



Resource Management

Developing emotional maturity and strengthening your personal qualities are the most important aspects of becoming successful. Those two qualities are the tools that set the stage for your platform of success and self-driven inspiration to continue on your journey.

Using your instinctual intelligence in coordination with your logical mind, you will discover levels of intelligence that you never realized you had. You will learn how to master your actions and reactions to your surroundings. By mastering this part of your mind, you are able to control your successes much easier and become more successful because your plate won't be full of making amends for silly mistakes. You will gain a better handle on your life as a whole and become more intelligent than that of which seeks to oppress you.

In this journey, you will begin to understand more clearly the answers to your questions on why things didn't work out before, or why someone you know was so successful at something they achieved in their life.



While the road most likely won't be smooth the whole time, it doesn't have to be bumpy enough to break you down. There are things you can practice to assure your own success.

On the next page we will get into that. Right now, let us rest assured that we are beginning a journey together and that we will build ourselves through each other's united strength, until the time comes that we each go our ways to achieve our personal goals. Look to the left and the right of yourself. Look all around you and know that we are all in this room by destiny, not chance. Each of us in this room has a personal goal and fate brought us together if for nothing more than this leg of the journey. For this time together, we are a team and hopefully we become a family, for those who are not already related. Let the relationships we build foster strength & unity to last generations to come.



Performance Strategies

There are a number of strategies that will help you determine and achieve your goals. Of course there are many more that this list however this list is the top ten ways that you will have an easier time in school and with your studies. They are not only the key to your success in school, but they will also help you develop skills, behaviors and habits that are directly related to success on the job and in life in general. Let's discuss how these 10 strategies can help you:

1. **Attend every class.** Your attendance is crucial in order to keep up with your studies. If you were paying tuition, remember that you are not paying to miss out on what you paid for.
2. **Be an active participant.** Engage in your studies and know that when you participate, it gives you a better grade, you remember the information better. Being on time will help you actually keep the job you studied for, and showing up to class on time and prepared will ensure that you instill good habits toward your future. Being late to class hurts everybody because you will be an interruption to your entire class – teachers and students alike. It gives you a bad reputation, which hinders your chances at getting the better jobs for the better companies. Even if you are planning to open your own company, when people know that you don't take what should be important to you – seriously, people are not likely to call you for work or your business because they will already know that you don't take anything seriously.
3. **Be prepared.** Showing up to class prepared shows your interest in your own future. Preview all reading assignments, highlighting all main ideas and concepts. Put question marks by the things you don't understand. Doing this ahead of time will give you all the time during class to ask, to listen for that part to come up, to move forward without anything holding you back.
4. **Write a summary.** When you are skimming a chapter to preview its content, you should write a few key notes leaving space in between lines to add an important detail later.
5. **Get acquainted with your instructors.** Talking to, e-mailing and regularly communicating with your teacher can uplift your grade. It let's them know that you are trying and that effort shows in your grades. Nobody is a whiz at everything they learn and do, so teachers understand when you don't get it, but there is a huge difference in someone who doesn't get it and someone who doesn't care. By not communicating, it looks like you don't care because nobody knows why you're falling behind.
6. **Know what's expected of you.** That is very important because you might fail miserably at tests, but you might do really well in another area of learning. Why should you fail the class when testing is your only problem? What if you write very well and could get your good grades that way? What if you communicated frequently with the teacher and you got a better grade because your teacher knows that you understand the info but perform horribly on a test? You'll never know the amount of your potential and power if you don't learn how to use it.
7. **Study in groups.** This does not have to look like some kind of group discussion. It could simply be just a few of you studying the same subject at the same time, where you could ask each other questions if needed and bounce ideas from one another. That is how many successful think tanks reach their success.
8. **Organize your study space.** You don't have to have an extravagant office or space to study. But having organization and access to all that you need surely saves a lot of time and helps you achieve your goals. It is definitely more helpful to find a quiet spot where you can shut out the rest of the world, so that you can concentrate better. It also helps if you don't have to keep getting up to get something you need. Besides, you feel like a king or queen when everything under your jurisdiction is how you need it to be. We know that life isn't perfect that way, but even if you go



to the library to do you're studying, you can get more done and concentrate better, if you have all that you need and some peace of mind to focus.

9. **Map out your total schedule.** It's easier to keep track of things and to be on time with everything in your life when it's all organized in a way that makes life simple for you. Keeping some sort of calendar, planner, schedule keeper, etc are all ways to make sure that you will achieve a greater success and much less stress.
10. **Get help early. Know your resources.** You can usually get help more easily if you don't wait until the last minute. Waiting until the last minute stresses everybody out and makes your experience miserable. How can you expect your teacher to drop their life the day before a major exam, for you – who had 3 weeks to ask for this help, schedule a good time for someone to help you or for them to prepare help for you, if you don't communicate until the last minute? If you put a teacher on the spot like this, or anyone for that matter, you cannot expect them to drop what is important to them. How do you know that they didn't have something more important to do like a sick child at home, dying parent, or moving? You never know what is truly on someone else's plate, so it is important to ask early for the help you need.

Under no circumstance does anyone want you to fail or not do well. People that get into these kinds of fields aren't usually there for just the job. Teachers don't get paid well enough to have chosen to spend \$45k or more to get a teaching degree so that they can watch their students fail. Schools don't exist to waste your time or theirs. People choose these kinds of fields to work in because it's meaningful for them to help others succeed. All this planning and most of the test grading, etc. are done off the clock which means 40 hours of work away from their loved ones, then another 20 hours missing their families, while trying to grade tests, build easy study sheets, etc. If you paid tuition, you paid your portion of the rent for the building, the bills for the lights, water, air conditioning, materials used to teach you, etc. Please don't think that the teacher takes your tuition check to the bank and spends your money on a shopping spree. If that were the case, you'd be paying your teacher to sit under a tree with their Mercedes on the side of the road, and you would not be getting a certificate or degree, nor anything of value from your education, because you took your teacher on a shopping spree. No. Your tuition covers your portion of the costs to operate an institution of higher learning. No one teacher is responsible for all of that. They make a very modest & struggling paycheck and often do most of their work off the clock.

When you decided to enroll in school, you made a choice and it is entirely up to you to live up to the goals you set forth for yourself. This means that you have chosen and paid for, or worked hard for your financial aid to be able to attend school. Under no circumstance does this mean that once you've paid this dollar, that you will automatically get a degree. If that was the case, degrees would be sold at Walmart. When you made that choice to get an education, you knew that all educations come with dedication toward your goal, studying to reach your goal, steps would have to be made to reach your goal, and that the piece of paper you receive when you are finished, is your goal. It is a measurement of what you accomplished. Your hard work. Your sacrifice. Your reward. We wish you many blessings on your journey.



The ABCDE Method of Self-Management

This is one tool that we will use constantly, as a practice. You can use it in all sorts of situations and if you happen to be in a situation where you cannot ground yourself without exploding, trying to do one of these would be a great tool to try. Of course you're not going to carry it around, but once you get used to using it, you will no longer need the formatted form to do it. You will be able to do it on your own.

Consider two major goals that you want to complete within the next five years.

What are some obstacles that you have to overcome first?



The ABCDE Method of Self-Management

Let's put our focus on today's priorities and use the resources we have to succeed. We are going to gain confidence in our ability to stay on the right track and achieve our goals. Let's go through what this crazy ABCDE thing is.

A = Actual Event: *This is a description of what really just happened or is happening now*

B = Beliefs: *This is for what you believe to be true. What do you believe your choices to be, from this point forward?*

C = Consequences: *What do you think the consequences of your choice are going to be?*

D = Dispute: *What is the problem that is holding you back?*

E = Energized: *Now that you were able to pull together your facts, how do you think you are going to go about your situation?*

Now apply the ABCDE method to one of those goals and visualize or imagine yourself succeeding. In your vision, your plan will work. How would you write that here?
A = Actual event:
B = Beliefs:
C = Consequences:



D = Dispute:
E = Energized:

What are 3 strategies you can use to make successful choices?

Why would you want to take a class to focus on your success?

Did this ABCDE Method help you figure anything out? _____

We are going to experiment with it throughout the course to see how and where it can be useful. There's got to be a reason it is so popular in all kinds of psychology courses, including drug & alcohol groups, prisons & child psychology. So perhaps that should & could be one group goal for this class. Let's keep the ABCDE's going until we figure it out.



Taking Personal Inventory

What are some positive behaviors I have that will help me reach my goals and become successful at my dreams?

Three positive thoughts that I frequently have about myself are:

Regardless of what I think or who says what, I am working on achieving my dreams because

I believe I will be successful because _____

I know that I am worth putting all of my effort into my own success because I love myself and my team in this room are going to succeed with me because we can.



Prioritize From Within

We create energies from deep within ourselves and the energy emanates outward like a vibration. When we work on our outward priorities without working from the inside out, we could run into cycles of problems that we never handled in the first place.

It would be wise to get a handle on what's happening inside us first, then to go from there. This way, we know that nothing is going to come from inside us and cause us to have to step back before moving forward. That can be discouraging in the long run and result in regret.

Strong leaders of success have an equally strong sense of values.

Their integrity to do the right thing is what sets them aside from the rest. That personal integrity gives the courage for them to persevere with the faith that things will turn out for their best interest, even when it's difficult.

Successful people build on their internal things and build character, which sets the tone for their future success. When a person has a solid character, they are easily able to relate to the various circumstances, family, friends, colleagues with dignity, respect, kindness, sympathy, good manners and a code of ethics.

Practice maintaining a positive attitude, which is essential to your own motivation. Make sure to tell yourself something good about your day every morning, and a sound chip of advice every evening. This will help mold your mind to gear it up for your success.

Be responsible for your choices, actions, talk and attitude. It's okay that you're not perfect but we want to see you for you, not you hiding behind some excuse that makes you look funny. Doing that can push people away from you, which can hinder your progress. You look really good and you don't want to fake it, but you don't ever want to dwell on the negative. That's what you have negative people for. That's their job. Your job is to see your dreams comes true, it's what you came to do. You are not working this hard to stay in the same place you already are in. It wouldn't make sense. You came here to get more, to be more, to do more and that you will. Determination will see you through it.



Long story short, you won't beat this wave in life, if your life is weak.
Consider this your mental gym.



Prioritizing

What's the 80/20 Rule?

According to the 80/20 Rule of time management, people tend to spend 80% of their time on activities that only produce 20% of their goal.

What do we do with our time then?

By using self assessments and how you use your time, you might find out that you are spending too much time on things that don't matter.

Spending time on things that don't matter, actually rips you off from your potential. Most of us spend most of our time doing things that either aren't that important or don't matter at all, in the bigger picture of our lives.

Take a look at this observation below:

<i>80% of your time is spent on 20% of your activities</i>
80% of the clothes you wear, come from 20% of your wardrobe
<i>80% of the interruptions you experience come from 20% of your people</i>
80% of your profits come from 20% of your sales
<i>80% of your phone calls come from 20% of your people</i>
20% more effort can result in an 80% increase of your successes

Sometimes, to increase results by 20% you must put in 80% extra effort. Other times, by putting in another 20% could make 80% of a difference. But the point is that when we prioritize & focus, we are able to accomplish more of our goals.

Procrastination is another obstacle to time management.

When it's fun, you don't hesitate so...
When it's priorities, don't procrastinate!



Prioritizing

Set daily priorities. <i>Begin by becoming clear on your goals and the results you want to achieve</i>
Break the project into smaller steps. <i>A large project can be overwhelming. Do one task on the project every day to more easily meet your goal</i>
Assess if procrastination is worth it. <i>Do you feel important when you're late for class or work? Do you get sympathy when you tell your friends that you're overloaded? Do you feel as if people won't ask again if you don't say yes to requests? Do you add drama to your life when you are rushed?</i>
Develop a positive attitude. <i>Attitude is everything. When you are positive and focused, you can accomplish a lot in a short time. Negative emotions are time wasters. Anger jealousy, worry and resentment can eat up hours of time and sap your energy. Instead, resolve to turning those feelings into something positive.</i>
Work during your high energy time. <i>Do what is important first and while you are at your peak energy level.</i>

Anyone who lives with children knows how much time and energy they can require. Having family involves endless physical demands, including cleaning, cooking, driving everyone to their activities, helping with homework and nonstop picking up. Children get sick, need attention, and sometimes they just want you to be there for them.

You will have to prioritize wisely.

Create positive time. <i>Rather than buying your kids more toys to waste your money on things that are meaningless to them, try spend one hour quality positive time each day. Teach them all you know about gardening, household stuff, etc.</i>	Communicate expectations. <i>Even a three year old understands that you need quiet time. Its simply a matter of you communicating that clearly, in a way that they understand & can respect. Remember that surprise yelling only devastates and confuses children.</i>
Increase your energy. <i>Exercise, eat right, dance, remember to take self-care time and get enough sleep</i>	Find good daycare. <i>When & where it is available. Then line up two back up helpers just in case.</i>
Delegate. <i>As kids learn & grow, they become more capable of doing things independently and we</i>	Be flexible. <i>Realize that there is much more than school, for you to focus on. Take your life in consideration every time you have to pick out classes.</i>
Get organized. <i>This will save you lots of time later</i>	Balance. <i>Never forget to take you time to process.</i>
Create a support system. <i>A support system is essential no matter what position you are in, so creating one that helps everyone in the system is a huge help.</i>	Model successful behavior. <i>We all want our kids to be more successful than we were, so by modeling successful behavior you will prepare them for how to behave on their future journey.</i>



Computer Technology

Computers can save a lot of time, especially if you remember what you turned it on for. Here are a few things you can save time with, by using your computer:

- Keep a calendar, preferably connected to the email that you use on your phone
- Writing papers & reports. After you make the first draft, you can short cut by cutting and pasting parts that you are going to use.
- To create power points for speeches & presentations
- E-mailing, as opposed to using the phone. It keeps the conversation going at a much more efficient time scale.
- Doing accounting & math on spreadsheets



Having an efficiently running computer is essential to everything you do on it. Please make sure you prioritize on the computer as well. You might have to sacrifice some downloaded games in order to make space for the latest version of the java or adobe programs, to be able to functionally run certain programs for school.

Be sure to clean and organize your computer before using it to organize and prioritize your current life. Both you and your computer will appreciate the added functionality.



Life Assessment

It may help you plan your life today by imagining yourself many years from now. Think about the personal qualities, character traits, friends, type of family, goals and values that may be most important to you in later years. The kind of person you hope to be at 85 or 90 years old will not just happen; you must think about the future. By doing so, you will begin to define more decisions that will have an impact on your future.

Interview those around you at home and actively listen to them answer your questions about the challenges they have lived through. Take notes about key events that happened to them. Here are some example questions you might want to ask:

- What values do you consider to be the most important?
- If you had your life to live again, what would you do differently?
- What advice do you have for young people today?
- What legacy do you want to leave for the next generation?

Now think about the *legacy* you want to leave behind. What do you want to be remembered for? What characteristics and qualities do you want your children and grandchildren to remember about your life and what you did with it?

Try imagine what that would sound like, if you were 85 years old & listening to your grandchildren tell stories about you. With this future image in mind, write your legacy below:



Ongoing Assessment & Action Plan

[illegible]



The SQ₃R Reading System

There's a way to read that really helps comprehension and it has these 5 steps to offer as a guidance to improving your reading:

S - Survey	<i>Survey the material before reading it. Notice details</i>
Q - Question	<i>Find the main points & ask questions</i>
R - Read	<i>Read the material</i>
R - Recite	<i>Recite the key points in your words</i>
R - Review	<i>Review the material carefully</i>

Let's break that down below:

S - Survey	<i>What's the title?</i>
S - Survey	<i>What's the topic?</i>
S - Survey	<i>What are the major points?</i>
S - Survey	<i>List the boldface or italics terms</i>



The SQ₃R Reading System

Q - Question	<i>Write a question about the heading</i>
Q - Question	<i>Write a question about the summary</i>

R - Read	<i>Read one section at a time</i>
R - Recite	<i>Summarize what you just read</i>

R - Review	Yes	No
<i>Can you recall the questions you had earlier?</i>		
<i>Did you find your answer for those questions?</i>		

Write the answers to your questions below



Build Vocabulary

Dude, you need to grow your vocabulary garden so you don't sound dumb as me when you talk to those other business people and stuff. Like, you might wanna sound smart. Especially since like you don't know if they used words you don't understand, to get you on a contract you should never sign for.

Make a composition book for your vocabulary and here's a number of ways it could be done

<i>Google those dictionary apps that email you one vocabulary word per day. It's a wonderful app for those who use them. Write the word & definition, then use it in a sentence.</i>
Open the dictionary to a random page each day & the first unknown word you see, write definition and use in a sentence.
<i>Go alphabetically & do one word per day, writing the definition then using in a sentence.</i>
Write the definition of every word you read today & didn't know.
<i>Write the definition of one word you came across that you didn't know, today.</i>
Get obsessed with a word & spend a week writing definitions of every form of that word

There are other ways but you get the point. If you have a study team, it's always fun to play word games to boost your vocabulary. Plenty college kids have study parties.

If you are learning another language, it's always helpful to look the word up in that language too, so you can learn the definition and translation both in one shot. By writing your sentence in both languages, you also develop your linguistic skills on both languages.

Here's another inspiration photo





We like you here at Maui International Academy.
Learning can get boring, so we like to show you all these pretty pictures that we don't tell you where they are, so that you'll be inspired to go places in life so you can find the location of the photo on page 16.

That's our story and we're sticking to it, but all of that to say that we want you to go places in life, no matter how you translate that statement. It doesn't matter whether you choose to go places in your career or go places in some wild excursion.

Who knows if any of you will be ever so kind as to get into land restoration and post really beautiful photos with no location on your websites, to inspire the next one to succeed and go places in life. It is always an honor to inspire someone and watch them go.



Go places and explore life. Live righteously and make good choices for your future.

Be inspired to follow your dreams courageously.
Test your limits to see how big you can grow
How much change you can bring
How much better you'll make it
Because you are fiercely
Intelligent & resourceful
You are success.
Uniquely
You.



Vocabulary Advice List

- **Realize the power & value of words.** An effective speaker who has a command of language can influence others
- **Observe your words & habits.** You may be unaware that you fill your conversations with annoying words such as using the word like in between other words.
- **Be creative & articulate.** Use precise, interesting, expressive words
- **Associate with articulate people.** Surround yourself with people who have effective and extensive vocabularies.
- **Be aware & alert.** Listen for new words. Observe how they are used and how often you hear them and see them in print.
- **Look up words you don't know.** Keep a dictionary at your desk or study area
- **Study the word.** How can you use it in conversation?
- **Write new words.** Write new words in your word journal or on note cards.
- **Practice mentally.** Say new words over & over in your mind when you read them
- **Practice in conversation.** Use new words until you are comfortable using them
- **Read.** The best way to improve your vocabulary is to read more.
- **Review great speeches.** Look at how regular people in history times, used their words intelligently and articulately but today, people do not. Do you know why?
- **Invest in a book to use just for vocabulary.**
- **Look for contextual clues.** This means to see if you can figure it out by the words around it or the way it is used.
- **Learn common word parts.** Knowing root words, prefixes & suffixes, makes it easier to understand the meaning of the new word. See table below:

<i>Root</i>	<i>Meaning</i>	<i>Example</i>
auto	self	Autograph, autobiography
sub	under	Submarine, submerge
circum	around	Circumference, circumspect
manu	hand	Manuscript, manual

Notes:



Observations

Experiment #1	
<ol style="list-style-type: none">1. Look around the room.2. Close your eyes.3. Mentally picture what was in the room.4. Open your eyes.	
Did you remember everything?	YES or NO
If no, what didn't you remember?	

Experiment #2	
<ol style="list-style-type: none">1. Look at a painting, photo or poster for a moment.2. Without looking back, write down the details you remember.3. Then, compare your list of details with whatever you just looked at.	
What details did you remember?	
Colors -	
Faces -	
Clothing -	
What details didn't you remember?	
Did you remember the main point of the picture or did you remember the fine details?	



Appreciation

Have you ever heard the phrase "A little appreciation goes a long way"?

Well it really does. You don't have to go getting a job to buy gifts or anything, but just showing those in your support network a little appreciation actually makes them want to go the extra mile for you. Some ideas that are always appreciated, are:

- *Bringing snacks to donate to your study hall*
- *Bringing your supervisor, teacher, authority, etc.. a sample dish of something you cooked*
- *Just say thank you and sometimes, it's nice when you share a smile while saying it*
- *Give your waitress or service person an extra tip when they do a good job.*
- *Share your bottled waters when you're out with your group*
- *Just food, man! People like food. They need nourishment to process all this information.*
- *Food is good. Its nourishing, healthy as you shop for it, necessity, you never know which one of your colleagues is starving & broke that day, it offends no one. Food is good.*

Mindfulness

Set a timer for every 30-45 minutes when you are doing an extensive study or project. When the timer goes off, take a few minutes to notice everything around you, maybe even note that in a journal. Take notice if your mind starts wandering. If it does, bring your mind back & continue to work for the next 30-45 minutes until you do this again. Try to notice if it starts to get easier to refocus yourself.

Inspirational Photo



We are all an extension of growth



Know Your Resources

Many of your textbooks, programs, schools, jobs, etc have websites with very valuable information on the site. It is always beneficial to spend less time on social media and video sites and more time looking into the choices you are making with your life.

- Learn where your local community clinics are and what services they offer
- Learn the operating hours of the libraries around you
- Who are your community leaders? Do any of them have programs that you might be interested in?
- What are your general concerns? Where are the offices that deal with that?
- Have you checked your name in the US Treasury lately? Sometimes you're owed something.
- When was the last time you did your budget? Are you financially stable for the next 6 months?
- Do you have a savings of any sort?
- Do you have all your necessary paperwork to make any moves forward in your life?
- Do you owe any debt?
- Are you paying rent or mortgage? Do you know your rights and resources?
- Do you have a primary care physician and are your medical records up to date?

<i>Police Non-Emergency:</i>	<i>Doctor:</i>
<i>Work/Office:</i>	<i>Dentist:</i>
<i>Emergency Contact:</i>	<i>Caseworker:</i>
<i>Household Members Cell #</i>	
<i>Other Important #</i>	



Performance Review Subject

Every program you enter in life has its own ways to measure how effective their programs are and each one has a protocol to follow in that arena.

When you go to school, you are more graded on your understanding of the material presented to you. When you begin your career or start a job, your grades are based upon your behavior & performance.

Below, you will see a list of qualities & competencies that most companies include in their reviews. Their reviews are what determine your pay scale, possible promotion with the company, possible separation ultimatum and so forth. Long story short, the list below describes what companies are concerned about, when they look at employees:

<i>Acceptance of Diversity</i>	<i>Safety Practices</i>
<i>Quality of Work</i>	<i>Quantity of Work</i>
<i>Effectiveness Working with Others</i>	<i>Personal Growth & Development</i>
<i>Workplace Security</i>	<i>Willingness to Learn</i>
<i>Positive Attitude</i>	<i>Technology</i>

In the boxes below, describe your understanding of what they want.

<i>Acceptance of Diversity</i>
<i>Effectiveness Working with Others</i>
<i>Personal Growth & Development</i>
<i>Willingness to Learn</i>



<i>Positive Attitude</i>
<i>Workplace Security</i>
<i>Safety Practices</i>
<i>Quality of Work</i>
<i>Quantity of Work</i>
<i>Technology</i>

Now imagine you have been working at your new job for 9 months already.

You go in for your review and you're a little nervous because this is your first one and you heard all kinds of stories, good & bad. You have no clue what to expect because you don't know if your understanding of values is that same as theirs. During your review, they make some negative comments about your willingness to learn, your attitude and the quality of your work.

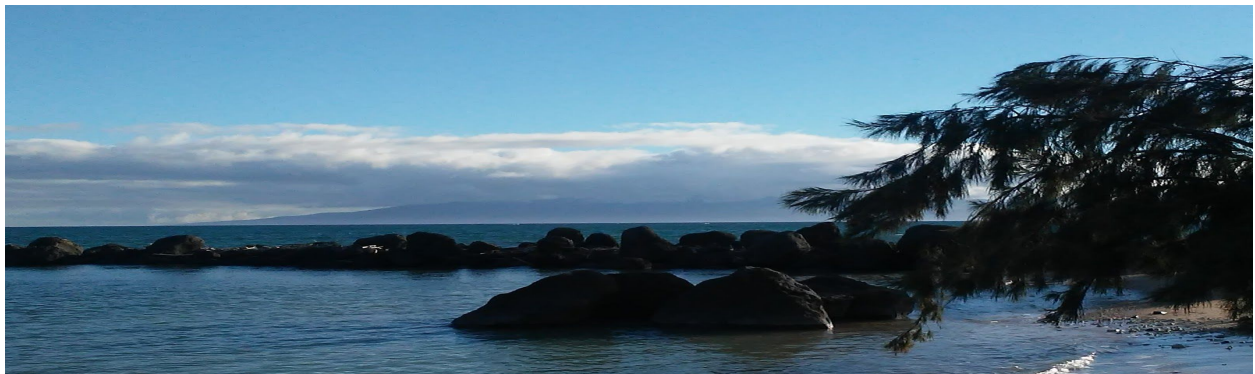
What is your reaction?



Building Strategies

If we're going to succeed together, we're going to have to get to know how to help one another, so that as we rise, we have one solid network starting with our peers right in this very room and in every room that we are a part of. It's easier than it sounds. It sounds hard because people always end up being their own obstacle in life. Well we are here to master ourselves so we will be one step ahead, in some areas. This will make some of our future transitions easier in life.

In this section, we are going to evaluate ourselves, allowing ourselves to feel vulnerable for one moment, humble ourselves because it's easier when it's not that deep and we will all soon realize that nothing here is that deep. It may be deep within us, but because we are warriors of our own caliber we don't let obstacles stop us. We overcome them, we conquer them, we succeed. Why? Dude, did you see how perfect you are when you looked in the mirror this morning? We love ourselves enough to become champions where millions have given up already. We will build a fortress of aloha & strength within ourselves.



Just like these rocks are solid even when the waves come crashing down upon them, our cores shall be solid by the time we finish this course. We will rise for the occasion, conquer what was meant to hold us down and succeed in reaching our goals.

What we are going to do in this section is to get a harness on our weaknesses because there are typically 3 major rules in life that you never want to break:

- Treat others how you want to be treated
- Perpetuate righteousness in all we do
- Love thyself



Building Strategies

I feel uncomfortable when _____.

One time, I had to get over it for another reason. I was able to overcome my feelings because

One good strategy to help me overcome that issue is to _____

Public Speaking makes me feel _____.

To make sure I am prepared, I usually _____

To help me overcome barriers, I _____



Common Mistakes in People's Choices

We don't always have the healthiest thinking. Let's be real. Things happen, circumstances change people and the way they think, but most of all the people around you can have a huge impact on the way we see things. It's important that we learn how to balance our love for them while maintaining our own identity and thought processes.

Here are some common mistakes that are made and often make unwanted waves in our progress.

- *Stereotypes* are judgments and overgeneralizations held by a person or a group about members of another group. For example: "All instructors absent minded professors" All people are different, so how did you come to that conclusion?
- *Snap judgments* are decisions made before all necessary information or facts are gathered. Too often, people try to solve a problem before they know what the problem is.
- *Unwarranted assumptions* are beliefs and ideas that are taken for granted. For example: on Thursday you were excused from your chores, so you assume that Friday, Saturday & Sunday you will be excused as well.
- *Projection* is the tendency to attribute to others some of our own traits in an attempt to justify our own faulty judgments or actions. That's like a student using the excuse that everybody else is cheating, just because he is.
- *The Halo Effect* is the tendency to label a person good at many things, based on one or two good qualities. For example, one girl sits in the front of her class, has perfect attendance and good grades. Based on this observation, the kid in the back of the classroom decides that she is also smart, organized & nice and is a perfect person in every area of life. First impressions are important in the halo effect and are difficult to change.
- *Sweeping Generalizations* are based on one experience and generalized into a whole group. For example, if a person had one bad experience with an individual of another color and assumed that all people of that other color were like that.

Even if we have these thoughts, it would be best for us to get on with the moment and not entertain those thoughts. Even better if the person seeks to challenge these thoughts. Whatever you do, it is always best to not take anything or anyone for granted and to not judge without cause to be judged and knowing all the information involved.

Be cognizant in all that you choose to do.
Look up the word cognizant
In the dictionary



Academic Anxiety

What were your elementary school experiences in class? _____

What were your middle school experiences in class? _____

How about high school? _____

Did you ever struggle with your grades? _____ What made you struggle? _____

Were you able to get help? _____ What was the outcome? _____

How did you succeed? _____

What would you change, if you became a teacher or principal of your old school?



Fear of Failure

Scenario: John came from a poor family and as a teenager, he began to meddle with selling drugs, so that he could contribute to his family's income with impact. He didn't think about the consequences. Before he knew it, John had dropped out of school to do this full time. A few stints with jail and some years later, John is now a free man. He has matured in the system and is now looking to get his life back on track. Since he scored rather high on his GED, it was suggested that he try college. John began the process, but now he feels like he might not fit in, people might know his past, and what if he fails or can't do it?

What would you tell John to help him connect the here & now with his future?

Never fear failure. Studies show that most people are their own obstacle to their own success. Here are some examples, and for name's sake, we are going to keep using John. If there is a John in the class, apologies for the use & abuse of your name today!

- John had a full scholarship to go to college, including living expenses. He began smoking weed, got caught up with the law over it, and lost his scholarship. Don't blame the scholarship people! John made his own choice. Their rule was on John's paper long before he signed it.
- John knew his job was looking at him for a promotion and he knew he could do the job. The problem with that was when his head started getting big and his attitude drove everyone crazy after awhile. People tried to tell John, but his head was too big already. John was absolutely crushed when he got called into the office, swore he was getting promoted today, and only got a write up for a problem that John's behavior and attitude caused.
- John's mother was proud of John for how far he came since his troubled years. She was going to buy him a car today, because that's what God put on her heart. But when she called John, he angered because she did not want to tell him where they were going. It was a surprise! John became so angry, he said things to break her heart and she never bought him that car at all, nor did she even tell him that.
- John has really high grades for a regular 10th grade kid. Colleges were beginning to watch him. But John continued to show up late & unprepared, so one by one the colleges lost interest because he was viewed as unreliable and basically unworthy of solicitation. His grades were still high but there would always be that question of John's dedication to what's important.
- These are just some ways that we become our own obstacles, but the biggest problem we are to ourselves is when we don't believe in ourselves. If you have faith, then you should believe in yourself because you are solid. It's about self-awareness.

