

Twelve Steps to Self-Improvement

Course Number: AX084-013

Days: Self-Study

Description: Optimism is a must in today's competitive world. It's often your edge up. This life-changing book uses twelve self-improvement profiles to help you gain a new focus on your personal life and career. Interactive exercises rate your self-esteem, wellness, human relation skills, assertiveness, attitude, and much more.

Topic-Level Outline



Part 1: Profile Categories

Category 1: How High Is Your Self-Esteem?

What Is Self-Esteem?

How High Is Your Self-Esteem?

Case 1: Jill

Case 2: James

Self-Inventory Scale

Category 2: Do You See the Wellness-Success Connection?

Wellness Defined

Wellness and the Attitude Connection

Case 3: Genelle

Case 4: Maggie

Self-Inventory Scale

Category 3: Are You a Good Communicator?

The Art of Communication

The Best Communicators Are Good Listeners

Case 5: Charlie

Case 6: Melissa

Rating Yourself as a Communicator

Category 4: How Good Are You at Human Relations?

Staying Positive in a Negative Environment

Repairing Relationships

Case 7: Courtney

Appraising Your Human Relation Skills

Category 5: Are You Taking Yourself Too Seriously?

Developing a Sense of Humor

Exercise: Humor Quotient

Fun in the Workplace

Case 8: Trisha

Rating Yourself on Humor

Course Outline

- Category 6: Does Your Attitude Need a Positive Boost?
 - The Need for Frequent Attitude Renewal
 - What Is a Positive Attitude?
 - The Challenge of Staying Positive
 - You Keep Your Positive Attitude When You Give It Away
 - Case 9: Shannon
 - Assessing Your Attitude
- Category 7: Are You Sufficiently Assertive?
 - How to Develop Positive Assertiveness
 - Exercise: Assertiveness Quiz
 - Case 10: Alice
 - Case 11: Joanne
 - Assertiveness Self-Improvement Scale
- Category 8: Do Your Job Skills Need to Be Upgraded?
 - The Winds of Change
 - Exercise: Measuring the Degree of Change in Your Job
 - Case 12: Felicia
 - Skill Level Scale
- Category 9: Are You Satisfied with the Quality of Your Work?
 - The Switch to Excellence
 - Exercise: Quality Questionnaire
 - Case 13: Victor
 - Quality Work Performance Scale
- Category 10: Do You Have Your Career & Lifestyle Organized?
 - Self-Management Is the Key
 - The Nuts And Bolts of Time and Task Management
 - Case 14: Rica and Rolph
 - Case 15: Darlene
 - Self-Management Scale
- Category 11: Are You Reaching Your Creativity Potential?
 - Everyone Has a Creativity Potential
 - Case 16: Jerry
 - Creativity Assessment
- Category 12: Can You Stop Procrastinating?
 - Are You a Procrastinator?
 - Exercise: Major Causes of Procrastination
 - How to Stop Procrastination for Good
 - Case 17: Jess
 - Don't Postpone This Rating

Part 2: Constructing Your Profile

- Steps to Take
- Inventory Profile Sheet

Part 3: Interpreting Your Profile

- Tips to Follow
- Improving Neglected Areas
- Devote a Week to the Improvement of Each Weak Area

Suggested Answers to Cases