

Welcome To
Cognitive Behavioral Modification



Module 7
A Balanced Lifestyle

by: George Tannous, PhD

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Life Coach Boot Camp

on the Web: LifeCoachBootCamp.com – CrimeReductionProject.org

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Introduction

Module 7 Is Your Life in Balance

Greetings,

I am so glad that you have decided to participate in our *Life Coach Boot Camp* studies in order to become certified. There are eight topics in this module. **“Attitudes, “Your Logical Thoughts”, “Unlawful Thoughts”**. Then, **“How Well Do You Communicate”**. Then, **“Drugs, Alcohol, and You”**. Then, **“Your Uncontrolled Anger”**. Followed by, **“Is Your Life in Balance”**. Finally, **“Relationships”**.

Upon completion of your studies and the required homework, you will be issued a “Certified Life Coach” certificate specializing in **“Relationships”**. Relationships between friends, husbands and wives, colleagues at work, mom and dad Vs. sons and daughters, at church, or anywhere you go and anything you do. Life is based on relationships. Every household has it. And our coaching is different from anyone else.

With each lesson, you will be required to answer a few questions, write an essay, participate in our forums in order to give feedback or receive feedback from others, (This is where you gain experience in coaching others. You see, others will bring their issues to the forums, and other members will discuss solutions. It is a ton of hands-on experience thus when you’re on your own, in your own practice you’ll never be alone. The entire community will be there with you!), and the forum is a place where you’ll hold yourself accountable to the community and make a confession as well which is something you’ll teach your own clients to do. You will also learn how to perform an **“Attitude Check and a Confession”**. And finally, you will learn how to feel the way you want to feel by our specialized topic on, **“I feel Good, PST™”**.

This module includes the following:

- Introduction
- Why Become a Life Coach
- Live a Life of Balance

- Good Health
- Healthy Emotions
- Bad Work Habits
- A Healthy Job
- Community Involvement
- Attitude Check & Confession
- I Feel Good, PST™

There is no way any relationship will survive without having the qualities mentioned above.

Make sure to read each article carefully at least three times. Answer all questions and either email your answers back to me or mail them. Once you have completed this entire journey, you will be issued a *Life Coach Certificate*.

If you are an inmate registered through “CrimeReductionProject.org”, upon completion and the issuance of your certificate, we will send a letter of recommendation to your warden for time off or an extended halfway house. But it is up to the warden to extend that. Nonetheless you’ll become a “Certified Life Coach” specializing in relationships which will help you once released from prison to either work for someone or yourself.

All others, make sure to visit the web site, <http://www.lifecoachbootcamp.com> to view all the videos, over sixty all in all. Also, follow the instructions for sharing your story in our Forums as well as participating in our “Forums” especially our unique “Confessions Forum” so you may gain practice, knowledge, experience, and expertise!

Once done you will receive a *Life Coach Certificate* and you may begin your practice as a Certified Life Coach helping others in their relationships such as marriage, kids, friends, colleagues at work; the list goes on and on.

I am thankful that you have given me this opportunity to share all of this with you. May God bless you and bring prosperity and peace into your life.

Respectfully yours,

George Tannous, PhD



Why Become a Certified Life Coach?

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Aside from being a highly rewarding career, there are several rewards of being a life coach.

You step into the world of entrepreneurship: One of the biggest benefits of becoming a life coach is that of freedom and flexibility. And you get to be your own boss. It helps you break away from the regular nine to five, enables you to work on your own terms, helps you stay aligned with your values, and gives you time to focus more on your personal as well as your professional life. It allows you to make time for your hobbies, enables you to pursue your interests, and helps you make more time for your family.

Higher wages: Another major benefit is that of higher income. Depending on your experience, your portfolio, your clientele, and your demographic area, you can generate from \$50 to \$150 in one session and much more in a group seminar setting. In addition to this, you can also offer monthly packages to your clients.

Example: It takes thirty-five weeks to coach a couple, parents and children, friends, family members, and more. If you are meeting with your client one day a week, and at a

billable rate of \$50 per hour, which is very low in this profession, then each client is worth \$50 times 35 weeks = \$1750

Now, if you are working part time, twenty hours a week, then you will be seeing 20 clients per week. Keep in mind many meetings are held now on Zoom.com. For a total of \$35,000 in 35 weeks. Not bad, wouldn't you say? Do it full time and that number now equals \$70,000 in 35 weeks or $70000/9 \times 12 = \$104,000$ per year and that's at \$50 per hour. What if you charged \$150 per hour?

More control and clarity: Becoming a life coach gives you more clarity and control over your own life situations. When you motivate others to become action-oriented, it gives you the courage and strength to overcome challenges in your own life. After all, you'd better know the materials that you are teaching and apply them in your very own day to day life.

There comes a point in time in everyone's life when they require some extra support.

Think of it; How many times in your life did you need a helping hand? Someone to lean on. Someone you could trust. Someone who'd listen to you.

There comes a point in time when everyone needs someone they can talk their heart out to, a helping hand to pull them through the difficult times, or a shoulder to cry on.

Sometimes people seek someone who can relieve their pain through kind words or fill them with enthusiasm and confidence when they are brimming with self-doubt. At times people seek someone they can rely on. Someone they can trust blindly or someone who is always looking out for them. **You can be that someone who can transform people's lives and yours as well.**

You can be someone who can help people out in their difficult times, who can provide comfort and support during crises, and you can be someone who can help people tap into their full potential and motivate them to achieve their goals.

You can help people fix their broken pieces, you can become a helping hand in someone's journey of self-discovery, and you can help people find their life's purpose.

Welcome to the world of life coaching. A rewarding career path that allows you to not only become an entrepreneur but also serve others while being aligned with your own values. A career that offers flexibility, freedom, higher wages, and job satisfaction.

Who is a Life Coach? A life coach is a person who helps people focus on improving their present life situations. Life coaches work with their clients and enable them to make necessary amendments. They encourage their clients to take action and help them create a life they envision for themselves. Their client could be someone struggling to find an

ideal career path, problems in a relationship, attitude problems, not rational with their thoughts, criminal thoughts, alcohol and drug dependency, or a parent wanting to improve his/her child behavior, and much more.

Life coaches are seen as carvers. Someone who shapes lives by observing the strengths and recognizing the weaknesses of their clients and who works with them at every step as a partner to help them make the most of their lives.

Life coaches are professional mentors who replace nervousness with calmness, anxiety with enthusiasm, and procrastination with loads of action. As a life coach, you create a detailed plan of action for your clients and motivate them to stick to it while keeping them aligned with their values. At times you give them a pep talk, at times you offer emotional support, sometimes you challenge them, but at the end of the day, you celebrate with them. Their achievements become your triumphs.

Job satisfaction: If you are someone who loves to help people with their circumstances, who loves serving others and who loves seeing people achieve their goals and reach new heights in life, life coaching can be an extremely satisfying career path. Life coaching not only enables you to shape lives for good or show others the right direction, but it also equips you with a greater purpose.

How can you become a life coach?

While becoming a therapist requires you to enroll into several degree programs, that is not the case when it comes to becoming a life coach.

If becoming your own boss and making more money while partnering up with people and helping them create a bigger and better life for themselves sounds like an ideal career path to you, you can become a certified life coach by joining us today.

If you are someone who want to learn how to improve yourself and live a better life, someone who is eager to help people, someone who wants to be a mentor to your family and friends, then this is for you! Join us today for a better tomorrow

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Respectfully Yours,

George Constantine Tannous, PhD
President and CEO
LifeCoachBootCamp.com
Crime Reduction Project, Inc.

Notes



Live a Life of Balance

by: George Tannous, PhD

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Make sure to answer the questions at the end and follow the instructions for submission!

Every one of us leads a different life. No two lives are the same. We all face different challenges, and we all have our fair share of pleasures as well as sorrows. But even though our journeys are different, we all share the same goal. The goal of achieving joy and happiness.

Even though we all strive to acquire happiness, only some of us achieve this goal. Sounds unfair, doesn't it? Even though each and every action that we take is in the direction of achieving this goal and is supposed to take us one step closer to it, only a few people actually get to lead happy and fulfilling lives.

So where do people who lead unsatisfying lives go wrong? Do people who lead contented lives do something differently? Or are they just lucky?

The key to a happy and fulfilling life is balance, a balance between several crucial pillars. These pillars are work, health, emotions, interpersonal relationships, and community. When one of these pillars gets out of balance, it creates roadblocks and speedbumps. People who lead happy lives understand the significance of an unbalanced life and strive to bring balance between these factors whereas people who lead stressful lives often are oblivious to the imbalance that is contributing to their sorrows and misery.

Below are key pillars that will help you to be balanced. Some of these can be categorized as inner factors while others can be thought of as outer factors that influence our lives from the outside. But the imbalance in these contributes to unhappiness and dissatisfaction in life.

Selfish Behavior: We all think about ourselves, and it's a good thing. There is nothing wrong with putting yourself and your needs first. But sometimes, we cross the line. Sometimes, while ensuring our needs and desires are met, others get harmed. Sometimes we cheat, sometimes we manipulate, and sometimes we simply shrug our shoulders and avoid taking responsibility. While this perhaps enables us to achieve what we desire, it leads to damaged or broken relationships that bring imbalance in our lives.

Job: A job not only equips you with professional goals but also gives your life a purpose. While there are many upsides to having a job, sometimes, being in the wrong field or being stuck in a wrong job can lead to unhappiness.

Work Habits: Some people are lucky to make a living doing something they love. But sometimes the love for the job or professional goals cause an imbalance. Some people become unavailable for their friends and family while others simply become so focused on their work that they start ignoring their health. Bad work habits might bring you satisfaction for some period of time, but in the long run, they take a toll on other aspects of your life.

Pride: Humility enables us to not only be humble but also to keep an open mind. A modest person is often more open to learning and exploring new experiences. On the other hand, some people are filled with pride and live by the notion "I am better than you." Not only does this attitude restrict their growth and keep them from trying and experiencing new things, but it also forces them to seek attention and recognition even for their minor achievements. It fills them with jealousy when someone else achieves their goals. Cultivating this attitude leads to unhealthy emotions causing an imbalance in a person's life.

Relationships: Healthy relationships make you feel loved, wanted, encouraged, supported, and can help you live a better and longer life. But unhealthy relationships have a completely opposite effect. Unhealthy relationships can become the root cause of stress and make you feel neglected, unloved, anxious, unwanted, and demotivated. Unhealthy relationships can cause imbalances in a person's life leading to serious consequences.

Physical Health: We all have heard the quote "Your body is your temple." But how many of us treat our body this way? Imagine you have acquired all the wealth you ever wanted, you have achieved all the goals you wanted to accomplish, but will this success be meaningful if you have to live on pills or medical devices? When physical health starts deteriorating, it not only drains you financially but also emotionally. Many health issues and their treatments can cause serious effects on your mental health, which again contribute to imbalance.

Emotional Health: When it comes to overall health, eating right, and exercising are not enough. Emotional health is also crucial. An emotionally unfit person feels out of control. He finds it difficult to manage his feelings and thoughts. A person with bad emotional health often finds himself tangled in his own emotions and incapable of controlling his behavior. Bad emotional health also clouds the judgment of a person, leading to bad decisions, which ultimately pave the way for regret. Emotional health also influences physical health and can affect it in several ways. Minor obstacles become serious challenges and the person spends time trapped under stress and anxiety.

Community involvement: Community involvement enables a person to explore different perspectives, to solve problems, create diverse opportunities; it empowers him to tackle challenges head-on. Overall, community involvement keeps a person aware and helps him to get out of his comfort zone. Community involvement boosts self-development and helps a person form better relationships. But when a person gets disconnected from the community, it confines him in his own box and can lead to loneliness.

When these pillars are well-balanced, they enable a person to lead a fulfilling and happy life. But imbalance in any of these pillars can cause elevated levels of stress, anxiety, pain, and sorrow. Hence, achieving balance among them becomes crucial.

Is your life balanced? Can you say that all the pillars above are well balanced? If not, are you planning to take steps to improve your relationships, your work habits, your attitude, your emotional and physical health, and community involvement? How do you plan to do it, and if you have started already, have you made any progress?

The essay

Please write an essay, up to two pages, about whether or not your life is in balance. Share your story in the Forums.

Our advice is for you to practice “Bringing Your Life in Balance” daily. Tell us in detail, who, what, when, where, why, to whom, the place of what you did. The outcome! And tell us in detail how you could have changed that from what you learned today so the outcome would have been better. Internalize this lesson. Make it become a part of you. Share your story in the Forums.

Our advice is for you to put this lesson into action. Become a member of the Forum and share your thoughts or give feedback to others. That’s how you gain practice in becoming a Certified Life Coach!

Read the article? Time to introspect!

1. Do you put your needs first? Why?
2. Would you say you are satisfied with your professional life? If not, what challenges are you facing at work?
3. Do you feel loved and wanted in your present relationships? If not, what changes are you planning to make?
4. Would you say you are emotionally healthy? On the scale of one to ten, how would you rate your emotional health?
5. Are you a part of any community? If not, why?

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Good Health

by: George Tannous, PhD

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Make sure to answer the questions at the end and follow the instructions for submission!

Your body is your temple. We all have heard this before, and it makes complete sense. From childhood we are taught to adopt healthy habits. Eating a balanced diet, going out in the sun, exercising regularly, early to bed and early to rise. All of were fed into our brains when we were in our pre-school years.

And why not? When these habits are adopted from an early age, they get incorporated into our lifestyle. They become a way of life. But even though our teachers and parents try to include these healthy habits from an early age, somehow, as we grow up, we often forget them.

As we move forward in life, life events, busy schedules, deadlines, family life, our jobs, and many more factors occupy our list of priorities. And in the midst of all this, we start ignoring our health. As a result, we start ignoring our diet, start eating unhealthy snacks and skipping workout sessions.

But good health is essential for our overall wellbeing. It is evident that when a person possesses good health, he is capable of doing more, accomplishing more, and engaging in activities and tasks he enjoys.

Benefits of good health

There are many upsides to being healthy. Not only are healthy people filled with energy, but they also make the most of their lives. When a person engages in activities he loves, he feels more positive. Health enables a person to create the life he truly desires. Apart from this, there are several benefits of being healthy which are as follows:

Controlled weight: When a person eats a balanced diet and works out on a regular basis, it boosts his metabolism and helps him control and maintain his weight.

Reduced stress: Working out is a great stress reliever. Exercise of any kind can help you take your mind off a hectic routine and can give you the outlet you need to relax.

Keeps your energy tank full: Can you enjoy your life and make the most out of it if you feel exhausted 24/7? The answer is no. But when your energy tank is full, you accomplish tasks faster, you engage in activities you love, and even after a tiring day, you have the energy left to enjoy some quality time with your loved ones.

Longer life: Many people spend their lives tied to their beds. Others live on prescription drugs. But when you look after your body, follow a healthy diet, engage in physical activities, and get appropriate amounts of sleep, these factors help in building a strong immune system, more resistance towards diseases, and better muscle strength. Better health helps reduce the risk of cancer, diabetes, strokes, heart problems, obesity, and many more diseases.

Steps to improve your health.

Many people believe in shortcuts. They watch a workout video on YouTube, get a diet plan created by first-rate dieticians, download multiple fitness applications on their phones, and get a smartwatch to keep track of their routine, habits, and calories. But many fail to develop positive habits. They plan big but they fail to stick to it. And most give up within two to three weeks.

It's important to understand that acquiring good health is an on-going and long-term process. It requires effort, dedication, and commitment. But in the end, you reap the benefits. Here are a few steps you can take to improve your health.

Say no to unhealthy food: Many people have the bad habit of eating unhealthy food before meals. Not only does this ruin their appetite but it also keeps them from eating healthy food. Sticking to healthy snacking habits and switching to healthy snacks such as protein bars, mixed nuts, fruits and berries, yogurt, eggs, etc., can help you stay healthy and ditch unhealthy snacks.

Drink plenty of water: Drinking water helps your body get rid of toxic wastes, maintain an ideal temperature, and avoid dehydration.

Don't skip breakfast: Often when we are in a rush, we skip breakfast. Busy lives don't allow people to sit at the table and have a proper morning meal. Though skipping breakfast might seem harmless, it comes with consequences. Skipping breakfast increases the number of stress hormones, lowers your blood sugar levels, slows your metabolism, and affects cognitive functioning.

Relaxation exercises: Some people feel relaxed when they meditate, some feel relaxed after a good run, and for some people, long walks do the trick. Relaxing exercises help you combat stress. They refresh your brain and help you recharge.

Get regular checkups: Most people refrain from going to see their doctor because of the fast-paced lifestyle. But getting yourself checked can help you get insights about the problems in your body before they start to become a serious issue. Getting yourself checked enables you to take steps towards the betterment of your health.

Put the limit: We all are tempted when we see our favorite food. And it is OK to indulge in it. But the problems arise when we start overeating. Eating favorite foods is not a bad thing, but while having your favorite food, be mindful of your portions.

Socialize: Socializing helps you meet new people and also helps you maintain better mental health. Socializing can also boost confidence, help you find people who share similar goals and interests, improve your emotional health, and help you combat stress.

Would you say that you are in good health? What issues are you dealing with and what steps are you taking to improve your health?

The essay

Please write an essay, up to two pages, about your health. What are you doing about your health? Do you eat a balanced meal? Do you exercise? Internalize this lesson. Make it a part of you. Share your story in the Forums.

Our advice is for you to always seek to stay healthy! Become a member of the forum and give feedback to others or have others give you feedback. That's how you gain practice in becoming a certified life coach!

Read the article? Time to introspect!

1. How many times a week do you eat unhealthy food?
2. Do you find yourself skipping breakfast? How does it impact your day?
3. Do you make appointments with doctors for checkups? If not, why not?
4. Do you make time for family and friends? How often do you pay them visits?
5. On the scale of one to ten, how would you rate your health? What changes do you think you can make to improve your health?

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Healthy Emotions

by: George Tannous, PhD

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According to Robert Pletcher, a professor emeritus at the Albert Einstein College of Medicine and adjunct professor at the University of South Florida who received his Ph.D. from Columbia University, and was also a psychologist, “we human beings are gifted with eight basic emotions. These emotions are namely sadness, fear, anger, joy, surprise, shame, disgust, and interest.” Every single day, we experience some of these basic emotions. There are days when we experience a wave of mixed, sometimes overwhelming, intense emotions.

The interesting trait of emotions is that they are not constant. They are always fluctuating. They are influenced by our surroundings and environment. Nearly everything we interact with holds the power to influence our emotions either positively or negatively.

Our overall health comprises physical, emotional, mental, and spiritual health. To be truly healthy, taking care of all the aspects is crucial. In this article, we are going to talk about healthy emotions, their benefits, and how to cultivate them.

An emotionally healthy person is someone who is capable of accepting and expressing his feelings effectively. When our emotions are well-balanced, we thrive in life. Instead of overreacting to the challenging situations and the roadblocks that life serves us every day, we handle them with a positive attitude and learn from them.

Healthy emotions enable a person to be aware of his strengths, accept his shortcomings, welcome new experiences, and cope with any given situation without giving up. In a way, a person with healthy emotions leads a fulfilling life. He effectively finds a balance between his personal, professional, and social life and holds the power of creating a life he truly desires.

Benefits of healthy emotions

There are many benefits of healthy emotions. Some of the benefits are as follows:

Better control: Healthy emotions help you deal with situations better. Even when you face challenges that put you in a tough spot, healthy emotions help you stay under control.

Decision making: Life presents challenges every single day where we are required to choose. To decide. When our emotions are balanced, we make better decisions.

Better self-image: People with balanced and healthy emotions are aware of their strengths and weaknesses. They are aware that just like the others, they are human and are allowed to make mistakes. Instead of doubting themselves, they work on themselves.

More productivity: People with a healthy emotional balance are more productive. Since they are able to handle stress better, take challenges positively, work better with teams, and don't hesitate to ask for help, they generate better results.

Better relationships: Emotionally balanced people are better at relationships. They are better at empathizing, communicating, expressing feelings, and respecting boundaries. All these traits make them a delight to have around.

While healthy emotions are good to have, maintaining a balance can be difficult. Sometimes, even after trying really hard, we become a victim of unhealthy emotions.

What causes unhealthy emotions?

Sometimes our hectic lifestyle and busy schedule take a toll on our emotional balance. Changing priorities, no time to analyze our emotions, and less time for ourselves get in the way of our emotional health and cause an imbalance. Following are the few factors that invite unhealthy emotions:

Denial: We often find ourselves denying our emotions. We might be feeling sad or low, but instead of accepting our sadness, we deny it and put on a happy face. Denial also stems from the inability to express emotions. People who find it difficult to deal with emotions often ignore or deny them.

Work stress: The tight deadlines, workload, team management, and dealing with peers can easily cause emotional imbalance.

Imbalanced diet: The busy lifestyle often doesn't give us the time to eat healthy meals. Binging on junk food and chugging down sugary sodas give rise to unhealthy emotions.

Life events: Sudden and unexpected traumatic events can take a toll on your emotional health. Not giving yourself time to process and digest situations in order to grieve, to accept the consequences, and to deal with the overwhelming emotions can contribute to unhealthy emotions.

With so many roadblocks and hurdles, how can a person cultivate healthy emotions?

Cultivating healthy emotions

Adopting healthy habits and making minor lifestyle changes can help you cultivate healthy emotions. Below are some steps that you can take to get rid of unhealthy emotions and incorporate healthy ones.

Meditate: Meditation helps you get rid of stress, enhances emotional health, makes you more aware of yourself, develops compassion, enables you to empathize better with others, and boosts your attention span. Meditating for just ten minutes a day can make a huge difference in your emotional health.

Practice mindfulness: Mindfulness is a type of meditation in which you focus on being intensely aware of what you're sensing and feeling in the moment, without interpretation or judgment. Practicing mindfulness involves breathing methods, guided imagery, and other practices to relax the body and mind and help reduce stress. When you practice mindfulness, it helps you focus better, eliminates negative emotions,

decreases stress, helps you sleep better, improves your heart rate, boosts self-awareness, brings clarity in your thoughts, improves overall health, and promotes recovery.

Get some sun: Most of us spend our days inside. We step outside the house only to step into our cars or board a bus. We go straight to our cubical where we work all day. Research has shown that stepping out in the sun can help your brain produce serotonin and can help you with depression and anxiety. Sparing a few minutes and taking a break to go on walks in the evening can help you reduce stress and help make you happier.

Vent: Some people prefer keeping their problems to themselves. They don't share anything with others and are brimming with overwhelming emotions. Venting helps you analyze the situation, accept it, and move on. When you discuss your problems with someone else, it equips you with a third-person perspective that enables you to zoom out. If you are someone who doesn't feel that sharing is a good idea, consider one of the many websites that enable you to chat and vent anonymously.

Socialize: We all have the basic needs of being loved and accepted. When we hang out with people who make us feel loved and accepted, we get a sense of belonging. Socializing with people who motivate you and uplift you helps you cultivate healthy emotions. Do not associate with people who neglect you and view you as second class. Stay away!

Exercise: Exercising can help you cultivate healthy emotions. Exercising regularly not only helps a person focus but also improves the mood. Research has found that exercising can help you relieve stress, anxiety, depression, and other similar conditions, and can help you lead a happier and healthier life.

Would you say that you are emotionally fit and healthy? On the scale of one to ten, how would you rate your emotional health and what steps are you taking to improve it?

The essay

Please write an essay, up to two pages, about your emotions. Are they healthy? If not, tell us why. Share your story in the Forums.

Our advice is for you to practice "Healthy Emotions" all the time. Tell us in detail, who, what, when, where, why, to whom, the place of what you did. The outcome! And tell us in detail how you could have changed that from what you learned today so the outcome would have been better. Internalize this lesson. Make it become a part of you. Share your story in the Forums.

Our advice is for you to put this lesson into action. Become a member of the Forum and share your thoughts or give feedback to others. That's how you gain practice in becoming a Certified Life Coach!

Read the article? Time to introspect!

1. Do you also find yourself running away from your emotions? Why do you think you do that?
2. How much time do you spend in the sun?
3. What measures you do take to vent? Do you prefer talking to your loved ones or do you prefer anonymous chats?
4. How often do you exercise in a week?
5. What additional steps do you think can help you improve your emotional health?

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Bad Work Habits

by: George Tannous, PhD

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When students enter adulthood, they look forward to having a job. The zeal of learning new skills, the excitement of meeting new people, financial independence, and so much more are all a part of it. A job does provide so much more than just an income. It not only gives a person freedom but also empowers them to make their own choices. The journey from a newbie intern to a professional is truly special. In addition to this, it equips the person with a purpose and keeps their mind healthy and fit.

For most people, a job brings new learning experiences, and for some, a job brings opportunities for adventure. Some people are blessed enough to get paid for what they love to do; some people love trying their hands in almost anything.

There is no doubt that work is crucial for the wellbeing of a person. Work is one of the major factors around which much of our lives revolve. Healthy competition comes naturally when a person spends time in the office among professionals. But sometimes, bad work habits take a toll on the work-life balance of a person.

Bad work habits not only deteriorate the quality of life of a person but also can lead to mental and physical health issues. As these habits build up, people find themselves stressed out and frustrated. Sometimes these habits push them away from their job or force them to take a break from their work.

In this article, we are going to focus on some of the most destructive, bad work habits common in professional and personal life.

Procrastination: Most of us procrastinate from an early age. Procrastination in the workplace can lead to less productivity and more stress. Some people spend too much time at the coffee machine. Sometimes, they spend too much time socializing with other coworkers. While this might distract them from accomplishing their work, too much of this can lead to missed deadlines that ultimately lead to stress and other problems at work.

Compromising on meals: Work sometimes gets out of hand. There are days when everyone has too much on their plate. Skipping one or two meals might seem harmless at first, but as the habit builds up, it starts affecting your health and decreases the immunity in your body. Compromising on meals and working on an empty stomach not only takes a toll on a person's physical health but also affects their ability to focus.

Not taking sick leave: Some people have a hard time staying home when feeling sick. Some are workaholics who feel they just cannot take time off from work. Others feel that by showing up, they are impressing their manager. But when people refuse to take sick leave, they rob their bodies from the time it needs to recover and function well. When you get sick, your body demands rest and by not providing it the rest it needs, you get in the way of the recovery process. Also, when you show up sick at work, you not only put your health at risk but also the health of your coworkers.

Not socializing with colleagues: Some people are introverts; they find socializing with others difficult. Some people like to remain in their shells, and some people are just anti-social. But people usually spend eight to nine hours at work, and not socializing can lead to poor emotional health.

Gossiping about other coworkers: It might seem entertaining at first, you might enjoy a little gossip or even spread a bit yourself here and there, but it comes with a price. People who gossip at work not only become less productive but also acquire a bad reputation that pushes their coworkers to maintain a distance from them.

Overthinking: We all make mistakes. No one is perfect. And no matter how important the task is, sometimes, human error becomes inevitable. Even though we make mistakes, some people tend to overthink and beat themselves up for silly mistakes. This attitude not only adds to stress but also reduces confidence.

Poor time management: Even when people are dedicated to their work, poor time management leads to stress and piled up tasks. Sometimes, even when on the right track, unexpected work comes up and takes a toll on deadlines which can result in frustration.

Imagine being constantly under stress just because of these bad work habits. Sounds exhausting, doesn't it? But there are ways to combat all the above bad habits and make your workplace more enjoyable.

Health comes first: When it comes to meals, fixing set times always helps. Select slots for lunch and some light evening snacks and don't compromise. And when you are feeling sick, give your body the break it needs before it starts forcing you to take a break.

Let it go: Made a mistake? Let it go. Beating yourself up is never the solution. Analyzing your mistakes, taking notes, and working in the direction of making improvements can help you make big changes.

Take breaks: Stuck in a problem? Can't find a solution? Feel like pulling your hair out? Take a break! Small coffee breaks, light-hearted chit chats with colleagues, small phone conversations with loved ones can help you refresh your mind and reduce stress.

Practice socializing: For people who find it hard to socialize, starting with a simple good morning, a wave, or just a smile. These can help you build relationships. Not only does it show that you are approachable but also helps you come across as a friendly person.

To-do lists for the rescue: Finding it hard to manage time? Carrying your work home? Make a to-do list and make sure to place the task you dread most on top. Not only will this help you confront your fears, but it will also help you cross the most daunting task from your list quickly and will save the rest of your day for the tasks you enjoy.

Do you have bad work habits? How did you combat them and how has getting rid of them changed your professional life?

The essay

Please write an essay, up to two pages, about your work habits. Share your story in the Forums.

Our advice is for you to practice good work habits. Tell others around you to point out any time in which you didn't. Have them hold you accountable. Visit the "Forum" and do a "CONFESSION."

What is a Confession? *A Confession is when you've displayed a wrong behavior and were held accountable by one of your family members, peers, or even yourself.* Visit the Forum and tell us about it. We will give you feedback! Make sure to watch the video about Confession for more details! Furthermore, become a member of the Forum and give feedback to others!

Read the article? Time to introspect!

1. Do you love your job? What new opportunities has your job rendered you?
2. Do you also find yourself compromising on your meals? Why do you do that?
3. Do you prefer taking days off work when you get sick, or do you force yourself to come into work?
4. Do you also engage in gossip? Do you think it has affected your productivity?
5. How good are you at managing time? Do you create to-do lists and stick to them?

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A Healthy Job

by: George Tannous, PhD

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www.CrimeReductionProject.Org

Make sure to answer the questions at the end and follow the instructions for submission!

If you ask a class of ten-year-old kids what they want to be when they grow old, they'll probably give you an endless list of answers. Some will tell you they want to become doctors to save lives, some will say they want to become astronauts to touch the sky or visit the moon, some will tell you that they want to be firefighters; the list will be endless.

In our childhood we all said similar things. We all dreamt of doing what we loved. We all wanted to make a living out of something that made us happy. But somehow, our dreams changed. Our priorities changed. And as we grew up, we left those dreams behind and started chasing the dreams that were handed to us by others.

But did it work out? Did following a safe path that was dictated by our parents, siblings, relatives, society, or friends help us lead a fulfilling life? Well, some people were lucky enough to find happiness in this path, but many of us were not.

Many people get up in the morning and are hit by a feeling of hopelessness. They feel exhausted, unappreciated, lack motivation, and want to break free from the job, which, instead of equipping them with a purpose, drains them.

Factors that lead to dissatisfaction from the job

There could be many reasons why an individual feels unhappy about his job.

Micromanagement: Micromanaging managers usually end up taking a toll on a person's productivity. When each and every activity is monitored closely and when complaints are raised on petty issues, especially in the case of hardworking employees, it leads to dissatisfaction with the job.

Less flexibility: We all need breaks. Things come up and life events take place. But when bosses don't allow time to focus on other aspects of your life, it can lead to frustration.

Low income: We all have bills to pay. Passion for work doesn't put food on your plate. Some organizations expect employees to give their 100% while they offer them minimum wages. Low income not only leads to unhappiness and dissatisfaction but also affects how you live and shape your life.

Company politics: This is one of the major reasons why employees feel miserable at work. When undeserving employees get a raise or promotion and hardworking employees get nothing due to office politics. This results in disappointment.

Tight or unrealistic deadlines: Sometimes organizations dump a huge amount of work on employees and expect them to deliver within tight deadlines while providing limited resources. This not only builds tension in and between teams but also contributes to stress.

Toxic environment: When companies follow a culture where people in senior positions are allowed to disrespect or threaten their colleagues, it creates an environment where employees feel unsafe. This leads to uncertainty and hopelessness, ultimately leading to anxiety and disappointment.

Fewer opportunities for growth and learning: Some organizations allow employees to explore and experiment. They encourage new ways of doing things and are always evolving. But other organizations cripple their employees by imposing outdated,

traditional methods. They refuse to provide learning opportunities to their employees which gives rise to the feeling of being stuck.

How a draining job creates an imbalance in life

The average person spends eight to nine hours at the workplace. That is one-third of adult life. And let's not forget about the hours spent commuting. If a person is doing something that makes him miserable, it can create an imbalance in life. Below are the results of sticking to a poor job.

Higher stress levels: Tight deadlines, severe workload, fewer resources, and uncooperative peers and managers often contribute to an increased level of stress.

Hopelessness: When employers make false promises regarding raises or promotions, provide fewer learning opportunities, create a toxic work environment, and terminate employment for petty reasons, it leads to hopelessness.

Distorted work-life balance: When employees are forced to show up on weekends, when they are not given appropriate breaks and are forced to carry their work home, it distorts work-life balance.

Switching to a healthy job

Even though many people feel miserable at work, they are terrified of the idea of switching to a healthier job. But the good news is that you can face your fears, leave an unhealthy job, and go for a better one. Below are a few steps that you can take to improve your professional life.

Consult a career counselor: Some people spend their lives stuck in the wrong job, doing what they hate. A career counselor can help you uncover your interests and can also help you find the ideal profession.

Ask yourself the right questions: It often happens that while exploring, people find several career options that interest them. This can lead to further confusion. Introspecting and asking yourself the right questions can help you pick wisely and find the right career path.

Make a plan: People often dream about doing something they love but they get scared. Why? Because their dreams are not backed by solid plans. Hence creating a plan and sticking to it, moving forward one step at a time, can help you break free from a toxic job.

Utilize weekends: Weekends allow you to take your mind off work and learn something new. Spend your weekends reading books, watching tutorials, taking lessons online, etc.

Pick up new skills: Join a night school or take classes. It can enable you to pick up new skills. Joining discussion forums, chat rooms, and taking online one-on-one coaching can help you develop skills faster.

Attend interviews: Most people feel anxious when it comes to face-to-face interviews. But the more interviews you attend, the less anxious you become. Attending as many interviews as possible can help you better prepare and get that job.

How did you break away from an unhealthy job? What issues were you facing and what steps did you take?

The essay

Please write an essay, up to two pages, about a past experience you or someone you know had an unhealthy job. Tell us in detail, who, what, when, where, why, to whom, the place of what you did. The outcome! And tell us in detail how you could have changed that from what you learned today so the outcome would have been better. Internalize this lesson. Make it become a part of you. Share your story in the Forums.

Our advice is for you to put this lesson in action. Become a member of the Forum and share your thoughts or give feedback to others. That's how you gain practice in becoming a Certified Life Coach!

Read the article? Time to introspect!

1. Many people today say money doesn't matter. What's your take on it? Do you think it matters?
2. Would you say that you work in a healthy environment? List the things you feel are great about your current job.
3. Are you willing to move to a better job? Why do you think your current job isn't fulfilling your needs? List the reasons.
4. Do you have a plan for making a successful switch? Are you practicing for interviews?
5. What additional steps are you planning to take to create a healthy work-life balance?

Sources:

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Notes



Get Involved in a Community

by: George Tannous, PhD

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Make sure to answer the questions at the end and follow the instructions for submission!

As human beings, we all have a basic need for a sense of belonging. We all want to be loved and accepted for who we are. We all want to be heard and we want our opinions to matter. Deep inside, we all have causes we strongly care about, and we all have a desire to make an impact, to leave a mark.

What is the best way to achieve all this to lead a gratifying life? The answer is simple. It's community involvement.

Community involvement not only gives individuals a sense of belonging but also enables them to become a part of a greater cause. It equips them with the resources required to make a difference. Community involvement also enables us to connect with different people, explore unique and diverse perspectives and ideas, and promotes mental and emotional health, which helps keep life balanced.

But before we dive into how community involvement helps us achieve balance, let's understand what a community is.

What is a community?

A community is formed by a group of people who come together to achieve similar goals or to support a common cause. A community can be a group of people who enjoy each other's company and love spending time together. It could be formed by people of common society, a group of professionals, or simply by people who want to bring constructive changes to their own society. But this is not just it, over the years the idea of community has evolved. Nowadays, thanks to technological marvels and the growth of social media, online or virtual communities have become prominent. These communities are making positive impacts on society by supporting greater causes and uniting people with diverse backgrounds.

Benefits of community involvement

Being involved in a community and equipping yourself with a purpose enables you to live life more fully. Community involvement comes with several benefits, some of which are as follows:

Better voice: We all want to be heard. Communities give us a better and greater voice. One of the best things about a community is it invites diverse perspectives, new thoughts, and ideas. It enables you to voice your opinions more effectively.

Access to new ideas and thoughts: When you become a part of a community, it allows you to meet different people with various backgrounds. This gives you an opportunity to explore diverse thoughts, ideas, methods and perspectives; it allows you to grow.

Better networking: Want to connect with people on a deeper level? A community can enable you to network better and form lasting relationships.

Better results: Communities are goal oriented. They have long-term as well as short-term goals and they strive to bring measurable change.

Stay informed: Gathering information alone is a lot of work. But being connected to a community gives you access to accurate as well as authentic information and enables you to stay informed about the causes you care about.

Overcoming hurdles together: Belonging to a community not only gives you insights and information but provides you the support of multiple people sharing similar interests and striving to achieve the same goals.

Giving back: Community involvement is a great way of giving back to society and bringing positive changes.

More scope for personal growth: We all get used to our comfort zones and after some time, we can become confined by them. A community enables you to step out of your comfort zone and enhances your interpersonal, leadership, and decision-making skills.

Better emotional and mental health: Community involvement enables you to combat loneliness. A community helps you find people who share similar interests and promotes emotional and mental health by helping you form deeper bonds.

More joy and happiness: When you are driven by a purpose and surrounded by people who value your presence, accept you, and respect your perspectives, it enables you to lead a happier and more fulfilling life.

A community not only enables you to give back to society, take action, and invite positive changes, but also enables you to lead a much happier and healthier life. And the best part, you can make your own community with a few simple steps.

How you can build a community that makes a difference

Below are some steps that can help you lead a more fulfilling and balanced life. They provide insights to form a community that brings the positive changes you want to see in the world.

Find your cause: There can be many things you care about. You could be someone who cares about seals, whales, stray animals, homeless people, child education, child labor, and so on. But it's crucial to pick the one cause that you care about the most.

Give your cause an identity: The second step is to give your community an identity. Ensure you give it a name, an attractive logo, and a vision and a mission statement. Giving your community an identity will make it recognizable and will help you build trust among your members.

Encourage people to participate: It often happens that when communities are formed and people become aware of them, they still feel reluctant about joining them. Hence it becomes crucial to create a welcoming environment and to encourage people to join the community.

Invite new ideas and thoughts: In a community, it's crucial to value every opinion and to invite new ideas. When people feel heard, they get motivated to work more positively and with more enthusiasm towards the cause.

Spread the word through social media: social media is a great way to promote your community, to get new followers and volunteers. It also enables you to boost the engagement of your community members by posting about your community's milestones, achievements, etc.

Give back rewards: Awards are a great way of boosting the participation of new community members or volunteers. You can also reward your elite community members or volunteers by appreciating their hard work and dedication.

Have you ever been a part of a community? What was it like and how did it help you bring balance to your life?

The essay

Please write an essay, up to two pages, about a past experience you or someone you know did some community service. Tell us in detail, who, what, when, where, why, to whom, the place of what you did. The outcome! And tell us in detail how you could have changed from what you learned today so the outcome would have been better.

Internalize this lesson. Make it become a part of you. Share your story in the Forums.

Our advice is for you to get involved in serving in some sort of community in your area. for at least a week. Tell others around you to point out any event in which you didn't. Have them hold you accountable. Visit the "Forum" and do a "CONFESSION."

What is a Confession? *A Confession is when you've displayed a wrong behavior and were held accountable by one of your family members, peers, or even yourself.* Visit the Forum and tell us about it. We will give you feedback! Make sure to watch the video about Confession for more details! Furthermore, become a member of the Forum and give feedback to others!

Read the article? Time to introspect!

1. Are you a part of any community? How has it helped you?
2. What challenges have you tackled with the help of the community?
3. How have you grown personally after becoming a part of the community? What changes have you observed in yourself?
4. How has becoming a part of a community improved your networking skills?
5. Would you like to start your own community? What are your goals and what would you like to achieve?

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<https://www.socialpinpoint.com/blog/6-reasons-to-participate-community-engagement/>

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Notes

Confession and Attitude Check

Module 6 “Is Your Life in Balance”

What is a Confession and How to Prepare One?

A CONFESSION IS WHEN YOU’VE DISPLAYED A WRONG BEHAVIOR AND WERE HELD ACCOUNTABLE BY ONE OF YOUR FAMILY MEMBERS, PEERS, OR EVEN BY YOU. YOU ACKNOWLEDGE IT& YOU TELL US ABOUT IT. YOU ACKNOWLEDGE THE ATTITUDE(S) YOU VIOLATED AND YOU GIVE US A PLAN OF ACTION TO NOT REPEAT THE WRONG ATTITUDE!

Suppose my wife’s car broke down. I informed her that I would take it to the mechanic, and have it fixed but I did not. What attitudes did I violate?

In this scenario, I was **not responsible**, and I did not care about my wife’s car as I promised. I was not **kindhearted** towards her. **Here comes the confession:**

A confession is broken into three segments as follow:

1. I need to identify myself and inform the person verbally or written about the event that took place.
2. I need to explain the event.
3. I need to identify the attitude(s) I violated.
4. I need to devise a plan of action to not violate this attitude again.

Identify myself: Hello, my name is G. Constantine Tannous, and I am writing this confession today about an event that took place between my wife and I last Thursday June 28, 2021.

The event and what happened: Last Thursday, my wife informed me that her 2019 Toyota Camry needs repair. She told me that when she applies the brakes to stop the car they squeak. Fixing cars has always been my responsibility in our household. I promised her that I would take it to the mechanic the same day and have it fixed. I asked her to take Uber to and from work. I did not fulfil my promise to her. I did not take it to the mechanic. Instead, I hung out with my friends and played cards all day. My thought was, “I’ll take it later” and later never came. When my wife came home, she was disappointed by my behavior. She was saddened. She made it clear to me that I’ve hurt her feelings.

Attitude(s) violated: In retrospect and looking deep within me, I acknowledge that I violated three attitudes. The first one is not being **responsible** and the second is not **caring**, not being

considerate from the “Attitudes Module. I also recognized that I was struggling with **“It’s Them”**; they made me hang out with them and play cards (from this module **“Your Logical Thoughts”**). I also recognized I was struggling with **“Entitlement”**, I am entitled to hang out with my friends from this module, **“Unlawful Thoughts”**. Furthermore, I was struggling with **“Good Listening”**. I did not listen carefully to what she asked me to do from the module, **“Communication”**. Also, **“Drinking”** we more than likely had a few drinks while playing cards, from this module **“Drugs and Alcohol”**. From this module, **“Is Your Life in Balance”**, **“Healthy Emotions”**. As you progress in your studies in different modules, you’ll incorporate more violations.)

Future plan of action: I have made a promise to myself and to my wife that next time something like this event takes place with her or anyone else, I will be responsible and caring, and I will not point fingers at others. I need to act upon it immediately. **“NO LAZY THINKING TO Put Things Off”**. My wife held me accountable, and I did a **“Confession”** in the **“Forum”** where I received several feedbacks to my action!

I hope the above example made sense to you. In life, we need to recognize and acknowledge our actions. We need to commit it in writing, and we need to inform others about it. And that is where our **“Confession’s Forum”** comes into play. You see, once you perform a confession, many members of the community will give you feedback and that’s how we learn in order to give feedback to other members and our clients.

Suppose a married couple comes to you for help. For coaching! Their relationship is struggling. You ask questions in order to discover why. You find out that the husband spends way too much time with his friends drinking and playing cards while the wife is cleaning the house, taking care of the kids, and cooking. Immediately, and from your studies, you recognize that the husband is struggling with responsibility and caring. No guessing game, right? You then spend time with both of them discussing each topic. You educate them by making a confession to you. You’ll inform them that you’ll take them on a journey of the eight core attitudes. You tell them that if they have an open mind to it, their relationship will prosper.

Keep in mind that this client will need to be with you throughout seventy lessons. At two per week, this will take 35 weeks to complete their journey.

You see, traditional life coaching or therapy takes the form of letting the client discover what they need and want. You allow them to plan their course of action through their own mindset. This is difficult. What works the most is learned behavior towards one another.

OUR EDUCATION WORKS AND AS YOU PARTICIPATE IN IT, YOU’LL BE A WALKING TESTIMONY!

I have prepared a worksheet for you to use in preparing an attitude check. Upon completion of each lesson, do one. Also, teach your clients to do one. Print many.

Attitude Check

Activating Event: (tell us what happened)

Attitudes violated: (such as caring, super optimism, blaming, etc.,)

In retrospect, I discovered that I violated the following attitudes:

Future Plan of Action: (Tell us what you plan to do in order to not violate the attitude)

Notes



I Feel Good PST™

“Positive Self Talk”

No one! And I mean no one. No mom! No wife! No Boyfriend! No husband! No friend! No brother! No drugs! No alcohol! Nothing is allowed to control your feelings without your approval.

What am I talking about here? You see, our thoughts are very powerful. What we think is how we feel, and how we feel, is how we act. A thought must come to mind before I feel something. And when I feel something, I can be happy or sad. I can become disappointed or angry. I can engage in verbal abuse or physical harm. And when I feel angry, disappointed, or sad, I might start drinking or taking drugs thinking I'll feel better. And when I start drinking, I might lash out at people. I might say something that I might regret later, or I might regret what I said or what I've done the rest of my life. And that is sad!

What am I getting at? I am in control of my own thoughts. I am in control of my own feelings. And I am in control of my own attitude and actions.

Before I feel the feeling, a thought had to precede it. And if that thought is undesirable which leads to sadness, anger, or disappointment, I need to challenge it in order to feel the way I want to feel without anyone's help and without the use of drugs and or alcohol.

The Story a True Story!



Activating event: (What happened)

On a Sunday I woke up happy and in good spirits. I had a plan for that day. I wanted to build a cabinet for the grooming bus. I love working with wood and I love creating things.

I talked my dog Muniecca, a Moyan Poodle, to accompany me to Home Depot. And without any hesitation she agreed. She loves going to Home Depot.

I chose carefully and placed my lumber in the cart. I chose my black paint and placed it in the cart. I picked out all the screws, fasteners, nuts, bolts, and so on and placed them in the cart. I then proceeded to the checkout stand. The line was long, and I waited patiently just like everyone else.

As I approached the checkout stand, a man with his two workers cut right in front of me. I looked at the man and informed him he needed to wait in line.

The man looked at me cursed me out and called me names.

My immediate thought:

Who does this man think he is? I should teach him a lesson.

My feelings:

I felt annoyed. I felt anger. I felt hatred. I looked around to see if anyone else was watching this.

Consequences:

If I act upon my thoughts and feelings and get engaged in a verbal or physical fight the consequence of this could be bodily injury as well as being arrested by law enforcement.

PST (My “Positive Self Talk”):

George don’t allow this man to take control of your feelings. Don’t allow him to place my feelings in his back pockets. He obviously has an entitlement issue, humility issue, among many other issues. (you’ll learn all about behavior issues through our seventy+ topics. You see, the more we learn about human behavior the more control we have upon our own thoughts, feelings, attitudes, and actions.) Let him go and bless him.

My actions:

I looked at the man and told him to go ahead Infront of me. I told him, “God bless you.”

He thought I cussed him out looked at me and with a loud voice said, “WHAT?”

I said, “God bless you!” He placed his head down and didn’t engage with me anymore.

End result:

I was proud of my actions. I felt good inside, and this resulted in me having a great day ahead.

On a daily basis, we are all faced with situations like the one mentioned above. At home. At work. At the grocery store. In a gathering, and just about everywhere we go. The question is, should we allow any ill-given situation to control our feelings and in return have it control our attitudes and actions? The answer is a big no! And the solution is “**I Feel Good, PST™**”.

Watch out for what you think. I’ll say it again. Your thoughts control your feelings, and your feelings control you attitude and actions.

Master this technique daily until it becomes second nature.

I am including a worksheet for you to use. Please use it. Commit this lesson to writing. With practice you'll begin to just use your thoughts to, "I Feel Good, PST"



I Feel Good, PST™
Worksheet

Activating Event:

My Immediate Thought:

My Feelings:

Consequences:

PST (My “Positive Self Talk”):

My Actions:

End Desired Result:

Please print as many as you can and practice daily.

May the Power of PST be with You™!