



Discover practical techniques to harness  
the power of NLP

# Neuro-linguistic Programming Workbook

FOR  
**DUMMIES**<sup>®</sup>

- Strategies to help banish negative thoughts
- Exercises to boost your ability to connect and communicate
- Techniques to put you in the mindset for success
- A toolkit for personal change



**Romilla Ready**

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Authors of Neuro-linguistic Programming For Dummies

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# Neuro-linguistic Programming Workbook For Dummies®

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# ***Neuro-linguistic Programming Workbook For Dummies®***

**by Romilla Ready and  
Kate Burton**



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## About the Author

**Romilla Ready** works as a trainer and executive coach. Having realised that the common denominator in any interaction – whether that causes stress or gives pleasure – is people, she developed and delivers Relationship Wizardry® in Business. These are workshops where her clients learn to build profitable relationships by understanding the psychology of communication. Romilla also offers a potent blend of NLP and metaphysics in her Breakthrough Coaching for executives who experience fast, powerful results. Some of the positive ‘side effects’ experienced by Romilla’s clients are a reduction in stress and an increase in personal effectiveness. Romilla also plays matchmaker at her public workshops, Relationship Wizardry® for Singles where people learn about creating their dream relationship.

**Kate Burton** is an executive coach and trainer who is passionate about enabling individuals and teams to communicate effortlessly and tune up their careers to be healthy and sustainable. She brings 30 years’ experience to her international work with services-based businesses and professional firms. Her own career began in corporate advertising and marketing with Hewlett-Packard.

Today she thrives on supporting people in boosting their motivation, self-awareness, and confidence. Her belief is that people all have unique talents, abilities, and core values. They just need to be focused in the best direction.

Kate also co-authored the bestselling *Neuro-linguistic Programming For Dummies* with Romilla Ready and *Building Confidence For Dummies* with Brinley Platts.

# Authors' Acknowledgments

**From Romilla:** NLP has been an amazing journey for me so far. It's allowed me to learn not just about family, friends, and clients but most importantly, about myself. The greatest lesson I have learnt is to appreciate each and every person whose life intersects with mine because, no matter what, they enrich my life through their love or the lessons I needed to learn. With that in mind, I would like to thank the founders of NLP for their gift and the brilliant people who have taught me along the way. The more I learn and practice, the more I appreciate the fantastic grounding that David Shephard and Tad James gave me.

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# Introduction

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Neuro-linguistic Programming (NLP), like hypnosis, is now widely accepted, thanks to the work of Milton Erickson, having moved off the stage into the world of therapy and into the consciousness of everyday folk as well the business community. From its beginnings in the early 1970s, the first wave of people to take NLP on board were trainers and therapists – using NLP in a specific field in a very focused way. More recently there has been new-found interest in NLP, with both adults and children wanting to find out what NLP is all about.

The following conversation between Dave, his daughter Charlotte, a very bright ten-year-old, and their neighbour, an NLP trainer and coach, illustrates the current interest in NLP perfectly.

**Dave:** So what is this NLP? Charlotte's been asking me.

**Neighbour:** 'Neuro' means the neurology that is common to humans. You're only able to see a picture, hear a sound, recognise someone's touch, or feel an emotion because of the neural pathways in your body. 'Linguistics' refers to language. But NLP is much more than being concerned with words. NLP also means the body language that you display and, finally, 'programming' is the way you repeat behavioural patterns that give you your good and bad habits.

**Dave (tongue in cheek):** Yup, that's what I told Charlotte. Wasn't it Charlotte?

**Charlotte (deadpan):** Actually Dad, what you said was more like, 'I haven't a clue'.

The reason NLP is becoming more and more popular is because it allows people to understand human psychology in a way that is easy to apply to different aspects of their lives, and to bring about changes in the way they live their lives.

## About This Book

Our reason for writing *Neuro-linguistic Programming Workbook For Dummies* is to help you gain a basic understanding of NLP in a format that you can easily work with and understand.

To crib a saying attributed to Confucius, *You forget what you hear; You remember what you see; You understand when you do.*

In this workbook, we explain the principles of NLP through anecdotes to bring home particular points, and explain, using examples, how you can tackle the exercises. Now if this seems a little like W-O-R-K (which some consider a rude, four-letter word), replace it with another four-letter word most of us use from a very young age: P-L-A-Y. Arm yourself with coloured pens or pencils, don your favourite learning hat, and play with the exercises.



Learning for the sake of learning is very commendable. But if you want to actively learn and achieve results, make the content of the workbook belong especially to you by coming up with your own real-life scenarios and using them in the exercises.

# Foolish Assumptions

You're probably well aware of the need to question everything and not to assume anything because it makes an *ass of u and me*. Well, we're sticking our necks out because we're assuming that at least some of the following, if not all, applies to you:

You're literate.

At some point you've said to yourself, '*Neuro-linguistic Programming*, what a mouthful, but what does it mean and how can it help me?'

You want to know how understanding human psychology can bring clarity to your thinking.

You want to improve your relationships with the people around you.

You have areas in your life that can do with improving.

You want to be healthy, wealthy, and wise.

So in the spirit of our foolish assumptions, we're offering you a toolkit that has changed our lives for the better, and we hope it does the same for you.

## Characters in This Book

We don't have a disclaimer like you get at the end of a film that goes something like: 'The events depicted in this film are fictitious. Any similarity to any person living or dead is merely coincidental.' In *Neuro-linguistic Programming Workbook For Dummies* a number of the

anecdotes and examples belong to real people, but their identities have been heavily disguised, in most cases, to protect the innocent.

## **How This Book Is Organised**

This workbook is split into five main parts, each part consisting of chapters relating to the overall concept of NLP.

### **Part I: Setting Up Your NLP Journey**

Part I starts you off by getting you to think about your reasons for buying *Neuro-linguistic Programming Workbook For Dummies* and how you are going to use this workbook to learn and apply NLP to your everyday life or in the world of business. As with any journey, you want to know where you're setting off from and how you're going to get there. The purpose of this part is to get you thinking about how you're living your life, and bringing your lifestyle to your conscious mind so that you can make choices about the paths you want to take.

### **Part II: Connecting with the World**

The chapters in this part get down to the basics of understanding how you, and other people, think. You find out how you create your thoughts in terms of pictures, sounds, and feelings. This understanding allows you to connect with yourself and take charge of your thinking. Once you get to grips with ways of connecting, you can start communicating more effectively with other people – for example, by developing your personal rapport in all areas of your life. Discovering how to listen to other people and adapting your language patterns to theirs makes it easier to connect with, and understand, other people’s style of thinking.

## **Part III: Honing Your NLP Toolkit**

This is where you get down to the nitty-gritty of the NLP toolkit. For example, in Chapter 9 we show you how to manage and change your emotions, regardless of what is happening to you, and how you can change the way you perceive ‘bad events’ from the past. Chapter 10 demonstrates ways of recording and managing your experiences, turning the difficult experiences into positive experiences. Chapter 11 gives you a model for getting you aligned with your sense of purpose and meaning. You find out in Chapter 12 how to use the tools for understanding your own behaviour, how to change annoying habits, and how to model successful people from all walks of life. And finally, in Chapter 13 you discover the pattern for creating and recalling memories. You also find out about your time line and how to put it to good use to make your goals irresistible.

## **Part IV: Riding the Communications Escalator**

Part IV is all about communicating effectively. You find out about the magic of words and making language work for you. We show you how to dig deep into the psyche by going into the detail of how a person thinks and how to get your message across and be heard. Finally, we consider ways to hone your storytelling skills, for use in business situations and in your everyday life.

## **Part V: The Part of Tens**

In The Part of Tens we suggest ten ways of introducing NLP into your workplace. We also offer you tips on developing your NLP skills and taking them further by practising and expanding your skills. Of course, you have a section on resources so that you can find out more about NLP – on the Internet, in books, and through other people and organisations.

## **Icons Used in This Book**

To make some information stand out for you we have placed icons in the left-hand margins. You'll see the following icons in this workbook:



This icon is used to tell stories and relate incidents to clarify the application of NLP processes.





You see this icon when an explanation of a term that is very specific to NLP is used; otherwise the term may sound like gobbledygook to you.



This icon tells you when it's time to put theory into practice and start doing an exercise.



This icon is used as a friendly reminder and a recap of NLP principles and practices.



When we're trying to be particularly helpful we use this icon to bring to your attention tips and tricks we've picked up to help you shortcut your learning process.

## Where to Go from Here

*Neuro-linguistic Programming Workbook For Dummies* is, as the name says, a workbook and doesn't have the space for a lot of in-depth explanations. Like any work, the best way to learn is to dive in and simply get started. You find out more as you go along. Naturally, some of you will want to begin at the very beginning and go through the chapters in sequence. Others of you may prefer to start wherever takes your fancy. (Maybe, like us, you tend to read the last page of a novel first!)

If you're currently very confused about various areas of your life, you may want to head straight to Chapter 3

where you can take a personal assessment of how satisfied you are with work, money, relationships, health, and other important aspects of your life. If you're going through a time of change at work or home and want to plan your best approach, you can read Chapter 11 first and then work back to the beginning. If you've heard about the classic NLP language models and want to practise those, try Chapters 14 and 15 and experiment with the Meta and Milton Models as well as spinning a few stories with the help of Chapter 16.

Now we're biased, but we also recommend that you read *Neuro-linguistic Programming For Dummies*, and use this workbook as a means of building on what you've already found out about NLP. There are also NLP courses you can attend and more books you can read relating to NLP - you can check resources out in Chapter 19. But of course, nothing beats working one-to-one with an NLP coach.

After trying out the exercises in this book, you may surprise everyone, perhaps yourself most of all. When you do find those magical *aha* moments, please drop us an e-mail - our contact details are in the resource section - so we can celebrate your success too!

## Part I

# Setting Up Your NLP Journey

# The 5<sup>th</sup> Wave

By Rich Tennant

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"I've tried Ayurveda, meditation, and aroma therapy but nothing seems to work. I'm still feeling nauseous and disoriented all day."

## **In this part . . .**

We help you to figure out how you can apply Neuro-linguistic Programming to your everyday life, whether in the business or personal arena. You discover your starting point for your journey of discovery and get your destination in mind. The whole purpose of this part is to get you thinking more clearly about how you're living. This part enables you to recognise what drives your thinking and behaviour so that you can increase the choices you have in future.

# Chapter 1

## Where Are You Right Now?

---

### ***In This Chapter***

Figuring out what you want from NLP

Discovering the power of your thoughts

Keeping track of the gems you uncover

Making a personal commitment to your learning

Having fun on the journey

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Are you at a set of crossroads in your journey through life? Questioning where you are and what you want to do next? ‘Shall I go this way or that?’, you may be asking yourself when faced with choices. Or, ‘I’m sure it doesn’t have to be this hard’, when you’re getting overwhelmed. Whether you’re facing choosing a job, tackling a project, or committing to a relationship, you’re not quite sure what you should do for the best when such opportunities present themselves. You may have picked up *Neuro-linguistic Programming Workbook For Dummies* because you want to do things differently or improve a situation in your life. Perhaps things are a bit flat at the moment and you want more ZING, or your life is manic and you want time to ‘smell the flowers’. Or, you’re simply curious about this NLP word, wanting to know what NLP can offer you and how it can help you to interact with other people – if so, that’s just great.

In this first chapter, we take time to help you get firmly grounded in NLP. You begin by taking stock and getting