasure, pink = pain**). It will provide you with evidence of how many hours you are in either mood, and help form an accurate conclusion. This will help you stay objective and factual.

Total Behavior — This area will teach us that we have control over our actions. Too many of us allow emotions and thought to drive our bus, and this is why some of the Active Daily Learnings (see samples) focus on the work of Dr. William Glasser and Dr. Albert Ellis. The purpose here is to provide you with more learnings, to help facilitate your personal change further.

Personal Journal High Points Entry and Daily Positive Affirmations — I recommend that each day you record a few high points from your day, then pick a Daily Affirmation from the list on Page 51, and repeat it to yourself **THREE TIMES**. I have also provided you with a box on the Daily Journal to enter your Daily Positive Affirmation number.

What I Am Grateful For — Each day I want you to acknowledge things you are grateful for.

Monitor of Daily Goal Progress — Each day I encourage you to focus on what goal you are working on in each of the five areas, and self-evaluate Action, Success, and Effort.

Daily affirmations selection list

I encourage you each day to choose one of the following affirmations. If you would like to use some of your own, or some you come across during your journey, please feel free to write them in the space provided. Please do this activity daily, in order to start to hard-wire positive statements into your neurology, and to start the process of increasing positive thinking and self-acceptance. Remember, it takes daily practice and focus. Ellis teaches us that the key is to have “unconditional self-acceptance.”

1. I have equal worth and value to that of every other human being.
2. I am entitled to my emotions and views, and I have a right to express them.
3. I can love myself and others.
4. I can succeed, and find fulfillment in my work life.
5. I can accept myself even when I am in conflict with others.
6. I can make decisions about my relationships, that are good for me.
7. I am a bright and brilliant person.
8. I am a kind, beautiful and accepting person.
9. I do not have to be perfect.
10. I am strong enough to ask for help when I need it.
- 11.
- 12.
- 13.
- 14.
- 15.

Self-Esteem — Rate your self-esteem for the day on a scale of 1 to 10, with the higher the number representing the better you like yourself for this day.

Active Daily Change — This is the activity outlined on the left-hand page. It will be a new learning to support your personal growth, or a weekly goal monitor.

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

We all can recognize when learning a psychology that some of the behaviours 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. 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, without floating away.

Exercise — Exercise is essential in maintaining a healthy lifestyle. Exercise does not mean only fitness centres, 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. Going for a brisk walk is an excellent way to increase your heart rate, and reduce stress.

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.

Relaxation — Incorporate relaxation techniques 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 a few weeks to feel you have learned how to, and to be able to relax when you want to. Change is a process, not an event!

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
6 am	
7 am	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	
11 pm	
12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*“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.*



Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
6 am	
7 am	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	
11 pm	
12 am	

 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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

— Buddha

Day 3

Active Daily Change Work

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 centre 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.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
6 am	
7 am	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	
11 pm	
12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*“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 Dr. Greg Nicosia that positive thoughts will alter our reality to become our new existence.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

“Creative

minds are like

parachutes —

they work only

when they are

open.”

—Anonymous

Day 5

Active Daily Change Work

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!

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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

— Adlai E.
Stevenson,
speech (1952)

Day 6

Active Daily Change Work

Addressing setbacks

No matter what aspect of life we are focusing on, as we learn, grow, and improve one of the unfortunate steps is that we make mistakes, and fail.

But failure is only information. When we do not get what we want, we have instant feedback about what is and is not working. One of the biggest reasons I know is because we get distracted from our goal, stop concentrating and doing the daily work to maintain our success. From time to time, we may encounter setbacks, but the key is to use those experiences as learning, not as punishment.

To provide you with a model, I have chosen to share from Jake’s *Power Living* how to address and refocus after a setback, so you have a paradigm to get back your focus.

Jake’s steps to overcoming personal failure

1. Step back from your setback, and put it into perspective. If you are having a hard day, 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.
2. 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.
3. 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.
4. 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.”

Note: *Journal 51* sees setbacks as an opportunity to learn and grow. They are only setbacks when we do not take the opportunity to benefit from them.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

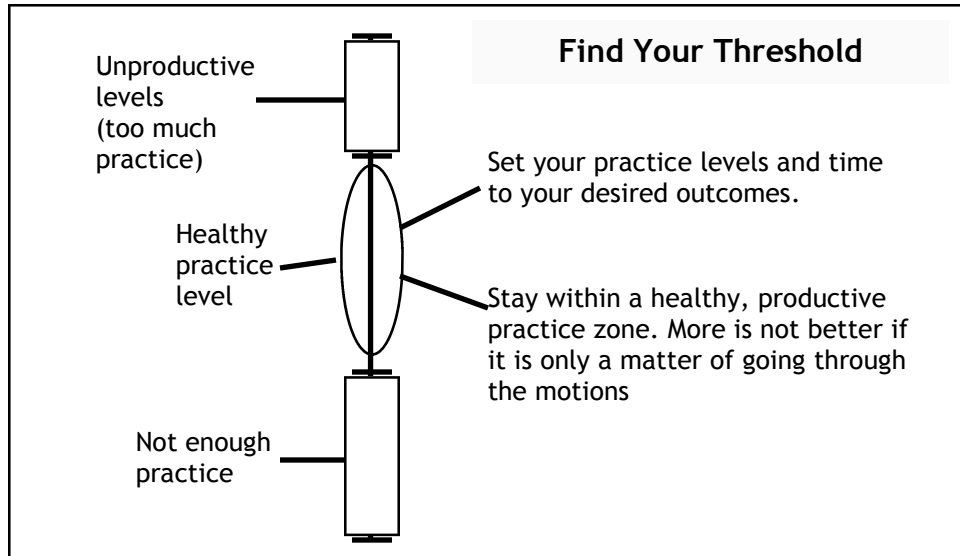
51

*"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*

More is not necessarily better

When you practice physically or mentally, more is not always better. Each of us has a tolerance threshold for what will be gained.



Each and every exercise needs to have a purpose and objective. Just going through the motions will serve little benefit in improving your performance.

The journal will be invaluable for you to track what is really happening, not what you think. The way to success is to ensure that all that you do is of value.

Practice is for getting better, not worse. Too many work when they should be resting. If you find yourself declining, listen to your body, and take a well-deserved break. Check out your fun list, and go have some fun.

Accept only what helps when you do it. Practice makes champions! However, over practice can ruin them! Be smart, have a standard of effort that is acceptable, and when your concentration goes below that level, take a break. Practice to the level of your performance and potential.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Day 8

Weekly Goals Progress Report

Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: _____

_____Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

*"You can
control my
body, but you
can't control
my mind."*

Victor Frankl

Day 9

Active Daily Change Work

Self-evaluation of Locus of Control (ILOC)

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 Dr. 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 behaviour. In Day 8, I will start to explore Choice Theory, which is based on Internal Locus of Control.

Definition: Internal Locus of Control is the process of internalizing the events of the world, and taking responsibility for our own actions 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 how to react.	1. I have no control over my future.
2. People are not my problem; how I choose to respond is.	2. People cause my problems.
3. The world is challenging, and I can learn what I need to choose to do well.	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. 3.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*"If you never
did, you should.
These things are
fun, and fun is
good."*

— Dr. Seuss

Day 10

Active Daily Change Work

Glasser's needs assessment

This assessment is based on Dr. Glasser's Choice Theory explanation of human behaviour. 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 behaviours to fill this need. Later, we will focus on what you **want**. This theory states that all human beings have five basic needs (survival, love, power over self, freedom, love), 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.

Love/Relationships 1. _____ 2. _____ 3. _____ 4. _____	Self-Esteem/Recognition 1. _____ 2. _____ 3. _____ 4. _____
Sense of Freedom 1. _____ 2. _____ 3. _____ 4. _____	Enjoyment and Fun 1. _____ 2. _____ 3. _____ 4. _____
Survival 1. _____ 2. _____ 3. _____	

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. _____ |

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

“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

72

Day 11

Active Daily Change Work

Glasser’s “What do you really want?”

As discussed earlier, 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 focussing 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 _____

Later, we will explain organized behaviour, to better understand how we can get new outcomes through learning new behaviours.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
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Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
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Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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

— Author
unknown

Glasser's organized behavior

Dr. Glasser explains that all behavior is specific and purposeful, 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, at that moment, for the purpose of meeting an unmet need. For us to be able to have more options when choosing new thoughts and actions, 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 _____	1 _____ 2 _____
2 _____ _____	1 _____ 2 _____	1 _____ 2 _____

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 become 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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
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Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

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 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

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

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

Glasser's total behavior

Dr. Glasser uses the metaphor of a car to explain total behavior, and breaks total behavior down into four separate components (thoughts, feelings, behavior, physiology), as already discussed at length.

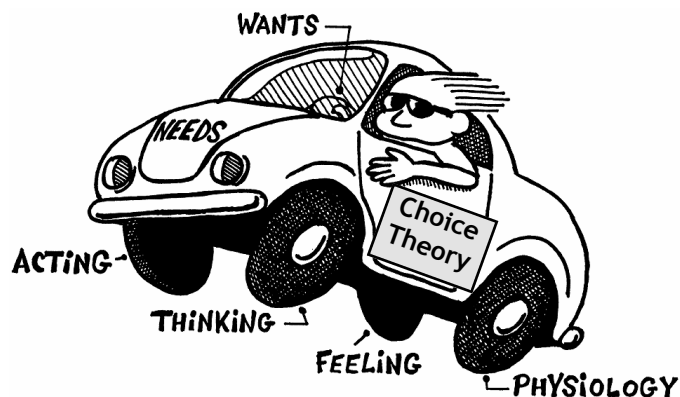
He explains that on this car the front wheels, which are Acting and Thinking, have direct control of the car. Since it is a front wheel drive car, the rear wheels have no choice except to follow the front wheels. We can change the rear wheels, which are Feeling and Physiology, by choosing new thoughts 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 here 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 hence usually not a good one. So be proactive, and make healthy behaviors, so you are more in control. As Dr. Richard Bandler commonly asks his clients, “Who is driving your bus?”

Glasser's Total Behavior Car



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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

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

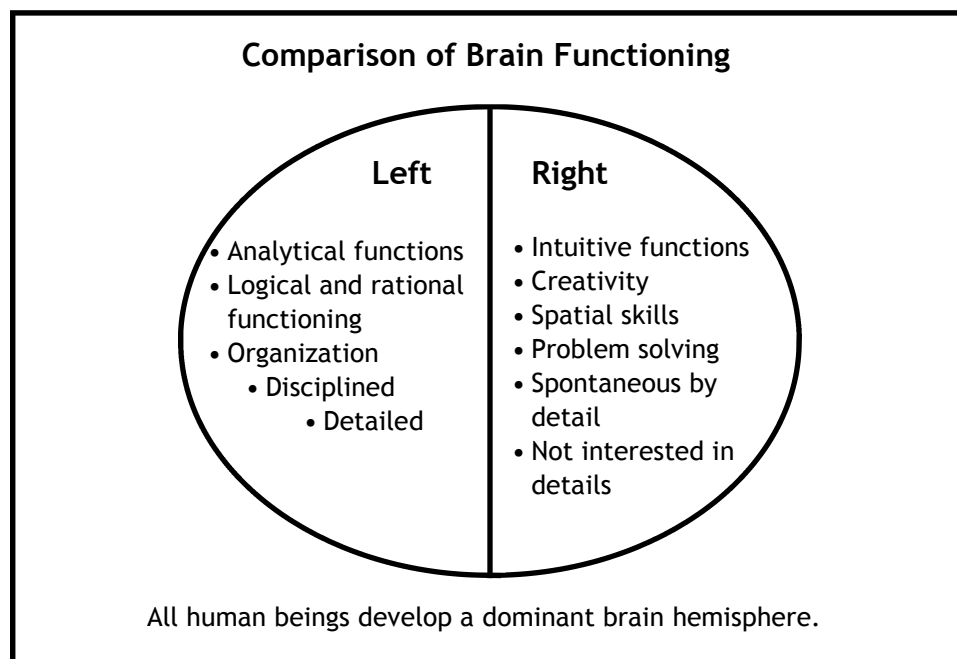
—Thomas
D’Urfey,
Quixote

Your conscious brain

The conscious brain breaks down into two parts, as shown in the diagram below.

It is important to be aware of which side you use more. A person with a right-side dominant brain will usually not pay attention to making plans of what to do, and will be more likely to be a risk taker, while someone with a left side dominant brain will typically be more. This left side-dominant person will have a difficult time changing his plans, but because life is really a game of mistakes, we need to be flexible and creative.

People need to understand we all have two sides to our brains, and to learn to be aware of which side is dominant, so that we can become balanced. The happiest people are those who are able to plan their life well, taking into consideration their dominant brain system. Once the person is aware of how they function in regard to brain dominance, they can make their life plan fit their style. They also can be aware of how they can use their knowledge to focus on practicing and increasing their ability to incorporate the other part of their brain (e.g., a left brainer who is in a difficult spot can use their right brain to help find a creative way out). With planning in place, the unconscious brain just does what it is told.



Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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 this learning, I am assuming you are like the rest of us, and are influenced by your internal dialogue, which plays a major role in our behavior. The following five days of this journal will focus 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. Below, 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 coach **should** see how reliable I am; I **must** get this done tonight, or I'm a failure. List them in the space provided below.

I Should Be:

I Must Be:

You Ought To:

(e.g., *I must be smart; I should be liked; You ought to know.*)

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

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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

A reminder of Dr. Ellis' A-B-Cs

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, interpret, and reason. They significantly influence our behaviour. 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 **B** 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 this 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 → C** theory. The event causes me to be how I am. This is called environmental determination. Ellis teaches it's not the **A** that causes **C**, it is the **B** we have learned that in fact makes **C**. So the way to a new **F** is through practice and ILOC.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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12 am	

 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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.

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.

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.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
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Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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

— Bernard
Levin,
The Pendulum
Years

Dealing effectively with frustration

One effective solution for dealing with frustration (life stresses) is Dr. Ellis’s A-B-C Model. The purpose of this 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.

SOLVING YOUR 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 behaviours 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 behaviour that is frustrating me or is it my perception of what is behind the behaviour 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 behaviour, 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 — thus we can always choose to be free!

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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 statements that are healthier, and dispute the old beliefs.

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 hu-</i>
1	
2	
3	
4	
5	

Note: *Dr. Ellis's theory of psychology, called Rational Emotive Behavioural 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. Dr. Ellis makes it clear that when making new statements, you need to 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.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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 (Yellow = Pleasure/
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 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*"Everyone
believes very
easily whatever
he fears or
desires."*

— Jean de La
Fontaine,
Fables

Day 21

Active Daily Change Work

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!!

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career			
1. _____	1-3-5-7-9-10	1-3-5-7-9-10	
2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
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	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

“Books are the
quietest and

most constant
of friends; they

are the most
accessible and

wisest of

counselors, and

the most

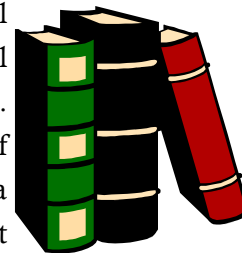
patient of

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. David Burns — *The Feeling Good Handbook*
8. Dr. David Hawkins — *Power vs. Force*
9. David Goleman — *Emotional Intelligence*
10. Dr. William Howatt — *My Personal Success Coach*
11. Dr. William Howatt — *An Employee's Survival Guide for the 21st Century*
12. Dr. William Howatt — *A Relationship Survival Guide for the 21st Century*

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 action, find a book for self-learning,
and read a minimum of 10 pages.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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.*

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Affirmations
NumberSelf-
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Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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 positive anchors

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.*

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4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

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Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
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Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

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. _____	_____	_____	_____

(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!

Four Pillars Record	
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4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

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Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

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	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
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Journal

51

*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

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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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 (Yellow = Pleasure/
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 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— George
Herbert

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.

π Two π

A turn A A

[illegible]

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
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Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

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Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

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 Daily Positive
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Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*"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.

Like this



Four Pillars Record	
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Month _____ Day _____ Time _____

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Negative 1.				
2.				

Journal

51

*"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 

Avoid this 

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

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2.				
Negative 1.				
2.				

51

what?’ ”

— Sydney J.
Harris

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

ely ely

Avoid this

dy dy dy

[illegible]

Four Pillars Record	
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Money			1-3-5-7-9-10

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Journal

51

Satiate your curiosity

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.

Four Pillars Record	
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Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— Noemie Alito

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

2 2 2 2

[illegible]

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

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

— French
philosopher
Rousseau

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

2 2 2 2

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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12 am	

 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— *Phantom of
the Opera* —
Andrew Lloyd
Weber

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.

π d t T d

T d T d

[illegible]

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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— *Hamlet*,
Shakespeare

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.

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.

ely ely

dy dy dy

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*“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!

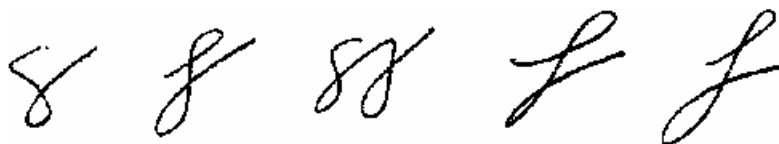
People who connect letters and words in a fluid motion tend to make the best writers and speakers. One personality trait that we in the professions have in common is the ability to go smoothly from one thought to another. It is often called “fluidity of thinking,” and it will pay dividends for any person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



Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— Jonas Salk,
M.D.

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

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

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Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

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

—Morris Bender

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

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
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Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
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Money			1-3-5-7-9-10

Emotion Log

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Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

51

— Larry
Eisenberg

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.

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.

Avoid this 

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
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Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

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Health			1-3-5-7-9-10
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	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
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Goals Focused on This Week	Progress Rate 1 (low) to 10 (high)	Motivation Rate 1 (low) to 10 (high)	Expected Completion Date
Health 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Self 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Relationships 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Money 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		
Career 1. _____ 2. _____	1-3-5-7-9-10	1-3-5-7-9-10	
Goal Attained? Yes No If yes, new goal	Commitment for Week		

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

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Positive 1.				
2.				
Negative 1.				
2.				

51

see . . .”

— “Trust”
Microglobe

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.

Like this

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
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Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
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Positive 1.				
2.				
Negative 1.				
2.				

51

— Author
unknown

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

π Two π

Avoid this

A turn A A

[illegible]

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

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
6 am	
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10 pm	
11 pm	
12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*"I find the
great thing in
this world is
not so much
where we
stand, as in
what direction
we are
moving."*

— Oliver
Wendell
Holmes, Sr.,
*The Autocrat of
the Breakfast-
Table*

Day 46

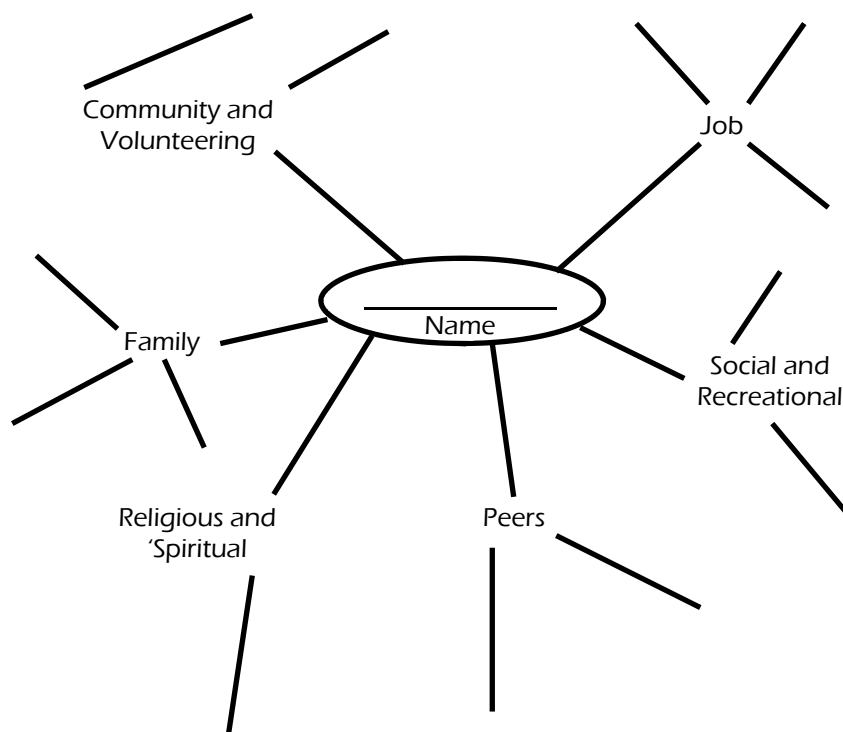
Active Daily Change Work

Life plan

This is not a process that can be completed in minutes, it is a process that takes time. That is why I have spread the activity of creating a life plan over the next five days. As you grow, your statements will need adjustment, and you will need to continue making revisions.

Complete the following steps, one per day, for a total personal life plan.

- 1. Personal Inventory:** The first thing to do when developing a life plan is to make a personal inventory. In this section, break down all the individual relationships and the responsibilities that you have. This gives you an opportunity to obtain a picture of how complex your life is, and the value of organization and direction. Take your time, and be very specific and thorough. Notice how many relationships you need to place, as well as responsibilities. The purpose is to help you focus on the importance of your life plan.



Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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11 pm	
12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*“The great and
glorious
masterpiece of
man is to know
how to live to
purpose.”*

— Michel de
Montaigne,
Essays

Life plan – 2

2. **Objective of the Life plan:** Explore what the purpose of the personal life plan is. For example, “to promote personal health and well being, so that I am better able to help myself, family, etc. . . . to achieve personal happiness and balance.” In the space below, create the rationale and objective of your Life plan.

My Life Plan Purpose

Name _____

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

 Active Daily Change
 Work Completed? Y N

 One thing I am grateful
 for today: _____

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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10 pm	
11 pm	
12 am	

 (Yellow = Pleasure/
 Pink = Pain)

 Daily Positive
 Affirmations
 Number

 Self-
 Esteem
 Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

“Nothing
contributes so
much to
tranquilize the
mind as a
steady purpose
— a point on
which the soul
may fix its
intellectual
eye.”
— Mary
Shelley,
Frankenstein

Day 48

Active Daily Change Work

Life plan — 3

3. **Exploring Individual Pictures:** In this section, ask yourself the following:

a) What do I *want* from my life? This will help clarify the desired outcome. Remember that Glasser teaches that we all have individual pictures to meet our five basic needs.

b) What do you *need* from your life now? (See Day 8)

c) If the people on the outside were to look at me, what kind of person would I like them to see?

Note: *The purpose of this exercise is to start to ensure that you have separated wants from needs. We all have thousands of wants, however, we have only five needs. Exploring individual pictures helps us to ensure we have a clear image of what we want and need, and how we want to be perceived. In the end, the final judgement will always end with you!*

Unconditional Self-Acceptance Personal Ethics Statement

In the end, I want to believe I lived my life:

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

*“The trouble
with our age is
that it is all
signpost and no
destination.”*

— Louis
Kronenberger,
*Company
Manners*

Day 49

Active Daily Change Work

Life plan — 4

Today is the day to put some thought into what your Terminal Objective is, which is really what you want to live like, and what type of direction you want to go. When you do this, in Day 49, you will write out your Personal Life Plan.

Today’s other task is to develop your Supporting Objectives: the *action* you are going to take to do, so you will be able to carry out your Life plan out-comes.

4. Life Plan Purpose Statement

(Should be only a couple of powerful, well-thought-out summary sentences.)

Brainstorm Action Statements that support your purpose statement by completing the following:

I will do _____ to help turn my terminal objective into reality.

(e.g., I will follow my daily fitness plan, and record it in my daily journal.)

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Journal

51

*“Life is lost at
finding itself all
alone. Mere
egoism is a
labyrinth. ...
Really to live is
to be directed
towards
something, to
progress towards
a goal.”*

— Jose Ortega y
Gasset,
*The Revolt of the
Masses*

5. Write your life plan

My Life Plan

Name: _____

Date: _____

Purpose Statement:

Action Statements:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Signature: _____ Date: _____

I recommend you review your life plan at 4 weeks, 8 weeks, 3 months, and 6 months, and update it each year. A life plan is always free flowing and changing. Its purpose is like the autopilot in a plane. It is to help keep you on course to your desired destiny. It is the guide you need to be the wheel, and the engine to power yourself to your destiny.

Note: *I suggest you photocopy your life plan, and put a copy on your desk, or somewhere else in your daily view.*

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Personal reflection

“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.”

Dear Me,

[illegible]

Four Pillars Record	
1. Rest hours:	Bedtime: _____
2. Diet (no. of healthy meals)	
3. Exercise Activities.	Time _____ mins.
4. Relaxation Activities Time _____ mins.	

Month _____ Day _____ Time _____

Active Daily Change
Work Completed? Y NOne thing I am grateful
for today: __________

Daily Personal High Points Entry: _____

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health			1-3-5-7-9-10
Self			1-3-5-7-9-10
Relationship			1-3-5-7-9-10
Success Goals			
Career			1-3-5-7-9-10
Money			1-3-5-7-9-10

Emotion Log

5 am	
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9 pm	
10 pm	
11 pm	
12 am	

(Yellow = Pleasure/
Pink = Pain)Daily Positive
Affirmations
NumberSelf-
Esteem
Daily Rate

Total Behavior Daily Record

	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.				
2.				
Negative 1.				
2.				

Summary of Goals			
	Goals Attained	Goals Started	New Areas of Focus
Health			
Self			
Relationships			
Career			
Money			

Answer Key to Meta Programs on Page 20:

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.

We all filter the world through these programs. Once you know how to recognize them in yourself and others, you will be able to become a great communicator, and tune into the way others are processing the world. When we communicate through another’s meta program, communication becomes easy.

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Sample Daily Journal

Four Pillars Record	
1. Rest hours: <u>8</u>	Bedtime: <u>10 p.m.</u>
2. Diet (no. of healthy meals) <u>3</u>	
3. Exercise Activities. Time <u>45</u> mins.	<u>Stair Master</u>
4. Relaxation Activities Time <u>15</u> mins.	<u>Meditation</u>

Month January Day 3 Time 10

Active Daily Change
Work Completed? ☒ Y ☐ N

One thing I am grateful
for today: For my
beautiful family — my
wife and children.

Daily Personal High Points Entry: I am learning that there is
move to life than work; family is why I do what I do!

Foundation Goals	Daily Actions	Daily Success	Rate: Effort & Focus
Health	<i>Focused on diet</i>	<i>No carbs for to-day — feel good</i>	1-3-5-7- 9 -10
Self	<i>Worked on my MBA course</i>	<i>Read 40 pages</i>	1-3-5- 7 -9-10
Relationship	<i>Had a date with Sherrie</i>	<i>Outstanding 2 hours</i>	1-3-5-7-9- 10
Success Goals			
Career	<i>Saw 6 patients</i>	<i>Had a great day helping</i>	1-3-5-7- 9 -10
Money	<i>Focus on bills</i>	<i>Paid this month</i>	1-3-5-7- 9 -10

5 am	
6 am	
7 am	<u>Emily &</u>
8 am	<u>Thomas</u>
9 am	<u>Work</u>
10 am	
11 am	
12 pm	
1 pm	<u>No-Shoe; off</u>
2 pm	<u>for 10 mins.</u>
3 pm	
4 pm	
5 pm	
6 pm	<u>Family</u>
7 pm	<u>Time</u>
8 pm	
9 pm	<u>Date with</u>
10 pm	<u>Sherrie</u>
11 pm	

(Yellow = Pleasure/
Pink = Pain)

Daily Positive
Affirmations
Number

2

Self-
Esteem
Daily Rate

8

Total Behavior Daily Record				
	Behavioral Action	Thinking	Feeling	Physiological
Positive 1.	<u>Stair Master</u>	<u>I am getting healthy</u>	<u>Great!</u>	<u>Strong</u>
2.				
Negative 1.	<u>Sitting</u>	<u>Did I do something?</u>	<u>Put off</u>	<u>Heavy</u>
2.				

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