

Journal 31

Setting the stage for life balance and goal setting

William A. Howatt

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**Setting the Stage for
Life Balance and Goal Setting**

By William A. Howatt

HOWATT HR CONSULTING INC.

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ISBN 978-1-894338-21-9

Published 2007

Editing, layout, and design by Al Kingsbury
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INTRODUCTION

WELCOME to *Journal 31, Setting the Stage for Life Balance and Goal Setting*. This journal has been written to be used as a preparation for goal setting, to help people to continue to define their life journeys. In my coaching practice, I have found that journaling has been invaluable in helping people focus on achieving their goals, so I wanted to have a journal that had 31 active daily learnings to help people achieve their goals for one month.

In coaching, getting clients to clearly define their wants, goals, dreams, and desires is important in assisting them to obtain all that they want in life. This journal helps you prepare to make your goals over the next 31 days. The first step to creating new habits and outcomes is to become aware of what you want, then to focus on obtaining your goals. It's a preparation and self-exploration journal.

Journal 31 uses Neuro-Linguistic Programming (NLP), which was developed by John Grinder and Richard Bandler in the mid-70s to help in self-exploration and change. NLP came out of their observation of some of the best communication in the field of human behavior.

NLP is one of the fastest growing technologies to help people grow. Neuro refers to the nervous system (five senses: sight, sound, touch, taste, and smell — the pathways). Linguistic refers to our ability to use language and how words influence the pictures we put into our heads. Programming is the habitual habits of human behavior created by the programs made for the individual.

NLP technology is designed to help people create new programs in their heads, so they can become peak performers in life. It focuses on the ways people relate and communicate with each other; how they make decisions; how they are influenced; how they store memory; and how they access memory. NLP examines how we process the outside world, such as: are we visual; auditory; or kinesthetic? It explores how we access the world through the different perception filters (visual — eyes; auditory — ears; kinesthetic — feeling) and teaches how we can understand what people do well, so we can model their actions in communicating with them.

In this journal, we will explore some basic NLP exercises to help you learn how you communicate with yourself and others, to assist you to be a peak performer.

What stops people 95 percent of the time in coaching is themselves. Yes, many believe that the outside world stopped them, or is stopping them from making change. For example, a common statement is to say so-and-so made them do this or that. Truth is, their individual belief system and programming are the major reasons for how they are responding and what they have in life. For example, what do you have in life compared to what you want? Do you have enough haves? Are you focused more on the wants or don't haves? What stops you from having all that you want?

There's a great difference between wanting something and knowing you can have it. Wayne Dyer teaches that to get what you really want in life, you need to turn your focus to four steps:

1. Create your dream.
2. Know what you want.
3. Ask for what you want.
4. Live life with passion and focus on knowing you will get what you want.

Dyer also promotes that life is created by what we focus on. In other words, what we focus on expands, whether it's good or bad, meaning that if we focus on fears, they will become reality. Therefore, we need to focus not on what we fear, but only on what we want. NLP teaches that the brain cannot hold a negative, so if we focus on what we don't want, the brain changes the not and we get what we don't want. For example, if I say I don't want to be fat, guess what I'll get.

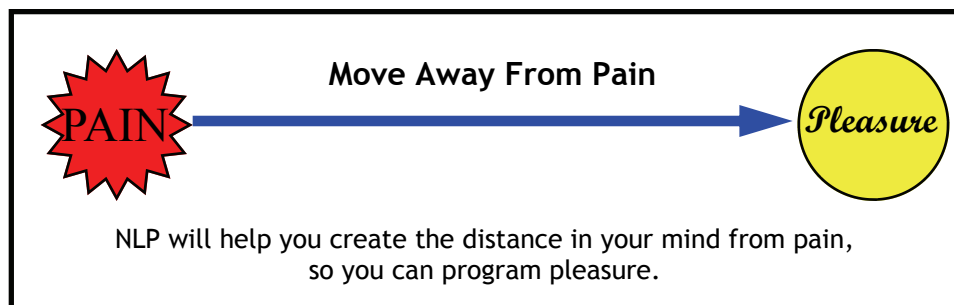
I have found that NLP exercises, if practiced and used, are effective in helping one structure their belief system.

The originators of psychology used a science called stimulus response psychology, based on the concept that humans are motivated by pain and pleasure. Anthony Robbins, who took NLP into the mainstream, believes that what often motivates us to be successful is extreme pain or pleasure.

Our thoughts often float to painful ones if we find ourselves stuck in life. Because many of us often measure and focus on pain more than on pleasure, guess what we have more of in life. In other words, many accept one pain (e.g., overeating) to offset a greater pain (low self-esteem). To give up one pain, one needs to learn they can have life balance without pain and that there is another way to live.

The science of NLP is based on associating people with the good stuff (pleasure) and dissociating them from the bad stuff (pain). Let's experiment with how it works.

Close your eyes and think about a time when you were totally happy, having a great time. See the picture; hear the words; feel the scene. Enjoy it. Now stop



— go to a time when you were scared; thought you were not going to be successful. Quickly stop and go back to the first scene of being happy.

What impact do the movies we run in our head have on our body? We link a lot of meaning to stories, memories, and words. We have rules and roles that influence our beliefs about who we can be; what we want; and know we can have. In *My Personal Success Coach*, I teach how we can run pictures in our head and become emotionally hijacked. This is based on the science of emotional intelligence. I have found NLP to be a great resource for teaching people how they can create internal language and thoughts that are healthy and prevent emotional hijacking.

In this journal, we will use exercises to help you program your mind to be able to focus more effectively on what you want and know you can have. The first of the 31 days will be foundation exercises, so you can utilize NLP change technologies.

We all have heard of the power of positive thought, but few are aware of the impact of our thoughts. In coaching, I promote David Hawkins' revolutionary book, *Power vs. Force*, in which Hawkins explains the concept of force as being that all human beings have control over their actions.

In *My Personal Success Coach*, I introduce William Glasser's Choice Theory. The concept that Glasser expands is based on Locus of Control. This term simply means whether you work from a belief that events around you control you (external), or you believe you always have choice (internal) — thus the terms External Locus of Control and Internal Locus of Control.

As Hawkins, a world famous psychiatrist who for over 40 years has looked at the question of how consciousness affects success, promotes, we all have control over ourselves — this is the force again. On the following pages, self-evaluate your present locus of control, to define your personal power.

LOCUS OF CONTROL ANSWER SHEET		
	Internal	External
1.	A	B
2.	B	A
3.	B	A
4.	B	A
5.	B	A
6.	A	B
7.	A	B
8.	B	A
9.	B	A
10.	B	A
11.	A	B
12.	A	B

LOCUS OF CONTROL SCORE SHEET		
	Internal	External
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
Total		

Directions: In each pair of statements, choose the one that most closely describes your beliefs and circle the letter A or B. If you agree with both statements or disagree with both statements, choose the one you agree with more. There are no right or wrong answers.


1. A. Many of the unhappy things in people's lives are partly due to bad luck.
B. People's misfortunes result from the mistakes they make.
2. A. In the long run, people get the respect they deserve in this world.
B. Unfortunately, an individual's worth often passes unrecognized, no matter how hard they try.
3. A. Without the right breaks, one cannot be an effective leader.
B. Capable people who fail to become leaders have not taken advantage of their opportunities.
4. A. No matter how hard you try, some people just don't like you.
B. People who can't get others to like them don't understand how to get along with others.
5. A. I have often found that what is going to happen will happen.
B. Trusting to fate has never turned out as well for me as making a decision to take a definite course of action.
6. A. When I make plans, I am almost certain that I can make them work.
B. It is not always wise to plan too far ahead, because many things turn out to be a matter of good or bad fortune anyhow.
7. A. In my case, getting what I want has little or nothing to do with luck.
B. Many times we might just as well decide what to do by flipping a coin.
8. A. It's hard to know whether or not a person really likes you.
B. How many friends you have depends upon how nice a person you are.
9. A. In the long run, the bad things that happen to us are balanced by the good ones.
B. Most misfortunes are the result of lack of ability, ignorance, laziness, or all three.
10. A. Many times I feel that I have little influence over the things that happen to me.
B. It's impossible for me to believe that chance or luck plays an important role in my life.
11. A. People are lonely because they don't try to be friendly.
B. There's not much use in trying too hard to please people; if they like you, they like you.
12. A. What happens to me is my own doing.
B. Sometimes I feel that I don't have enough control over the direction my life is taking.

Measuring power

As you explore this locus of control, you will have important information that will predict how you think. People with an external locus of control are more negative in their thoughts.

Hawkins' findings show that on a logarithmic scale of 1 to 1,000 (where numbers below 200 are more negative — adversely affecting the self and the world), the world average is 204 and just 0.04 percent are over 500. The most successful individuals rate above 250. The table below outlines what emotions the scale measures. As you look at the chart, consider where your present level of consciousness is. I believe we all have the potential to move up the scale, with awareness and attention.

What you are probably thinking, as I did when I became aware of this, is *what are the steps I need to take?* Hawkins teaches that there are no specific X-Y-Z steps. The way to tune in this power is to become aware that any negative thought affects success in a powerful way that we cannot explain. All that science knows for sure is that it is present. It is important not to try to make a specific plan to obtain power, just create a vision and trust that what you can and will do will lead you in the right direction. In the chart, check the box that best represents the emotion you rely on or use most.

Hawkins' Map of Consciousness (all numbers to 10th power)			
Emotion Level	Log Number	Famous People	My Level
Enlightenment	700-1000	Mother Teresa	
Peace	600		
Joy	540		
Love	500		
Reason	400	Albert Einstein	
Acceptance	350		
Willingness	310		
Neutrality	250		
Courage	200	 Work to be above 250	
Pride	175		
Anger	150		
Desire	125		
Fear	100		
Grief	75		
Apathy	50		
Guilt	30		
Shame	20		

Hawkins notes that energy fields rarely are manifested as pure states in an individual. “Levels of consciousness are always mixed; a person may operate on one level in a given area of life and on quite another level in another area. An individual’s overall level of consciousness is the sum total effect of these various levels.”

A brief outline of Hawkins’ energy levels:

Energy Level 20: Shame — The shame-based personality is shy, withdrawn, and introverted.

Energy Level 30: Guilt — Guilt, so commonly used in our society to manipulate and punish, manifests itself in a variety of expressions, such as remorse, self-recrimination, masochism, and the whole gamut of symptoms of victimhood.

Energy Level 50: Apathy — This level is characterized by poverty, despair, and hopelessness.

Energy Level 75: Grief — This is the level of sadness, loss, and despondency.

Energy Level 100: Fear — Fear of enemies, fear of old age or death, fear of rejection, and a multitude of social fears are basic motivators in most people’s lives.

Energy Level 125: Desire — Desire motivates vast areas of human activity, including the economy. It moves us to expend great effort to achieve goals or obtain rewards.

Energy Level 150: Anger — Anger can lead to either constructive or destructive action. Anger can be a fulcrum by which the oppressed are eventually catapulted to freedom.

Energy Level 175: Pride — Pride has enough energy to run the United States Marine Corps. People feel positive as they reach this level, in contrast to the lower energy fields.

Energy Level 200: Courage — At the level of courage, an attainment of true power occurs; therefore, it is also the level of empowerment.

Energy Level 250: Neutrality — To be neutral means to be relatively unattached to outcomes; not getting one’s way is no longer experienced as defeating, frightening, or frustrating.

Energy Level 310: Willingness — Willingness implies that one has overcome inner resistance to life and is committed to participation.

Energy Level 350: Acceptance — At this level of awareness, a major transformation takes place with the understanding that one is the source and creator of the experience of one’s life.

Energy Level 400: Reason — Reason is capable of handling large, complex amounts of data and making rapid, correct decisions; of understanding the intricacies of relationships, gradations, and fine distinctions; and of expert manipulation of symbols as abstract concepts become increasingly important.

Energy Level 500: Love — The 500 level is characterized by the development of a love that is unconditional, unchanging, and permanent. It does not fluctuate because its source within the person who loves is not dependent on external factors.

Energy Level 540: Joy — Characteristic of this energy field is a capacity for enormous patience and the persistence of a positive attitude in the face of prolonged adversity. The hallmark of this state is compassion.

Energy Level 600: Peace — This energy field is associated with the experience designated by such terms as transcendence, self-realization, and God-consciousness. It is extremely rare, attained by only one in 10 million people.

Energy Levels 700-1,000: Enlightenment — This is the level of the Great Ones of history, who originated the spiritual patterns that multitudes have followed through the ages. All are associated with divinity, with which they are often identified. It is the level of powerful inspiration; these beings set in place attractor energy fields that influence all of mankind.

Hawkins teaches that we have total control over how we measure our personal power (Internal Locus of Control) and our actions can be measured. However, the power of thought, which is of a greater force, cannot be measured by present technology. I believe the next step is to choose healthy actions and thought. Don't under estimate the force and how it works for you, not against you.

Scoring Interpretation

Regardless of where you fit on the scale, the point is that some will believe and some will not. I like to point out that the ultimate power is pure thought. The point of Hawkins' work is yes, we can recognize locus of control, and yes, we can measure it, like you have.

Although it is a powerful force, the ultimate power is how a single thought can influence all human beings. As you look at the Hawkins chart, think of how a little old lady such as Mother Teresa offset so much pain.

Some of us are right and some are left

Many say they don't have enough time to set goals. I believe it's not time that's the problem, it's the states in which we spend our time. I find right-brained people so creative they find it hard to follow a structure or a set of laid-out goals.

The following Time Measure will show how you spend your days, so you will have a frame of reference. If you are in crisis or an unbalanced state daily, will you set goals? When we learn to become aware of our states and emotions in an effective way, we move from the fears, worries, and concerns that hold us back.

The song that says, "Don't worry, be happy," says a great deal. Whether you are right-brained or left-brained, the purpose of this journal is to prepare you for goal setting. For example, left-brainers like structure and usually do well following a set program. Right-brainers' minds are creating and get bored with routines. However, from my experience, both groups report significant improvements by following a program that has them define their goals in writing and then monitor their progress.

The conscious brain has a breakdown of two parts, as shown in the diagram below. Examine the chart and self-evaluate whether you are right- or left-brained.

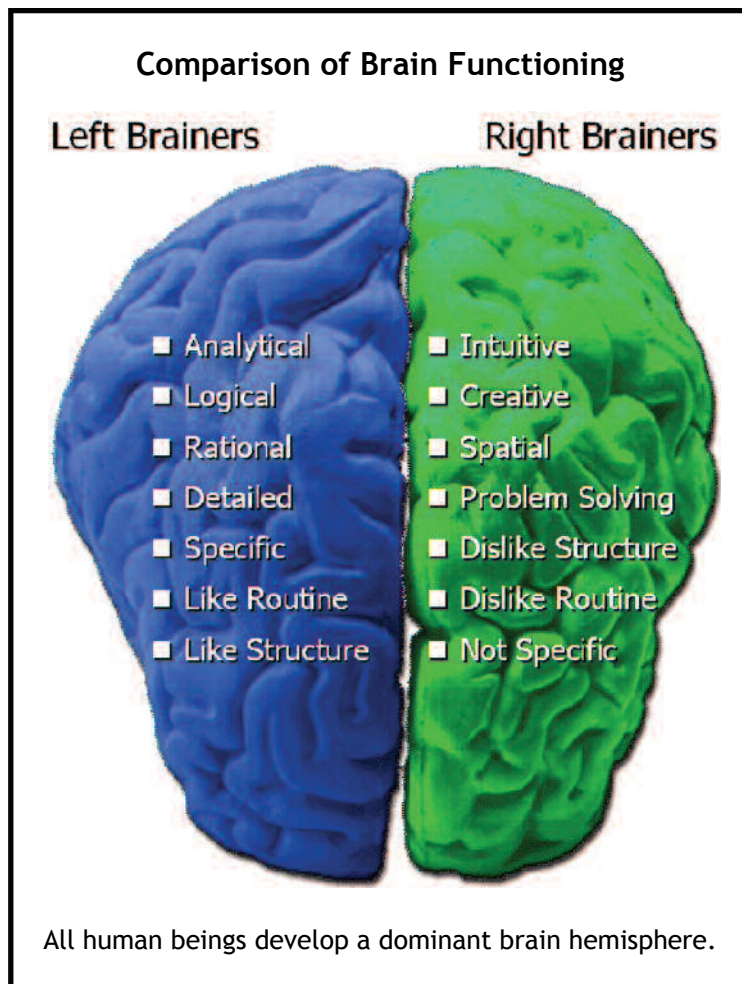
It's important to be aware of which side you use more. An individual with a right-side dominant brain will usually not pay attention to making plans of what to do and will be more likely to be a risk taker, while someone with a left-side dominant brain will have a really logical life plan. A person with a highly dominant left brain will have a difficult time changing their plans, but because life is a game of mistakes, there is a 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 most successful people are

those who are able to plan their lives 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 game 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. Even right-brainers will benefit from Neuro-Linguistic Programming and learning to focus on what they really want in life.

The purpose of this journal is to get you to start to become aware of your actions and the relationship they have to influencing your thinking and emotions.

Let's now look at how you use time.



TIME — Many times we have all wished we had more of it! For people who are stressed in life, there often is a correlation between feeling overwhelmed and not having enough time. The purpose of this measure is to help you recognize how you use time and identify not how you can have more time, but how to reorganize your priorities so you make better use of time.

To be a peak performer, we need to learn how to maximize our mental state. For example, people operate in five different states:

Peak Performer State — This is where the person works in a state that life and work are fun and easy. They plan out their life and work to be efficient, so they have life balance. They work on what is of value and important to them, without being in crisis.

Crisis State — This state is where the person feels they are always responding to what is urgent – crisis management. We need to be able to operate from this state; however, when we live in it all the time, life becomes stressful and unfulfilling.

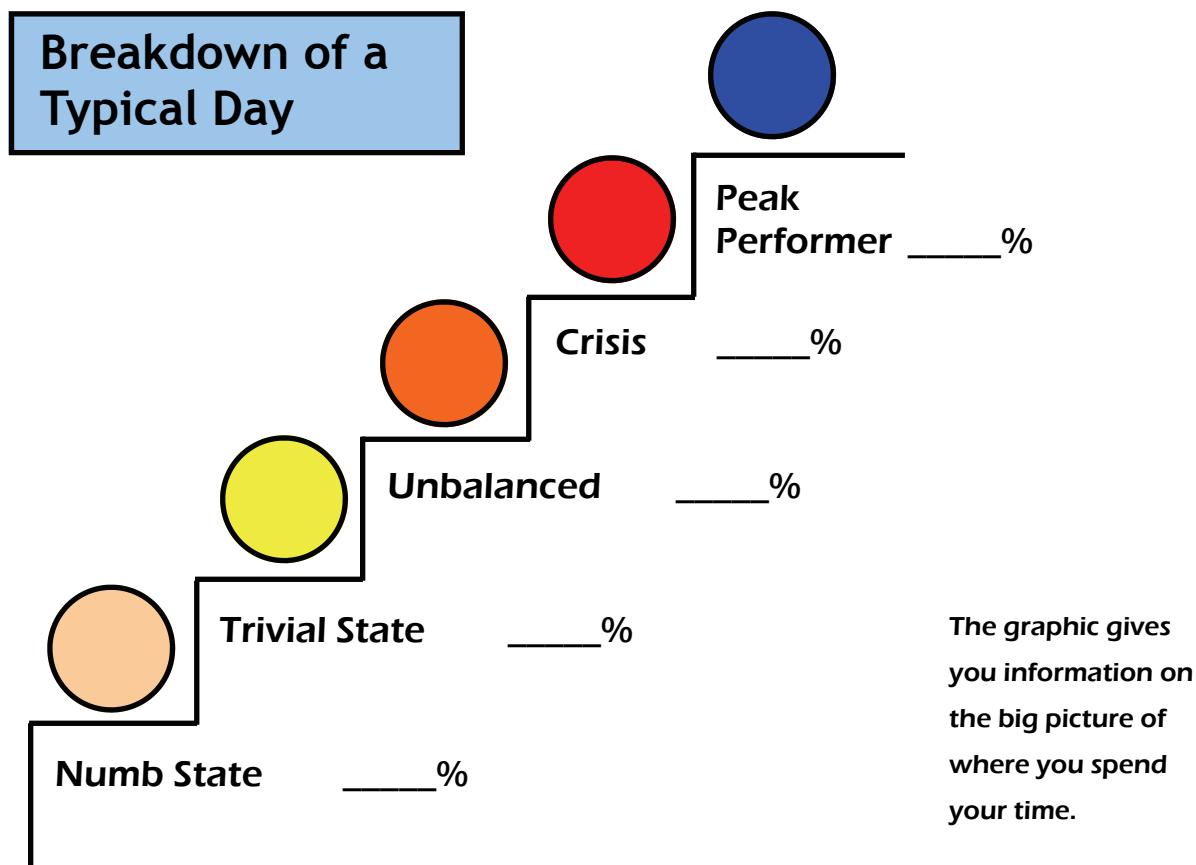
Unbalanced State — In this state, a person feels so overloaded and stressed that they look for distractions. These sometimes lead to addictions, such as food, alcohol, and drugs, as the person tries to control their state by adding a pleasure. The problem is that it works only to improve their state, and does nothing to reduce the original stress.

Trivial State — This is a state people use to balance stress by doing small, trivial tasks, so they feel a sense of accomplishment. They like reading the newspaper cover to cover and reorganizing to reorganize. The person feels they are doing something daily; however, they claim to never have enough time. Someone who reads the paper one hour a day reads a total of seven hours a week. Most peak performers do not allow time to slip through their hands like this. This is not to suggest that reading the paper or doing something like that is wrong, though if they say they have no time for their children . . . they have just found seven hours.

Numb State — This is where the person uses a tool such as TV to tune out the world. The average person spends four hours a day watching TV – 28 hours a week.

As you can see in the above five states, it is not a time problem, it is a state management concern. Sure, systems can help; however, we start our coaching by seeing how you spend your days. What you are **doing** tells us what state you are in.

Part 1. In the graphic on the following page, indicate the percentage of time you typically spend each day in each state. The percentages should add to 100.



Part 2. To be much more accurate, you may choose to research what state you are actually in. Think back over the last month and identify what percentage of each day you spent in each state. To do this, look at the weekly calendars on the next four pages. You will see they have the hours listed. Quickly fill in what you did each week, as well as you can remember (use your diary/day planner to refresh your memory). Don't be concerned with every detail (estimate) — we are looking for a pattern. Then, at the bottom of each day, put in what you think was the percentage breakdown of each state you were in for the day.

Monthly State Calendar — Estimate Week 1							
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
6:00 am							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
Peak	%	%	%	%	%	%	%
Crisis	%	%	%	%	%	%	%
Unbalanced	%	%	%	%	%	%	%
Trivial	%	%	%	%	%	%	%
Numb	%	%	%	%	%	%	%

Monthly Percentage Breakdown			
Peak	%	Trivial	%
Crisis	%	Numb	%
Unbalanced	%		

Monthly State Calendar — Estimate Week 2							
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
6:00 am							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
Peak	%	%	%	%	%	%	%
Crisis	%	%	%	%	%	%	%
Unbalanced	%	%	%	%	%	%	%
Trivial	%	%	%	%	%	%	%
Numb	%	%	%	%	%	%	%

Monthly Percentage Breakdown			
Peak	%	Trivial	%
Crisis	%	Numb	%
Unbalanced	%		

Monthly State Calendar — Estimate Week 3							
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
6:00 am							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
Peak	%	%	%	%	%	%	%
Crisis	%	%	%	%	%	%	%
Unbalanced	%	%	%	%	%	%	%
Trivial	%	%	%	%	%	%	%
Numb	%	%	%	%	%	%	%

Monthly Percentage Breakdown			
Peak	%	Trivial	%
Crisis	%	Numb	%
Unbalanced	%		

Monthly State Calendar — Estimate Week 4							
	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
6:00 am							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 pm							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
Peak	%	%	%	%	%	%	%
Crisis	%	%	%	%	%	%	%
Unbalanced	%	%	%	%	%	%	%
Trivial	%	%	%	%	%	%	%
Numb	%	%	%	%	%	%	%

Monthly Percentage Breakdown			
Peak	%	Trivial	%
Crisis	%	Numb	%
Unbalanced	%		

Scoring Reference

Once you have your scores, the question you need to explore with your coach is as follows:

Am I spending the vast percentage of my time in the Peak Performance state? A healthy percentage is 50% to 60% (higher than this, the person is at risk of losing themselves). Peak performers are maximizing their lives; they know they are in control, so they take action to live life and enjoy it.

We all spend time in a crisis state and need to be able to adapt quickly — this is where we get the edge. A healthy number is around 15% to 20%. If we stay in this state of mind, we learn to look at everything as a crisis and are on the road to burnout.

In regard to the last three states, we all go into them and use them to deal with life. With the exception of addictions, depression, and other ineffective behaviors, we all can benefit by tuning out. As long as we are only tuned out for 20% to 25% of the time, we will do OK.

To help you manage state, so you can manage time, we will be doing the following:

1. Helping you to maximize your focus and concentration — through coaching.
2. Daily journaling, to measure your micro steps of success.
3. Utilizing a time planner or computer scheduler.
4. Repeating this instrument monthly to get your focus on state and time use.

We all have time — it's not time that's the concern — it's our focus and state!

HOW TO USE THE JOURNAL

The purpose of this daily journal is to offer you a Neuro-Linguistic Programming learning, as well as a template for a daily reflection and inventory of how your life is really going. The objective is that after 31 days you will have the insight and awareness of areas that would benefit from focus and where to start to put your goals in writing. We want to look first at the big picture, and after you complete the journal, *Journal 45* or *My Personal Success Coach* will help you tune in your focus.

Daily template

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

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

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

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

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

Daily State Measure — As in the Time Measure, out of 100 percent for each day, self-evaluate what percentage you spend in each state. This will help you predict how much time you have to add new goals to your life.

Sample Journal Entries

Daily Review and Journal Entry

Today I had a wonderful time playing with my children. I have come to understand how special this time is after a day of work. I am learning daily how powerful family is for me. I now know why I work so hard.

My special theme:

Grateful

I am truly grateful today for what I have in life. I am grateful that I have 3 children, a beautiful wife, a supporting family, and friends. I love my life and what I am creating.

Daily Wellness Measure

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

Daily Emotional Measure

Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
	✓	Relaxed			Anger
✓		Passion	✓		Frustrated
	✓	Joy			Sad
	✓	Love	✓		Drained
	✓	Fun			Hopeless
✓		Happiness			Guilty
✓		Motivation			Tense
✓		Enthusiasm			Lonely
✓	✓	Grateful			Mistreated
✓	✓	Valued			Empty

Daily State Measure

Peak	50%
Unbalanced	12%
Numb	10%
Crisis	16%
Trivial	12%



*"Let your
fantasies
unwind."*

— *Phantom of
the Opera* —
Andrew Lloyd
Weber

The basis of Neuro-Linguistic Programming

- **The map is not the territory** — our view of the world is what we see, feel, hear, touch, and smell; it's not all-encompassing of the world. Our maps can be updated and improved once we allow them to be.
- **All experiences have a structure** — our thoughts and memories have a structure to them. When we change the structure and pattern, the experience changes. This is how we can disassociate from unpleasant situations.
- **People are not their behaviors** — we need to focus on the behavior we want to change, not attacking oneself.
- **The power of modeling** — if a person can do something, anyone has an opportunity to learn to do it. If it is created, think it is possible to duplicate anything.
- **People have all the resources they need to change already** — our mental images, inner voices, sensations, and feelings are all blocks we can use to build up a thought or belief when we focus on it.
- **The mind and body are the same** — what affects the mind affects the body.
- **We always communicate** — we can never not communicate; we do it verbally, non-verbally, and with our thoughts.
- **The meaning of your communication is the response you get** — how what we say is received is what the communication means. We need to listen to ensure our message was received correctly.
- **Behind every behavior is a positive intention** — all behavior at the start had a positive intention; we need to learn to separate action from intention.
- **People are always making the best choices available to them** — we all are doing the best we can with the history and the skills we have.
- **If what you are doing is not working, do something else** — if you want something new, do something new.
- **There is no failure, only feedback in life** — when you fail, look at it as growth and a point for new learning and growth.
- **We are in charge of our mind** — so we are in charge of what we do with it.
- **Always evaluate if what you want will hurt others** — all change needs to be ecologically sound for the entire map, not just yours.

[illegible][illegible]

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

Journal 31



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

— Jesus
(Matthew 5:14)

Meta Programs — Learning what motivates behavior

The purpose of Meta Programs (the programs we use to process and interact with the world) is to assist us in exploring where our values come from and how our Meta Programs 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 to get 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 85, you will be able to start to bridge with others. You do this by asking them the same question and listening for their answers (their Meta Programs).

1. **Direction Sort:** How do you know it's 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 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.)? _____

[illegible][illegible]

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

Journal 31



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

— Buddha

Exploring the motivation direction filter

The Meta Program we want to explore further is the motivation direction filter *towards* and *away*. The filter tells us the direction we can be motivated, which is either towards what we want (the correct approach) or away from what we want (the stuck approach).

People who are motivated by away (pain) are less likely to have the ability to make exciting goals, learn to ask for what they want and know they can have it, and focus on what they don't want.

Let's evaluate what motivates you in the five life areas. Answer the following question for each of the below five areas.

I want _____ so that I can have _____

1. I want **money** so that I can have _____

2. I want a **career** so that I can have _____

3. I want a **relationship** so that I can have _____

4. I want **self-esteem** so that I can have _____

5. I want **health** so that I can have _____

Are you motivated by pain or pleasure?

If you are a pain person, I suggest that you look at how you can start to create new pictures in your head of what you want. Pleasure is what we all really want — no one really wants pain. We need to learn sometime how we can truly live without pain. By focusing on your directions in life and learning Neuro-Linguistic Programming basic technologies, you can start to find more pain.

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a small grey rectangular mark at the top center of the page.

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

Journal 31



*"Nothing is good
or bad. Thinking
makes it so."*

— Shakespeare

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 nine important components. In the chart below, fill in what is important to you about each value. I suggest you complete each section by answering the following: **What is important to me about (e.g., health) _____?**

Explore Your Values		
Health	Career	Family/Child
Money	Relationship/ Marriage	Spiritual
Self	Community	Fun

Values Hierarchy

Once you have made your list, put a number beside each value to create your values hierarchy.

[illegible][illegible]

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

Journal 31

Softening the concern

In this step, we will start to loosen up the concern. NLP finds that people store information in different spatial context in their heads. When we explore how we store an unwanted concern and then how we store the desired state, we are in a position to soften the unwanted concern just by changing its context or position. NLP refers to the process of changing submodalities, which is part of the process of softening up the unwanted state. Submodalities refer to the way you store your memories. Is the movie clear, or is it dim? For example, think about something you love, then look at the submodality list on the next page and answer the questions. Now do the same with a dislike. Do you see that the images are stored as different kinds of movies? (Note: I recommend you use the submodality chart on Page 84.)

Steps to Softening Concern — Follow the steps in order and practice.

1. To do the softening, you will first need to bring to mind the unwanted concern (your challenge). It has to be said in the negative. For example, if you want a date, you may have stored the concern as, “I am not good enough.” Then, clearly indicate what the desired state is you want to have in place of the unwanted state (e.g., I am good enough).
2. You should have a clear picture of **what you do not want**, and **what you want**. You need to be clear that these are **two separate pictures**.
3. Let’s find out how you store the unwanted concerns. First, think about the concern, as quickly as you can, look at the submodality chart on Page 84, and check off the ones that are applicable to this concern.
4. Now, pick something you can’t tolerate, for example the smell of a skunk, or a fish sandwich. Repeat the process and find the submodalities for it.
5. Picture your concern and put the picture in the exact same submodalities as the unpleasant stimuli.
6. Before you move on, let’s test your progress. If you have switched the submodalities, the concern will not seem as intense, because you have put it far enough away that it is stored differently.
7. Next, let’s start programming for success. Bring to mind a very pleasant image (e.g., your child). Once you have this picture, find the submodalities for it.
8. Now, bring to mind what you want your desired state to be. Find the submodalities for this.
9. Once you have done this part, review what submodalities you checked for the pleasant image and put your desired state in the same position, with all of the same pictures, sounds, and feelings as you did for your pleasant image in Step 7. Once you have done this, increase the intensity of the picture, sound, and feelings 1,000 times, to have a better image.
10. The desired state will now be feeling much more real and a part of you.

Note: This is not supposed to do anything, except to change your focus and loosen up your model of the world. For many, these 10 simple steps provide a powerful path to new healthy states. I suggest you repeat the steps from 1 to 7 times before you move on.

[illegible][illegible]

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

Journal 31



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

— Adlai E.
Stevenson,
speech (1952)

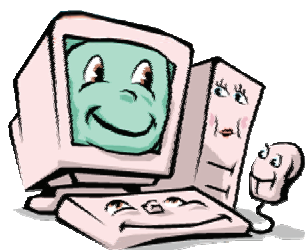
Explore how we make something a want

This is an exercise to teach you how the brain networks and encodes our wants to become desires with motivation.

1. A. Think of something truly motivating.

- B. Think of something that is not fun.

- C. Imagine a screen in front of you, look at the motivating image, and then compare it to the “not fun” image. Notice the submodalities differences.



Notice the submodalities
difference



2. Break state. Think gold, now. Ask yourself if you feel better. Go back to the fun image — Now!
3. Now notice the difference, going back to the submodality chart in Day 5. Notice how we store our desired wants differently than our “not-so-funs.”

I have found that this simple knowledge has a profound effect on how to improve and motivate ourselves to attain our life goals.

[illegible][illegible]

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
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		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



*"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*

How to get motivated

The following six steps are designed to help you start to build your motivation for a particular goal. It will require your focus and action.

What is it you want to do? Lose weight, quit smoking? Whatever it is, do the following:

1. What is the desired thing you want to be motivated about?

2. Find a desire you are really motivated about, and then find the submodalities for it.

3. Find the submodalities for the desired want.

4. Now change the submodalities of the desired want (motivation) to do the already established.

5. Multiply the intensity of the picture, sound, and feel by 100.
6. Repeat this exercise for 7 days, 3 times a day, and enjoy your new motivation.

Note: Use this exercise to change *away* to *towards*.

[illegible][illegible]

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
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		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

— Michel de Montaigne, Essays

Keys to an achievable outcome

Learn and review the NLP keys to achievable outcome. When you want to attain a goal, the NLP achievable outcomes is an excellent tool to define what is possible. Begin by asking yourself: “How is it possible that I don’t have it now?” Then run it through the nine steps to check it out.

1. Stated in the positive.
What specifically do you want?
2. Specify present situation.
Where are you now? (Associated)
3. Specify outcome.
What will you see, hear, feel, etc. when you have it?
 - As if now.
 - Make compelling.
 - Insert in future. Be sure future picture is dissociated. (See yourself in the outcome.)
4. Specify evidence procedure.
How will you know when you have it?
5. Is it congruently desirable?
What will this outcome get for you or allow you to do?
6. Is it self-initiated and self-maintained?
Is it only for you?
7. Is it appropriately contextualized?
Where, when, how, and with whom do you want it?
8. What resources are needed?
What do you have now and what do you need to get your outcome?
 - Have you ever had or done this before?
 - Do you know anyone who has?
 - Can you act as if you have it?
9. Is it ecological? (Is it safe for you and others?)
 - For what purpose do you want this?
 - What will you gain or lose if you have it?
 - What will happen if you get it?
 - What won’t happen if you get it?
 - What will happen if you don’t get it?
 - What won’t happen if you don’t get it?

[illegible][illegible]

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

Journal 31



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

Viktor Frankl

Well formedness conditions for outcomes/goals

Another tool to help you define and clarify your desired outcomes is the seven statements below. I suggest you go through this process and check to see that all of your desired outcomes meet the criteria that will help you increase your success. When making a goal, or working towards a goal, use the seven NLP conditions for well formedness.

1. Stated in positive terms. ✓
2. Initiated and maintained by client. ✓
3. Specific sensory-based description of outcome and the steps needed to get there. ✓
4. Ecological. ✓
5. More than one way to get the outcome. ✓
6. First step is specified and achievable. ✓
7. Does it increase choice? ✓

Neuro-Linguistic Programming provides a powerful method to take advantage of non-verbal communication, as well as strategies to communicate with an individual. Since the majority of communication is done through body language, most occurs outside the conscious level. Most people pick up body language cues at an unconscious level and then rely on words to communicate their desires. This section shows how you can develop rapport.

[illegible][illegible]

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
		Joy			Sad
		Love			Drained
		Fun			Hopeless
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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31

Defining your main representation system

Are you more likely to communicate using visual, auditory, or kinesthetic language? Find your main representational system and learn those of others. It will enhance communications.

LIST OF PREDICATE PHRASES		
VISUAL	AUDITORY	KINESTHETIC
An eyeful Appears to me Beyond a shadow of a doubt Bird's eye view Catch a glimpse of Clear cut Dim view Flashed on Get a perspective on Get a scope on Hazy Idea	Afterthought Blabbermouth Clear as a bell Clearly expressed Call on Describe in detail Earful Give an account of Give me your ear Grant an audience Heard voices	All washed up Boils down to Chip off the old block Come to grips with Control yourself Cool/calm/collected Firm foundations Get a handle on Get a load of this Get in touch with Get the drift of
If this LOOKS GOOD to you, we will go ahead and FOCUS on getting the paperwork in.	If this SOUNDS GOOD to you, we will go ahead and DISCUSS how to set up an account.	If this FEELS GOOD to you, we will go ahead and set up an account by HANDLING THE PAPERWORK.

Favored representational systems

V — Visual. People who are visual often stand or sit with their heads and/or bodies erect, with their eyes up. They will be breathing from the top of their lungs. They often sit forward in their chairs and tend to be organized, neat, well-groomed, and orderly. They memorize by seeing pictures and are less distracted by noise. They often have trouble remembering verbal instructions, because their minds tend to wander. A visual person will be interested in how your program LOOKS. Appearances are important to them. They are often thin and wiry.

A — Auditory. People who are auditory will quite often move their eyes sideways. They breathe from the middle of their chest. They typically talk to themselves and can be easily distracted by noise. (Some even move their lips when they talk to themselves.) They can repeat things back to you easily; they learn by listening; and usually like music and talking on the phone. They memorize by steps, procedures, and sequences (sequentially). The auditory person likes to be TOLD how they're doing, and responds to a certain tone of voice or set of words. They will be interested in what you have to say about your program.

K — Kinesthetic. People who are kinesthetic will typically be breathing from the bottom of their lungs, so you'll see their stomach go in and out when they breathe. They often move and talk verrry slooowly. They respond to physical rewards and touching. They also stand closer to people than a visual person. They memorize by doing or walking through something. They will be interested in your program if it "feels right."

A_d — Auditory Digital. This person will spend a fair amount of time talking to themselves. They will want to know if your program "makes sense." The auditory digital person can exhibit characteristics of the other major representational systems.

[illegible][illegible]

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
W	H		W	H	
		Relaxed			Anger
		Passion			Frustrated
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		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



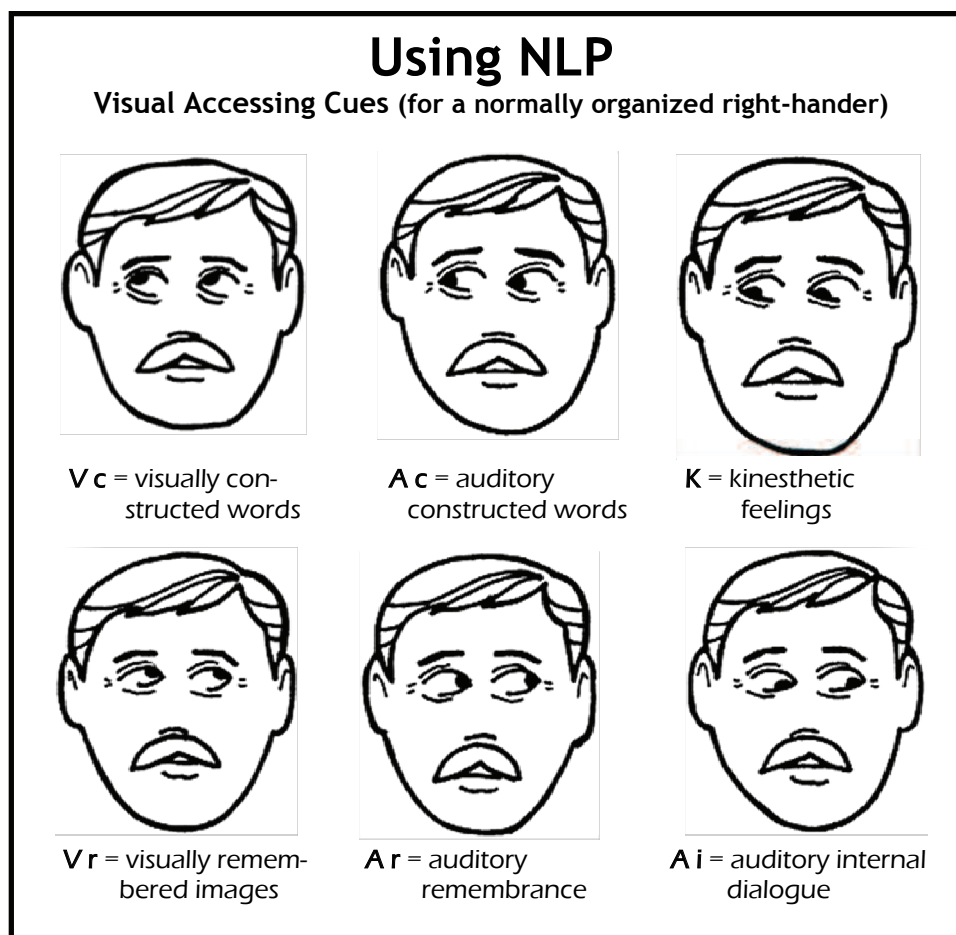
“There are two things to aim at in life: first, to get what you want; and, after that, to enjoy it. Only the wisest of mankind achieve the second.”

— Logan
Pearsall Smith,
Afterthoughts

Learning to use eye patterns

To assist you with building rapport with language, by telling you how to best communicate with others’ representational systems, Bandler and Grindler developed a system based on how people move their eyes. They discovered that the eyes tell a story of how a person accesses information. The figure below shows the visual accessing cues of a normally right handed person (if you are left handed, flip the graphics — the Vr, Ar and Ai would be on the left side of the page and the Vr, A, and Vi would be on the right).

Bandler and Grindler found that where a person’s eyes move when answering a question tells what internal representation system they are using. They determined there are three primary systems that people choose from, **Visual**, **Auditory**, and **Kinesthetic** — and each person usually has a primary one that they use the most. Become aware of how people access information and use it to enhance communication.



[illegible][illegible]

Daily Emotional Measure					
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		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

— Author
unknown

Matching Verbal Predicts

The next level is to match predicts. The words a person uses and their eye movements tell you what predicts to use to improve rapport. Neuro-Linguistic Programming teaches that you can help build rapport more effectively by interpreting internal and external information by working from the same modality, which is termed modeling the person's internal representation system. It is also of value to note that an excellent way to improve communication is to match the person's predicts and to communicate through their primary modality.

Examples of Matching Verbal Predicts:

Kinesthetic Matching:

JOHNNY: I feel I have no idea of who I am!

YOU: When was the last time you felt you knew who you were?

Visual Matching:

JOHNNY: I see no hope of passing school!

YOU: How long have you seen this picture?

Auditory Matching:

JOHNNY: I really do not know what you are talking about!

YOU: When you hear me speak, what do you find hard to understand?

As in the above example, you will notice that by matching the other person's predicts (feel, seen, talking), you are modeling them and working through their primary response system to increase rapport and communication.

[illegible][illegible]

Daily Emotional Measure					
Life Balancing Emotions			Life Disrupting Emotions		
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		Joy			Sad
		Love			Drained
		Fun			Hopeless
		Happiness			Guilty
		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



*“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

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 — 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 don't like to read books, try this. Read all five steps, and then sit down and *swish* yourself to a new internal state.

Swish pattern

- Step 1** — Identify the behavior you want to change or add, and 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 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.*

[illegible][illegible]

Daily Emotional Measure					
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W	H		W	H	
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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31

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, 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 mind. 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 (e.g., middle knuckle, left middle finger) to associate with it, so when you set and fire off the anchor, you 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.

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.

Step 1 — Think about what you want to have (e.g., happiness). Think of a time when you were happy. When you feel, see, or hear this happiness at its peak, touch the anchor 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 — 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.*

[illegible][illegible]

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

Journal 31



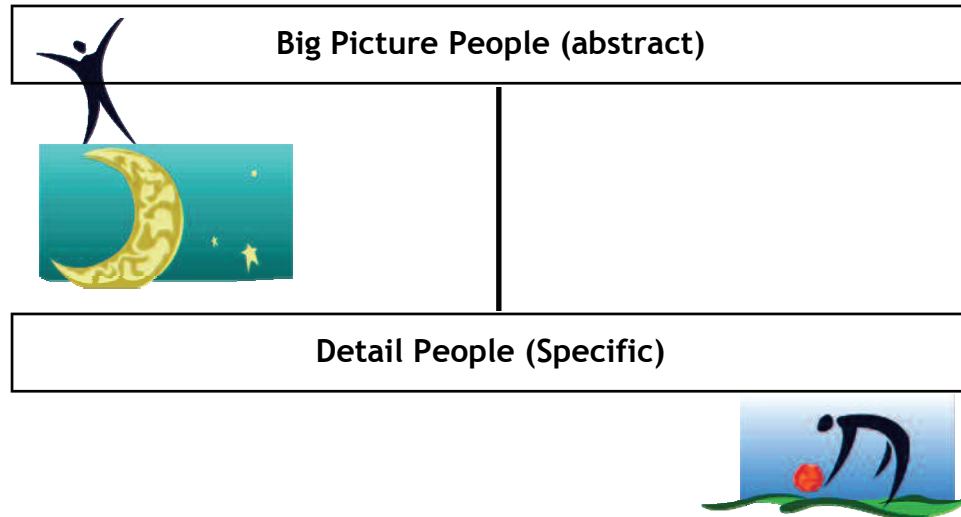
*"The worth of
a thing is
known by its
want."*

—Thomas
D'Urfey,
Quixote

Learning how you process the world

Some people like details. Some like the big picture.

When you communicate with people, listen to what their style is, though you first need to know yours. Matching other people's styles enhances communication.



Remember, we all want communication through our preferences. If you are very detailed, it is important to explain to people that you would prefer a lot of detail. If you are a big picture person, it is important that you are aware of their needs as well. By knowing this, you will increase communication and patience. The Motivation Measure in the Appendix will help you learn how people are motivated.

[illegible][illegible]

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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

—Morris Bender

Learning to listen and hear

Being aware of distractions can lead you to focus on meta communication (communication about communication). People have communication difficulties usually because one person is focused on the **content dimension** (e.g., wife says to husband, "You're late for work") and husband is focused on the **relational dimension** (e.g., the wife's body language and words are directed at him and he responds with a comment such as, "You don't understand how hard my job is"). Since this is common, you will benefit by understanding that from a meta communication view, in any conversation, when one party focuses on content and the other on relational dimensions, there are likely to be difficulties. You need to match the other person's communication position to build rapport and move on. For a breakdown:

WIFE: You're late. (content)

HUSBAND: You don't understand. (relational)

WIFE: I hear you say I don't understand. Can you tell me how I do this?
(matches and responds in relational context)

This will help lower and deflect the husband's anxiety and will also help the wife strengthen the relationship with her spouse by building more common ground. Good communication involves understanding that listening is not only important, but understanding that what the person is sending may be received in a completely different context than it was intended.

[illegible][illegible]

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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

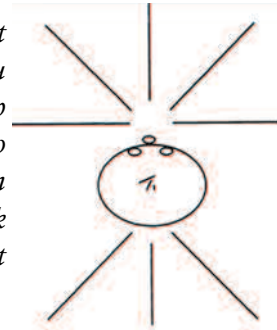
— French
philosopher
Rousseau

Defining your timeline

People are either very attentive to time and well organized (called *through* time), or they are not focused on time at all (called *in* time). By finding your timeline, you will be able to benefit from the exercise in Day 18.

Tad James teaches the following statement to help an individual define their timeline:

If I were to ask your unconscious mind where your past is and where your future is, I have an idea that you might say, it's from right to left, or front to back, or up to down, or in some direction from you in relation to your body. And it's not your conscious concept that I'm interested in, it's your unconscious. So, if I were to ask your unconscious mind, "Where's your past?" to what direction would you point?



[illegible][illegible]

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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

— George
Fisher

Using timeline therapy

Timeline Therapy is a powerful technology. As a Master Practitioner of Timeline Therapy, I have seen what it can do to help people quickly and easily overcome obstacles. In this section, we are going to use a simple timeline exercise to overcome minor life anxieties. The first step is to bring to mind your timeline and notice from past to future implies it is on a line.

At times, we all feel overwhelmed and even distracted by a life event, but by understanding the power of mental focus, you can easily overcome personal doubts. In the field of mental coaching, we have learned that stress and anxiety, if not controlled, can affect your mind and decrease your performance abilities. The following technique, which is a good one to know just in case you have an *Oh my! What can I do* situation to overcome, is based on a Temporal Time metaphor.

Getting past what you perceive as a challenging event

- Step 1. Close your eyes, think about where you are right now, and notice your anxiety.
- Step 2. In your mind’s eye, go out to a point of five minutes after you have successfully completed the life change for your desired outcome. Now, turn around and look to now — and ask yourself where is the anxiety now? Or has it disappeared?
- Step 3. Come back to *now*, look out towards the future, and notice if you can have any anxiety now, or has it disappeared.

*Repeat steps 1, 2, and 3 quickly, until the anxiety is gone. It may take 1-15 times, but no matter how many, the anxiety will usually be gone.

[illegible][illegible]

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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



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

—Anonymous

Building rapport

- **Work from the other’s modalities.** One element of rapport is how fast people move. Their speed has to do with how well they process information — whether they process it **visually** (very fast), **auditorially** (fast), or **kinesthetically** (not as fast). Observe what their speed is and once you know it, simply be mindful and match it.
- **Mirroring/Matching.** A second element of rapport is physical mirroring/matching of the individual’s physiology. Physically copying their posture, facial expressions, hand gestures and movements, and their eye blinking will cause their body to say subconsciously to their mind, “Hey, they are like me; I like them!”
- **Voice and favorite words.** A third element is to match their voice: the tone, tempo, timbre (quality of the voice), and the volume. You can also match their key words (the words they use often, such as, “What if”).
- **Breathing.** A fourth element is to match their breathing, actually pace someone’s breathing by breathing at exactly the same time as they do — matching the in and out breath.
- **Chunk size.** A fifth element is to return information to the person in the size or content in which they speak. For example, if a person provides a lot of information at one time, match them back with detailed information.
- **Anchoring.** Anchoring is the technique of conditioning the mind to respond in a particular way, so that it will subconsciously generate a frame of mind or manner of thinking. Simply stated, the process can be done by touching a spot on the body (e.g., thumb, finger, arm), or saying a word or words (e.g., sold!). By repeatedly touching the same part, or saying the same word or phrase in a similar situation, it will create an “anchor” that is associated with the desired action. Soon, you will be able to generate the desired train of thought or action by triggering the anchor (touching the spot or saying the key words).

[illegible][illegible]

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		Valued			Empty

Journal 31



*"No amount of
manifest
absurdity . . .
could deter
those who
wanted to
believe from
believing."*

— Bernard
Levin,
*The Pendulum
Years*

Questions move us; statements stop us!

Many of us make statements in our heads that limit our potential and beliefs. I recommend that you ask yourself questions. It will help move you, so you can find possibilities versus roadblocks.

1. Life challenge — state what is a challenge. Rate it on a scale of 1 (low) to 10 (high)

2. Ask yourself: What can I do?.

When can I do it?

Where can I do it?

How will I do it:

What if I do not do it?

Who can teach me to do it more easily?

Why would I do it?

What else could it mean?

3. Re-evaluate the concern on the scale of 1-10. _____
4. Repeat the questions until you have moved the concern towards possibility, solutions, and actions.

[illegible][illegible]

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Journal 31

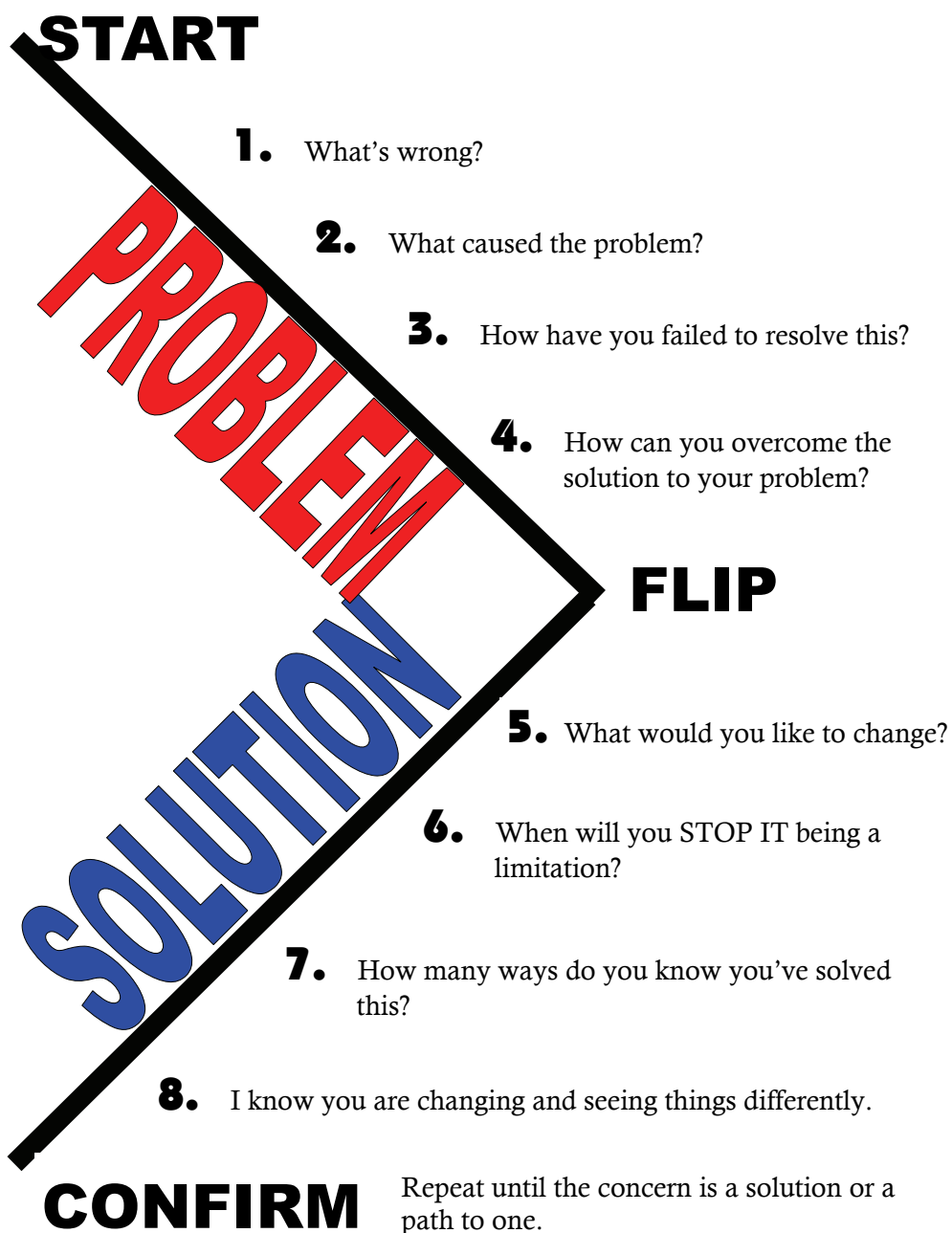


*"I find the
great thing in
this world is
not so much
where we
stand, as in
what direction
we are
moving."*

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

Using James' Meta Model III to solve a problem

Directed questioning to produce a specific result. (This is only an example of Tad James' Meta Model III). When you have a life challenge, the following questions many times will be effective in getting you on the right track. If you want, you could have your spouse or trusted friend read them to you and do the exercise with you.



[illegible][illegible]

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		Motivation			Tense
		Enthusiasm			Lonely
		Grateful			Mistreated
		Valued			Empty

Journal 31



"Everyone

believes very

easily whatever

he fears or

desires."

— Jean de La
Fontaine,
Fables

Become aware of your language

The words we use have pictures and emotions attached. Become aware of your language, start to use the **right** side, and create **success language**, which will lead to **success results**.

Modal Operators	
AVOID Dispowers and Creates Rules	CHOOSE Empower and Create Strength
Negative Necessity Doesn't allow Don't have to Got to not It's not time Must not Not necessary Ought not Shouldn't Supposed not to	Necessity Allow Got to Have to It's time Must Necessary Need to Ought to Should Supposed to
Improbability Couldn't Don't dare to Don't Deserve Don't let Don't prefer Don't pretend Don't wish Had better not May not Might not Wouldn't	Probability Could Dare to Deserve Had better Let May Might Prefer Pretend Wish Would
Impossibility Am not Can't Doesn't permit Don't choose to Don't decide Don't intend Impossible Try not Unable to Won't	Possibility Able to Am Can Choose to Decide Do Intend It is possible Permit Try Will

[illegible][illegible]

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Journal 31



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

— Jonas Salk,
M.D.

How to start to create a new behavior

The key to change is the process of allowing any new choice to become a habit (unconscious). However, before you can create any new habit, you need to begin. Below is a seven-step model for beginning a new behavior.

- Step 1** — Be in a relaxed place. Imagine yourself in a magic bubble that separates you from the world. On the outside you see yourself — we will call this the Experimental Learner, who will do the exercise while you watch.
- Step 2** — Think of something that you want to be able to do, a new behavior you want to be able to incorporate into your life.
- Step 3** — Now see all the benefits of the new behavior. For example, exercise, and how will this help you. Be clear. See, learn, and feel the benefits.
- Step 4** — Now see the experimental learner on the outside of the bubble doing the behavior. Listen to what the other person is saying as they enjoy the behavior. See how proud and confident they are.
- Step 5** — Because the exercise is for correcting behavior, ensure your conscious mind and unconscious mind work together to allow the experimental learner to have pure joy.
- Step 6** — On the count of three, let the bubble fall away and allow the experimental learning with all of its insight to fully be drawn into yourself and fully integrate the new behavior.
- Step 7** — Before you leave the scene of this new insight, make a plan in writing of when you will start the new behavior. Be specific as to time, date, and location. Keep the insight; it is now yours.

[illegible][illegible]

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		Valued			Empty

Journal 31



"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*

Determine where you are going

I once learned a statement that if you are not careful in choosing where you are going in life, anywhere you end up is probably not where you wanted to be, meaning that too many of us leave life to hope and chance. The key to attaining life goals is to focus on what you want. This exercise is intended to help you find this focus.

Step 1 — As a child, we all had dreams of who we wanted to be. Think back of who you dreamed you were going to be when you grew up. Focus only on the good dreams; that's where insight is.

Step 2 — Our bodies grow at an exceptional speed. When you were young, your imagination grew as well. From the picture you are remembering, what are the learnings you have for this child's dreams? Notice you had no borders, limits, or blocks.

Step 3 — Taking this child's insight and abilities, make a clear plan of where you are going. The key to a future is to first be clear on what you want; see it, and know it is possible. We can create what we want and have the ability to learn all we need to.

Step 4 — I am going to _____

_____ .

(Complete the sentence. Set no limits and borders and know that you can be a child and dream.)

[illegible]

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		Valued			Empty

Journal 31



*"The shortest
distance
between two
points is under
construction."
— Noelle Alito*

Find what fuels your passion

Too many of us miss the boat of life because we do not listen to our passions. Passion is who we are and what fuels us. I encourage you to be all you can be and believe in who you want to be. As long as your passion is not hurtful to others or yourself, I encourage you to go for it. Life is much more fulfilling when we have juice running in our veins.

Step 1 — What do you love so much that you would pay to do it?

Step 2 — If I gave you a million dollars, what would you do?

Step 3 — Find role models you want to be like who have the same passion as you. Pay close attention to what they say, do, and think.

Step 4 — Once you know your passion, keep focusing on it over and over until it is fully a part of your everyday life.

Follow the Edison Law — there is no failure, only a new opportunity.

[illegible][illegible]

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		Valued			Empty

Journal 31



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

— Dr. Seuss

Know your principles

It's important to ensure that our passions are congruent with our principles. In the section below, start to explore your life principles.

Step 1 — Think of your main desired goals and list the top five.

1.	
2.	
3.	
4.	
5.	

Step 2 — Now ask yourself what are the principles that drive your system for your five top goals. Principles are what encapsulate our values. They are the guidelines that we live by.

	My 5 Life Principles
1.	
2.	
3.	
4.	
5.	

Step 3 — Principles are the core guidelines that determine who we are as a person. When we have clear principles that are in line with our goals, we are able to be congruent and successful. Compare your main goals to your main principles.

[illegible][illegible]

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		Valued			Empty

Journal 31



*"When I hear
somebody sigh
that, 'Life is
hard,' I am
always tempted
to ask,
'Compared to
what?' "*

— Sydney J.
Harris

Power of reframing

Words are the way we process the world and life. In this section, when you come across a situation and the words in your head are not helping you be who you want to be, or have what you want, practice the power of reframing.

Have you had a situation where you were frustrated?

Reframing is taking a situation and stating it in a way that is more effective for your system, in that you say the event in a positive manner.

Example: *"I never get what I want in life."*

Reframe: *"Life is challenging and takes constant focus and the willingness to learn from our challenges."*

Practice reframing daily and see how you will start to look for the positive and learning, avoiding the pain.

A reframe can truly change the entire picture from one of non-acceptance to one of understanding.

[illegible]

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		Valued			Empty

Journal 31



*“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

Imprinting success

Believing we can be who we want to be is a challenge for some. In the process outlined below, we will start to train your brain to become who you want to be, through the powers of repetition and practice. In Neuro-Linguistic Programming, using a positive image and focusing on it long enough, the brain will incorporate and accept it.

Step 1 — Who do you want to be in life?

Step 2 — Create an image of who you want to be, what you would be doing, thinking, and feeling. Some may want to draw a picture with a narrative.

Step 3 — When we think of what we want on a daily basis and believe in what we are creating, our brain will imprint the image.

The power of focus will imprint in our brain what we want. I believe what both NLP and Hawkins teach, that what we think is what we will create. For proof, read Napoleon Hill’s *Think and Grow Rich*.

[illegible][illegible]

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Journal 31

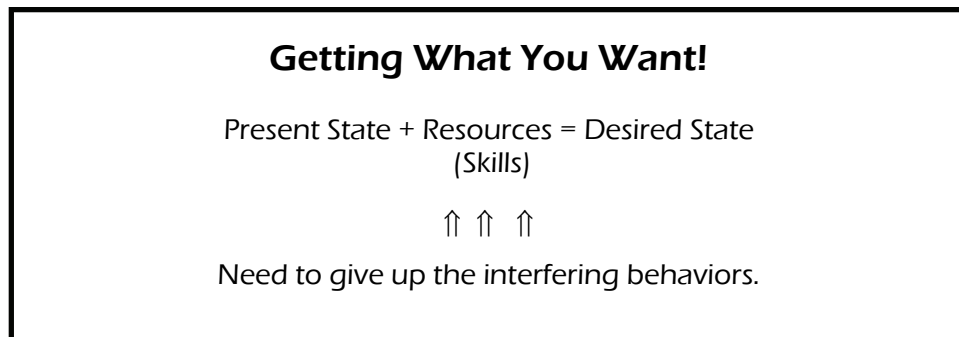


*"The best
mirror is an old
friend."*

— George
Herbert

Getting what you want

Since many people are not aware that their present behavior is (in many instances) the main culprit in preventing them from obtaining what they really want (their goals in life), the graphic below provides a model to help you look at how to get what you really want. The Dilts' model works on exploring your present state and the skills you have available.



The main concept is to find out what your present state is and then determine, through asking, what you would like the outcome to be. Once you have defined your outcome (goal), review the skills you have available. In many cases, it's not that you will need to learn a new skill, it may be as simple as what behavior(s) you will need to give up so a more effective skill can be chosen.

1. State something you want in your life.

2. What is your present state in regard to this want?

3. What resources do you have to get this want?

4. What will you have to give up (e.g., overeating) to get your want?

5. What will the outcome be when you do the above?

[illegible][illegible]

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		Valued			Empty

Journal 31



*"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*

Four key tips for success

We all have things we want and need. We all live in the present and only our present action can create our future. Four tips for success are:

1. Know your outcome— what you want to have. Have it in writing and measure it.
2. Take action — inch by inch, life is a cinch.
3. Be aware of where you are at all times — journaling is like an autopilot; it keeps you on course.
4. Have behavioral flexibility — like Sam-I-Am in Dr. Seuss' *Green Eggs and Ham*, avoid judging and look for opportunities.



[illegible]

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Journal 31



*"One must
think like a hero
to behave like a
merely decent
human being."*

-- May Sarton

How words affect your physiology

As we move through life, Neuro-Linguistic Programming teaches that the way we carry our body influences our physiology, which in turn impacts our state (emotions).

- ♦ Body tilt
- ♦ Posture
- ♦ Facial expression
- ♦ Breathing
- ♦ Walking speed

Anthony Robbins teaches that people who have great body position can create a healthy physiology. As we have discussed, a healthy physiology will have a huge influence on your ability to perform more effectively. No matter what happens in life, you can control how you carry your body.

Let's test Anthony Robbins' theory.

1. Go outside and as you walk, put a frown on your face, walk slowly, with your head down for the first quarter mile. Record your results.
2. Stop. Walk away from this spot for another quarter mile with a confident stride, head up, a huge smile on your face, and shoulders back.
3. Now compare the outcomes. Which felt better?

The walk of energy and bounce also will help you to continue to create positive emotions. Walk with a smile, for, as Tracy teaches, it takes 13 muscles to smile and over 100 to frown. So save some energy for life and smile.

[illegible][illegible]

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

Journal 31

Using Submodalities to Soften Concerns (Re: Page 30)

Instructions: Do this very fast. Put down what comes to mind quickly.

VISUAL	Concern	Unpleasant Stimuli	Favorite Stimuli	Desired State
Black/white or color?				
Near or far?				
Bright or dim?				
Location?				
Size of picture?				
Associated/ dissociated?				
Focused/defocused?				
Focus (changing or steady)?				
Framed or panoramic?				
Movie or still?				
Movie – fast/normal/ slow?				
Amount of contrast?				
3D or flat?				
Angle viewed from?				
Number of pictures?				
AUDITORY	Concern	Unpleasant Stimuli	Favorite Stimuli	Desired State
Location?				
Direction?				
Internal or external?				
Loud or soft?				
Fast or slow?				
High or low (pitch)?				
Tonality?				
Rhythm?				
Pauses?				
Duration?				
Uniqueness of sound?				
KINESTHETIC	Concern	Unpleasant Stimuli	Favorite Stimuli	Desired State
Location?				
Size?				
Shape?				
Intensity steady?				
Movement?				
Vibration?				
Pressure/heat?				
Weight?				
Duration?				

Answer Key to Meta Programs on Page 24:

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 vehicle is *towards*. This is an important Meta program. 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. When we are motivated by possibility language we have a better chance to be motivated towards what we want — than 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 has a bearing on how we view and interact in the world. Our Meta Programs influence our values, which influence our beliefs, which directly provide the push for the behavior we choose. Being aware of how we process contact will help create healthy values that 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 become a great communicator and tune in to the way others are processing the world. When we communicate through another’s Meta Program, communication becomes easy.

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APPENDIX



Motivation Measure

The key to motivation is understanding its origin, so the purpose of this measure is to have you define how you get motivated. The format is based on a self-evaluation of two choices. The objective of each question is to quickly evaluate yourself or prospects. You are asked to define 10 variables that influence and predict how to increase your motivation or that of others. Once you do this for yourself, memorize these 10 subject areas. They will prove invaluable when working in any type of human interaction.

In the following section, check the statement that best describes how you are motivated.

1. Carrot or Stick. The purpose here is to determine if you are motivated through the potential of reward or by the potential for loss. This is a really interesting measure, because many of us do not pay attention to this variable.	
	A. I am motivated to go out daily and obtain my dream because of what I see possible. I am excited and prepared when I see potential.
	B. I am motivated to take action out of fear of losing. I need to have this pressure to get going. I procrastinate and leave things to the last minute.
2. The language we use in our heads often determines how we view the world. Out of the science of Neuro-Linguistic Programming, the study of language has been broken down to specific measures. One part of language is called Modal Operators. There are two kinds: necessity and possibility. Modal operators of necessity are not the most effective motivators; they drain us. Notice the tone of voice we use and how annoying it is when we use language such as <i>should do</i> and <i>have to</i> . Modal operators of possibility are the most effective motivators. They use powerful language, such as <i>I can</i> and <i>I must</i> . Notice how much more powerful and confident this sounds in your head.	
	A. I <i>have</i> to sell today or I will not make it. I <i>should</i> want to do this!
	B. I <i>know</i> I can sell today. To be successful, I <i>must</i> be consistent and do the little things daily!
3. There are people who are motivated to not want to do a task closer to their ultimate goal.	
	A. I see how much I do not like a task and thinking about it unmotivates me, for example, the pair of cold calls by phone.
	B. I think how much I will have attained for my daily objective once I do this task.

<p>4. Defining your work style and how you get motivated to do work. At work, some people are always looking ahead, anticipating what is possible. They don't need to be told; they are proactive. On the other end of the continuum are the reactive people, who wait around for others and react to what the environment gives them.</p>	
	A. I look forward and see what is possible. I am confident of what I can do, so I just do it.
	B. I wait until I get my sign from others or until something happens that basically makes me take action and react.
<p>5. Like the carrot and stick, what language do you use in your head? Some people are motivated by <i>towards</i> motivation, which is looking towards the future for pleasure and how to increase it. Others are motivated by <i>away</i> motivation, meaning they want to experience the least amount of pain, e.g., they buy a new car to avoid breakdowns.</p>	
	A. I like to buy a new car because I enjoy the pleasure of a new vehicle.
	B. I buy a new car to avoid paying for expensive repairs.
<p>6. People often get motivated by how they receive information. Some like to obtain information in general terms. Details bore them and turn them off; they want the big picture. Then there are people who become motivated when they hear all the small details and start to put them together. The big picture people are general information types and the specific people are the detail types.</p>	
	A. When someone is explaining something to me, I enjoy having them give me the big picture.
	B. When a peer is telling me a story, I want all the specific details.
<p>7. There are right-brain people who are highly creative and left-brain people who are very structured. The important point for motivation is to understand that the creative person is motivated when given the options to choose and invent as they go. They don't like following set scripts. The procedural people are left brainers. They want structure and they like to follow a set routine.</p>	
	A. I like to create as I go and not have to do my job the same way every time. I don't like structure.
	B. I like structure, scripts, and set routine. I feel comfortable with a system and follow it.
<p>8. What motivates people? One important factor is Locus of Control. This refers to internal people vs. external people. Internal people believe they know what they need to do and know they can. They provide their own support system for checks and balances. Externally motivated people need others to tell them what is possible. They need a lot of outside feedback.</p>	
	A. I know myself when I do good work.
	B. I need others to tell me when I do good work.

<p>9. Some people are motivated to be liked by others. This type of person likes to look for the similarities in people; they are called matchers. Other people are motivated by always finding and noticing differences; they are the mismatchers. They are hard to work with, because they can always find a concern. They do this as a way to motivate themselves to continue working, because they think they are helpful. Unfortunately, they are the hardest to deal with when they are intense mismatchers.</p>	
	A. I look for what is alike and try to find agreement.
	B. I do not always agree with others. Very often I disagree and can find a difference.
<p>10. Working as part of a team, there are three work styles: Independent people enjoy working alone. Proximity people are dependent and like to work around others. Co-operative people like to work side by side with others.</p>	
	A. I like working alone on my projects.
	B. I like having my individuality on a project, though I like to have others working around me.
	C. I like being a part of a team and doing our work together.

Answer Sheet

Compare your checked responses to this sheet.

1. A. Motivated by reward.
B. Motivated by pain.
2. A. Motivated by modal operator of possibility.
B. Motivated by modal operator of necessity.
3. A. Motivated to avoid pain they predict a task will bring.
B. Motivated by the rewards of seeing the task completed.
4. A. Motivated by being proactive and forward thinking.
B. Motivated to react to what occurs in their environment.
5. A. Motivated by looking toward possibilities of pleasure.
B. Motivated by moving away from potential pain.
6. A. Motivated when they learn the big picture.
B. Motivated by knowing all the specific details.
7. A. Motivated when allowed to be creative.
B. Motivated when there is a set structure.
8. A. Motivated by what they say and do by themselves, for themselves.
B. Motivated by what they hear from others.
9. A. Motivated to see similarities in others.
B. Motivated to see differences in others and situations.
10. A. Motivated to work alone.
B. Motivated to work alone, with others around.
C. Motivated to work as part of a team.

[illegible]



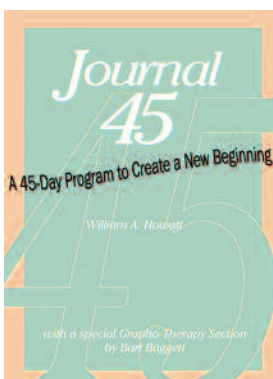
Dr. Bill Howatt writes a monthly business column, sharing the advice he offers to executives and serving up strategies that anyone can use to advance their career and enhance their firm's operation.

Howatt has compiled the newspaper columns into this reference book for both experienced and new corporate executives. Issues include dealing with change, improving communication skills, and motivating employees.



The *Coaching Guide* and *Coaching Measures* are part of the Howatt HR Consulting Corporate Coaching Program. They are used in conjunction with other resources but are never intended to replace the skills of a coach.

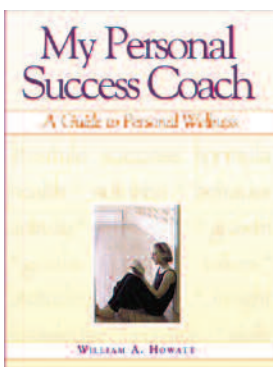
People come to coaching for many reasons. Coaching is based on an educational model of facilitating growth in yourself, so you will grow both personally and professionally.



Many of us talk about wanting a New Beginning, which I define as any time you take on a new challenge, or want to reinvent some aspect of your life.

Whether it's old or new to you, it doesn't matter, because for any New Beginning to be realized, it requires action.

I have created this journal facilitate the New Beginnings you have chosen, or are going to choose. Follow this guide for 45 days and you will have a good start. Be brave and hold the line. What you want may be more possible than you ever thought — with time, focus, and determination.



My Personal Success Coach and *My Personal Success Coach Journal* will give you the knowledge, skills, and attitudes to help you solve your daily regrets, dilemmas, and concerns, so you can better use your energy to create new beginnings, to set goals and make them. Personal success coaching is all about helping you see where you are right now, where you want to be, and then most importantly, showing you how to get there.

