

EMPOWERMENT

Class Four: Defining
Your Success

No More Excuses



Accountability

- Holding yourself accountable is nothing more than following through with YOUR commitments and responsibilities. It's doing what YOU know YOU should do, when YOU should do it, and how you should precede.
- When you take 100 percent responsibility for holding yourself accountable, your performance will improve, your relationships will flourish, your market value will soar, people's respect for you will skyrocket, you will be a great example for others to follow, and your self-esteem will grow.

Three Types of Accountability:

- Your actions and choices
 - The way in which you communicate with others
 - How you spend your time
 - Your behavior and manners
- Your responsibilities
 - Being on time for business and personal appointments
 - Keeping your home, car, and workplace clean
 - Spending less than you earn
- Your goals
 - Fitness and health targets
 - Financial goals
 - Career ambitions

It Is Your Life!

- Holding yourself accountable is nothing more than following through with YOUR commitments and responsibilities. It's doing what YOU know YOU should do, when YOU should it.
- Whether you are 15 years old or 60 years old, let today be the day that you make the commitment to yourself that you will NEVER again require anyone else to hold you accountable.
- Start keeping a prioritized “To Do” list and focus on holding yourself accountable to working through your tasks in a prioritized sequence.
- This is your life! Take control. Be responsible for it.

Awareness

- **EMPATHY**--Being able to shift your perspective and see situations from the perspective of *others*. It also includes being able to read the body language of others and is best expressed through your communication skills. *PERSONAL DEVELOPMENT* teaches how to do this.
- **COMMUNICATION SKILLS**--Being able to listen effectively, express feelings assertively, and resolve conflicts using a win-win negotiation style. *PERSONAL DEVELOPMENT* teaches all of these communication skills and allows students the opportunity to practice them in realistic role-play situations.

Awareness

- **SELF-EFFICACY**--Believing in your own power to make choices about how you will respond in any situation instead of allowing other people to control you by “pushing your buttons.”
- **ABILITY TO SELF-MOTIVATE**--Being able to persist in the face of frustration. This ability is developed by using the above skills. *PERSONAL DEVELOPMENT* teaches that whether you *think you can* or *think you CAN'T* in any situation, you are correct, because it is the job of your brain to help turn what you want into your reality. However, you *must BELIEVE YOU CAN first!* Visualization and self-talk help you believe in yourself.



QUESTIONS?

Handling Stress

In
Rocky
Situations



Stress Defined:

- Stress symptoms include mental, social, and physical manifestations. These include exhaustion, loss of increased appetite, headaches, crying, sleeplessness, and oversleeping. Escape through alcohol, drugs, or other compulsive behavior are often indications. Feelings of alarm, frustration, or apathy may accompany stress.
- **Stress Management** is the ability to maintain control when situations, people, and events make excessive demands.
 - What can you do to manage your stress?
 - What are some strategies?

Stress Management

Look around See if there really is something you can change or control in the situation	Set realistic goals for yourself Reduce the number of events going on in your life and you may reduce the circuit overload
Remove yourself from the stressful situation Give yourself a break if only for a few moments daily	Don't overwhelm yourself by fretting about your entire workload. Handle each task as it comes, or selectively deal with matters in some priority
Don't sweat the small stuff Try to prioritize a few truly important things and let the rest slide	Learn how to best relax yourself Meditation and breathing exercises have been proven to be very effective in controlling stress. Practice clearing your mind of disturbing thoughts.
Selectively change the way you react, but not too much at one time. Focus on one troublesome thing and manage your reactions to it/him/her	Change the way you see your situation; seek alternative viewpoints Stress is a reaction to events and problems, and you can lock yourself in to one way of viewing your situation. Seek an outside perspective of the situation, compare it with yours. and perhaps lessen your reaction to these conditions.
Avoid extreme reactions; Why hate when a little dislike will do? Why generate anxiety when you can be nervous? Why rage when anger will do the job? Why be depressed when you can just be sad?	Do something for others to help get your mind off your self
Get enough sleep Lack of rest just aggravates stress	Work off stress with physical activity, whether it's jogging, tennis, gardening
Try to be positive Give yourself messages as to how well you can cope rather than how horrible everything is going to be. "Stress can actually help memory, provided it is short-term and not too severe. Stress causes more glucose to be delivered to the brain, which makes more energy available to neurons. This, in turn, enhances memory formation and retrieval. On the other hand, if stress is prolonged, it can impede the glucose delivery and disrupt memory."	