Making Everything Easier!™

2nd Edition

<section-header><section-header><text>



- Essential Concepts of
 Personal Development
- Neuro-linguistic Programming
- Cognitive Behavioural Therapy
- Building Self-confidence
- Life Coaching

Edited by: Gillian Burn Author of Motivation For Dummies



Making Everything Easier!™

2nd Edition

Personal Development

DUMPES



- Essential Concepts of
 Personal Development
- Neuro-linguistic Programming
- Cognitive Behavioural Therapy
- Building Self-confidence
- Life Coaching

Edited by: Gillian Burn Author of Motivation For Dummies



Personal Development Allin-One For Dummies[®], 2nd Edition

Visit

<u>www.dummies.com/cheatsheet/personaldevel</u> <u>opmentaiouk</u> to view this book's cheat sheet.

Table of Contents

Introduction

About This Book Conventions Used in This Book What You're Not to Read Foolish Assumptions How This Book Is Organised

Book I: Essential Concepts of Personal Development Book II: Neuro-linguistic Programming Book III: Cognitive Behavioural Therapy Book IV: Confidence Book V: Life Coaching Appendix

Icons Used in This Book Where to Go from Here **Book I: Essential Concepts of Personal Development**

Chapter 1: Exploring the Key Themes of NLP

Introducing NLP

<u>A few quick definitions</u> <u>Where NLP started and where it's going</u> <u>A note on integrity</u>

Encountering the Pillars of NLP: Straight Up and Straightforward Discovering Models and Modelling Introducing NLP Presuppositions

The map is not the territory People respond according to their map of the world There is no failure, only feedback The meaning of the communication is the response it elicits If what you're doing isn't working, do something different You can't not communicate Individuals have all the resources they need to achieve their desired outcomes The mind and body are interlinked and affect each other Final words on presuppositions: Suck them and see

<u>Chapter 2: Understanding Cognitive Behavioural</u> <u>Therapy</u> Understanding CBT

<u>Combining science, philosophy and</u> <u>behaviour</u> <u>Progressing from problems to goals</u>

Making the Thought-Feeling Link

Emphasising the meanings you attach to events Acting out

Learning Your ABCs Characterising CBT

Chapter 3: Examining Confidence

Defining Confidence

What it is in practice How it feels

Assessing Your Confidence

Looking at indicators of confidence Finding your place on the scale

Recognising Your Strengths

<u>Celebrating your own talents first</u> <u>Gathering feedback</u>

Picturing the Life You'd Like to Lead

Paying attention to what matters Uncovering your confidence

Preparing for Action

Setting your intentions Acknowledging the perils and perks of change

Chapter 4: Introducing Life Coaching

<u>A Brief Definition of Life Coaching</u> <u>Living Your Best Life</u>

<u>Getting ready for change</u> <u>Presenting the passport for your coaching</u> <u>journey</u>

Tuning In to Your Inner Coach

Introducing your split personality! Giving yourself the gift of your own good opinion Turning up the volume on the voice of your inner coach

<u>Identifying Your Current Priorities for</u> <u>Coaching</u>

Book II: Neuro-linguistic Programming

Chapter 1: Taking Charge of Your Life

Taking Control of Your Memory The Path to Excellence

<u>Knowing what you want</u> <u>Becoming smarter than SMART: Creating</u> <u>well-formed outcomes</u> <u>The four-point formula for success</u>

<u>Spinning the Wheel of Life</u> <u>Keeping a Dream Diary of Your Goals</u> <u>Grasping How Your Fears Can Drive You in the</u> <u>Wrong Direction</u>

Distinguishing between conscious and unconscious Understanding your quirky unconscious mind

<u>Tracking Information: Your Reticular</u> <u>Activating System</u> <u>Examining How Memories Are Created</u>

Encountering post-traumatic stress disorder (PTSD) Handling phobias Employing the NLP Fast Phobia Cure

Accepting That Beliefs and Values Make a Difference

<u>Getting to grips with the power of beliefs</u> <u>Working with your values</u> Daydreaming Your Future Reality

Chapter 2: Creating Rapport

Knowing Why Rapport is Important Recognising Rapport when You See It Having Basic Techniques for Building Rapport

<u>Sharpening your rapport with eight quick</u> <u>tips</u> <u>Viewing the communication wheel and</u> <u>developing rapport</u> <u>Matching and mirroring</u> <u>Pacing to lead other people successfully</u> <u>Building rapport in virtual communication</u> <u>Knowing how to break rapport and why</u> <u>you may want to</u> <u>Discovering how to break rapport</u> <u>sensitively</u> <u>Grasping the power of the word 'but'</u>

Understanding Other Points of View

Exploring perceptual positions Looking into the NLP meta-mirror

<u>Understanding to Be Understood: Meta</u> <u>Programs</u>

<u>Getting to grips with meta-program</u> <u>basics</u> <u>Looking at meta programs and language</u> <u>patterns</u> Being proactive/reactive Moving towards/away from Discovering options/procedures Delving into the internal/external Going global or detailed Recognising sameness, sameness with difference and difference Combining meta programs Developing your meta-program skills

<u>Chapter 3: Getting to the Heart of the Matter: The</u> <u>Meta Model</u>

Gathering Specific Information with the Meta Model

<u>Deletion – you're so vague</u> <u>Generalisation – beware the always,</u> <u>musts and shoulds</u> <u>Distortion – that touch of imagination</u>

Using the Meta Model

<u>Taking two simple steps</u> <u>Remembering a few caveats</u>

<u>Telling Tales to Reach the Unconscious:</u> <u>Stories, Fables and Metaphors</u>

Processing stories and metaphors Getting to grips with storytelling basics Working on your storytelling Grasping the Power of Metaphors

<u>Using metaphors in NLP</u> <u>Applying metaphors to find new solutions</u> <u>Employing direct and indirect metaphors</u>

Building Your Own Stories

<u>Using the Personal Story Builder Journal</u> <u>Discovering more ways to flex your</u> <u>storytelling muscles</u>

<u>Chapter 4: Seeing, Hearing and Feeling Your Way</u> to Better Communication

Getting to Grips with the Senses

<u>Filtering reality</u> <u>Hearing how people are thinking</u> <u>Listening to the world of words</u> <u>Building rapport through words</u>

Acknowledging the Importance of the Eyes Making the VAK System Work for You Sliding the Controls of Your Experience

<u>Associating or dissociating</u> <u>Defining the details of your memories</u> <u>Getting a little practice</u>

Making Real-Life Changes

Changing a limiting belief

Creating an empowering belief Getting rid of that backache Using the swish

Chapter 5: Opening the Toolkit

Starting Out With NLP Anchors

Setting an anchor and building yourself a resourceful state Developing your own repertoire of anchors Recognising your own anchors Changing negative anchors Deploying stage anchors A final point about anchors

Using the Circle of Excellence Understanding Logical Levels

Asking the right questions Taking logical levels step-by-step Employing practical uses for logical levels Environment Behaviour Capabilities and skills Beliefs and values Identity Purpose Figuring out other people's levels: Language and logical levels

Dipping into Modelling

Developing new skills through modelling Modelling is a natural human talent Key stages in modelling Knowing your modelling outcome Identifying your exemplar Finding a modelling method you can work with Gathering your data Building your model Testing the prototype Refining for simplicity

<u>Chapter 6: Understanding the Psychology Behind</u> <u>Your Habits and Behaviours</u>

The Evolution of Strategies

<u>The TOTE model</u> <u>The NLP strategy = TOTE + modalities</u> <u>The NLP strategy model in action</u> <u>Flexing your strategy muscles</u> <u>Acquiring new capabilities</u> <u>Recoding your programs</u> <u>Spelling out the NLP spelling strategy</u>

Travelling in Time to Improve Your Life

<u>Understanding how your memories are</u> <u>organised</u> <u>Discovering your time line</u>

Changing your Time Line

<u>Travelling Along Your Time Line to a Happier</u> <u>You</u>

Releasing negative emotions and limiting decisions Finding forgiveness Comforting the younger you Getting rid of anxiety

<u>Creating a Better Future</u> <u>Making Change Easier</u>

Finding clarity and direction Creating the mind-set for change Getting help on the way Future pacing Taking one step forward Making that initial move Celebrating and closure

Book III: Cognitive Behavioural Therapy

Chapter 1: Correcting Your Thinking

Identifying Classic Pitfalls in Human Thought

Catastrophising: Turning mountains back into molehills All-or-nothing thinking: Finding somewhere in-between Fortune-telling: Stepping away from the crystal ball Mind-reading: Taking your guesses with a pinch of salt Emotional reasoning: Reminding yourself that feelings aren't facts Overgeneralising: Avoiding the part/whole error Labelling: Giving up the rating game Making demands: Thinking flexibly Mental filtering: Keeping an open mind Disqualifying the positive: Keeping the baby when throwing out the bathwater Low frustration tolerance: Realising you can bear the 'unbearable' Personalising: Removing yourself from the centre of the universe

Tackling Toxic Thoughts

<u>Making the thought-feeling link</u> <u>Becoming more objective about your</u> <u>thoughts</u>

<u>Stepping Through the ABC Form I</u> <u>Creating Constructive Alternatives:</u> <u>Completing the ABC Form II</u> <u>Directing and Redirecting Your Attention</u>

Training in task concentration Choosing to concentrate Tuning in to tasks and the world around you **Becoming More Mindful**

Being present in the moment Letting your thoughts pass by Discerning when not to listen to yourself Incorporating mindful daily tasks Letting unwelcome thoughts extinguish by themselves

Chapter 2: Overcoming Obstacles to Progress

Exploring Emotions and Naming Your Feelings Thinking What to Feel Understanding the Anatomy of Emotions Comparing Healthy and Unhealthy Emotions Defining and Rating Your Emotional Problems

<u>Making a statement</u> <u>Rating your emotional problem</u> <u>Getting rid of guilt</u>

Adopting Positive Principles That Promote Progress

<u>Understanding that simple doesn't mean</u> <u>easy</u> Roing optimistic about gotting bottor

Being optimistic about getting better Staying focused on your goals

<u>Understanding the Nature of Anxiety</u>

Acquiring anti-anxiety attitudes

Thinking realistically about the probability of bad events Avoiding extreme thinking Taking the fear out of fear Defeating fear with FEAR Repeatedly confronting your fears

Overriding Common Anxieties

Socking it to social anxiety Waging war on worry Pounding on panic Assaulting agoraphobia Dealing with post-traumatic stress disorder Hitting back at fear of heights

Understanding the Nature of Depression

Going round and round in your head: <u>Ruminative thinking</u> <u>Catching yourself in the act</u> <u>Arresting ruminations before they arrest</u> <u>you</u> <u>Tackling inactivity</u> <u>Dealing with the here and now: Solving</u> <u>problems</u> <u>Taking care of yourself and your</u> <u>environment</u> <u>Getting a good night's sleep</u> <u>Setting realistic sleep expectations</u> Chapter 3: Putting CBT into Action

Identifying Issues of Self-Esteem Developing Self-Acceptance

Understanding that you have worth because you're human Appreciating that you're too complex to globally measure or rate Acknowledging your ever-changing nature Accepting your fallible nature Valuing your uniqueness Using self-acceptance to aid selfimprovement Understanding that acceptance doesn't mean giving up

Being Inspired to Change Actioning Self-Acceptance

Self-talking your way to self-acceptance Following the best-friend argument Dealing with doubts and reservations

Selecting the Self-Help Journey to Self-Acceptance Cooling Down Your Anger

Discerning the difference between healthy and unhealthy anger Key characteristics of unhealthy anger Hallmarks of healthy anger <u>Assembling Attitudes That Underpin Healthy</u> <u>Anger</u>

Putting up with other people Forming flexible preferences Accepting other people as fallible human beings Accepting yourself Developing high frustration tolerance Pondering the pros and cons of your temper Asserting yourself effectively Coping with criticism Using the disarming technique

Acting Assertively in the Workplace

Putting your point across positively Remaining professional

Dealing with Difficulties in Overcoming Anger

Chapter 4: Taking a Fresh Look at Your Past

Exploring How Your Past Can Influence Your Present Identifying Your Core Beliefs

Introducing the three camps of core beliefs Seeing how your core beliefs interact

Understanding the Impact of Core Beliefs

Spotting when you are acting according to old rules and beliefs Understanding that unhealthy core beliefs make you prejudiced Limiting the damage: Being aware of core beliefs

Developing Alternatives to Your Core Beliefs

<u>Revisiting history</u> <u>Starting from scratch</u>

Defining the Beliefs You Want to Strengthen Acting As If You Already Believe

Building a portfolio of arguments Generating arguments against an unhelpful belief Generating arguments to support your helpful alternative belief

Understanding That Practice Makes Imperfect

Dealing with your doubts and reservations Zigging and zagging through the zigzag technique Putting your new beliefs to the test

Nurturing Your New Beliefs

Chapter 5: Setting Your Sights on Goals

<u>Putting SPORT into Your Goals</u> <u>Homing In on How You Want to Be Different</u>

Setting goals in relation to your current problems Defining how you want to feel as an alternative Defining how you want to act

Maximising Your Motivation

Identifying inspiration for change Focusing on the benefits of change Completing a cost-benefit analysis Recording your progress

<u>Heading for a Healthier and Happier Life</u> <u>Planning to Prevent Relapse</u> <u>Filling In the Gaps</u>

<u>Choosing absorbing activities</u> <u>Matchmaking your pursuits</u> <u>Putting personal pampering into practice</u>

Overhauling Your Lifestyle

Walking the walk Using your head Talking the talk Getting intimate

Living in Line with Your Values

Reflecting your values through action Staying focused on what's most important Reshuffling priorities

<u>Psychological Gardening: Maintaining Your</u> <u>CBT Gains</u>

Knowing your weeds from your flowers Nipping weeds in the bud Spotting where weeds may grow Tending your flowers Planting new varieties Being a compassionate gardener

Book IV: Confidence

Chapter 1: Identifying Your Sticking Points

Digging Down to Root Issues

Forgetting the blame mind-set Rewriting your role in your family

Cleaning Out the Negatives

Staying busy but not overwhelmed Redirecting those inner voices

Discovering What Drains Your Batteries

Counting the cost of toleration

<u>Trying to meet everyone's needs except</u> your own

Managing Your Fears

<u>Avoiding the trap of fear</u> <u>Transforming your fears into confidence</u>

Chapter 2: Building Your Confident Self

Accentuating Your Positives

Expecting the best Distilling the essence of positive outcomes Going with the flow

Letting Go of Unreal Expectations Being Generous to Yourself First

Acknowledging your successes Accepting help and delegating

Overcoming Procrastination

Breaking the gridlock Biting off smaller chunks

Taking Time Off - For You

Slowing down Adopting the 80/20 principle

Generating Realistic Standards of Behaviour

Adjusting your goals to the circumstances Staying positive while keeping it real Increasing your flexibility

Driving Forward in Your Life

Rising through Maslow's hierarchy of needs Greeting the world with grace

<u>Chapter 3: Developing Your Emotional and</u> <u>Physical Confidence</u>

Getting a Grip on Your Emotions

Accessing your emotional intelligence Pitting rational thought against emotion Connecting creativity and confidence

Tracking Your Moods

<u>Staying in touch with your mood patterns</u> <u>Becoming more aware of your natural</u> <u>state</u> <u>Tuning in to the gifts of intuition</u> Listening to your inner self

Harnessing Your Darker Emotions

Turning your anger into energy Allowing yourself to forgive and move on

Connecting Your Mind and Body

Releasing stress, staying healthy Following the golden rules for a healthy diet

Speaking Out with Confidence

Breathing to improve your speaking Saying what you mean and meaning what you say Recognising that the message is more than words Experiencing the natural school Acting out the theatrical school Finding your authentic approach

Looking the Part

Being judged by appearances Appearing confident Making the best first impression Conveying the right attitude with your dress Finding your own style Shopping smart

<u>Chapter 4: Acting with Confidence in Your Daily</u> <u>Life</u>

Reinforcing the Assertive You

Becoming assertive Staying on top of your confidence game <u>Living Powerfully</u> <u>Discovering Your Passionate Self</u>

Becoming more passionate Tapping into your natural passion Putting your passion into action Starting your journey

Understanding Your Values

Discovering your values Uncovering your ends values Resolving values conflicts Making your own rules

Focusing on What's Important

<u>Reviewing your day</u> <u>Living authentically</u> <u>Facing up to your demons</u>

Stretching Yourself Mentally

Expanding your comfort zone Understanding the limits of your zone Facing up to anxiety Creating a haven for yourself Preparing for the future

Chapter 5: Engaging Others

<u>Developing Confidence in Your Professional</u> <u>Life</u> Realising that your job isn't you Uncovering what you want to do

<u>Becoming Assertive</u> <u>Showing Confidence in Specific Work</u> <u>Situations</u>

Demonstrating power and presence in meetings Shining during presentations Getting through rejection Taming the threat of redundancy

<u>Approaching Romantic Relationships with</u> <u>Confidence</u>

Realising what really matters Looking at relationships with open eyes Filling your partner's needs without running dry yourself

Raising Confident Children

Securing the foundations Being fast to praise Setting safe boundaries Providing a helpful environment Encouraging a space to play Championing your children

Book V: Life Coaching

Chapter 1: Introducing Your Coaching Journey

<u>Getting Ready for Your Coaching Session</u> <u>Beginning Your Coaching Journey</u>

<u>Seeing the big picture</u> <u>Packing your survival kit</u> <u>The stages of your journey</u>

Marking Your Progress

Using milestone goals to celebrate success Giving yourself a pat on the back Choosing people to cheer you on Anticipating setbacks and relapses Keeping a record Painting a picture

Assessing the Benefits and Challenges of Coaching

<u>Attaining goals</u> <u>Growing through self-awareness</u> <u>Enjoying the journey</u> <u>Considering the challenges of coaching</u>

Making a Promise to Yourself

<u>Checking out your current life conditions</u> <u>Framing your coaching promise</u>

Chapter 2: Visualising Your Whole-Life Goals

Practising Awareness

Redefining success Focusing on outcomes

Tapping into Your Intuitive Self

<u>Trusting your gut feeling</u> <u>Living with a light heart</u> <u>Cultivating a relaxed focus</u>

Knowing What You Really Want

You're creating your future now Visualising your whole-life goals Placing your whole-life goals on your horizon

Planning Effective Action

Smarten up your goal setting Putting theory into practice Smartening up to lose weight

Matching Your Options to Your Goals

Setting milestones for your journey Taking baby steps

Keeping Your Promise to Yourself

Thinking like a hero When life gets in the way of living Exploding the myth of will-power Dealing with jealousy from others Chapter 3 : Becoming Your Best Self

Considering Your Unique Gifts Boosting Your Competencies Noticing Your Preferences

Looking out or looking in? Finding your behavioural styles

Adding New Behaviours Choosing Your Beliefs

Understanding how your beliefs shape you Where do your beliefs come from? What are your beliefs? What do your beliefs give you? Changing your beliefs Reshaping a limiting belief

Learning to Manage Your Fears

<u>Fear of failure</u> <u>Fear of embarrassment</u> <u>Fear of rejection</u> <u>Fear of achievement</u> <u>Minimising your fear foes</u>

Overcoming Procrastination

<u>Kicking procrastination into touch</u> <u>Getting to the root of why you</u> <u>procrastinate</u> <u>Maintaining momentum</u> <u>Sorting out wishing from wanting</u>

Chapter 4: Focusing on the Elements of Your Life

Setting Your Work in Context

<u>Making a conscious choice</u> <u>Evaluating your job</u> <u>Making adjustments at work</u>

Improving Your Current Job

Keeping your focus Looking to the future

Being Financially Secure

Drawing up your financial ground rules Developing your financial survival plan

Living Your Chosen Lifestyle

<u>Counting the true cost of your lifestyle</u> <u>Permitting yourself to be rich</u>

Enjoying Loving Relationships

<u>Creating a relationship with yourself</u> <u>Finding your soul mate</u>

Building Productive Networks

Widening your circle of influence