

Workbook

Positively Done

detox your thinking

revitalise your life

Introduction.

This is an exercise to consciously recognise your achievements and personal qualities. I know it may feel like boasting – but it is not. It is not unusual for us to be reluctant to be positive about ourselves or properly recognise the skills and experience that we bring to what we do and those around us. Please be encouraged to overcome your reserve.

“... I found just the writing down of my personal achievements and qualities confidence building [fit to burst, almost]. Once I pushed the ‘stop boasting’ thought out of the way, I enjoyed the experience of putting so much good stuff into words. My listing is banked for future reference, particularly when I need to remind myself that I DO achieve....”

Claim and declare your achievements and pronounce your positive personal qualities – list your achievements and qualities. You may begin very self-consciously but please remember that, for this exercise, it is OK to talk positively about your achievements and the value of your contributions.

Your own evidence of skills and qualities will emerge as you expand upon your chosen achievements. Fully appreciate your achievements and know that you may draw on reinforcing evidence from others as well as from yourself. When you think of your achievements some of your positive, fundamental qualities will come to the fore.

Drawing on your own actual experience, this process of thinking about and declaring your good stuff in itself adds to the strength of your self-belief, self-awareness, self-confidence and self-recognition – for today and all your tomorrows.

*When the going gets tough
remind yourself ...*

*I DO Achieve
I have before
I can do it again*

How to do it?

The process is simple, give it a go for, say, up to 30 minutes – whether that’s in 1 minute shots or all in 1 sitting – just have a go. The 5 simple steps are outlined below.



We are all different, but a typical list may contain 20 or a 100 or more items - depending upon age, experience and how well we manage to be honest with ourselves and overcome the blushes.

It is possible for you to work through these steps on your own. Be sure to really savour those achievements – write them down. Truly recognise your positive qualities – write them down. Remember to be at least as generous to yourself as you are with others – don’t be mean.

It has to be said that it can be even better if you say them out loud – so do that if you can.

As I talked about the things on my list, I got an even fuller sense of my earlier experience. I found I could keep on adding to the list of my personal qualities and achievements as one memory tickled out another.

This technique is known as Positive Listings in the NLP world.



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Achievements	Qualities
Things I have accomplished include What else? What difference did your achievement of [__] make to others?	The characteristics I have demonstrated are What qualities did you demonstrate in achieving ... ? I am ...

This form is very simple – you can easily continue your list on to more pages of any paper you have.