



**Georgia Department of Technical  
and Adult Education**

**Module 5**

**ATTITUDE**

**WORK ETHICS MODULES**

**LESSON TITLE:**            *Attitude*

**INTRODUCTION:**            Upon completion of this lesson, students will recognize and exhibit positive attitudes, appear self-confident, and develop realistic expectations for themselves. The objectives listed below should be met.

**OBJECTIVES:**

- Demonstrate a positive attitude
- Appear self-confident
- Have realistic expectations of self

**EQUIPMENT AND MATERIALS:**

Module 5 Attitude

**MODULE OVERVIEW:**

This module concentrates on teaching students to recognize and display the proper personal attitudes and develop realistic expectations for themselves in school and at work. Students will learn to feel good about themselves and demonstrate the proper level of self-confidence.

The key to obtaining the proper attitude about oneself is to always strive to do the best job at every task that the person is capable of doing.

It is also important for us to recognize that our attitudes are not set in stone. We have the ability to change our attitudes. Positive thinking will do much to improve how we feel about ourselves and our abilities.

## **ATTITUDE**

### **Demonstrate a Positive Attitude**

We should never underestimate the power of the proper attitude. Our attitude determines how successful we will be as students and as employees and how well we get along with our classmates and co-workers.

We often fail to remember that our attitude determines our altitude and that we determine our own fate by controlling our attitudes. Our attitudes become self-fulfilling prophecies. If we have a good attitude about something, we typically have good results. If, on the other hand, we have a negative attitude or feel that something will turn out bad, it usually does.

We should start to improve our attitude toward ourselves by doing our best at everything we do. Doing our best results in pride, and pride creates self-confidence. Doing our best also catches the eye of our instructor or our supervisor. Typically, we will be rewarded for being the best that we can be. Rewards also lead to increased pride and self-confidence. It is easy to see how the domino effect of a positive attitude can lead to the reaching of our full potential, and the maximizing of our learning or working experience.

The flip side of this parable is also true. A negative attitude, or even one of indifference, will cause us not to feel so good about ourselves. Others will notice our attitude and comment on it. When our flaws are pointed out to us, it is often like pouring fuel on a fire. Our attitudes are bound to get worse and our chances for success will diminish.

A negative attitude is often compared to the flu, because it is highly contagious and because it can get much worse if left untreated. A bad attitude, being contagious, will "rub off" on others. Have you ever noticed that when you are around a group of complainers, you too begin to feel dissatisfied? However, this works both ways: if we have a negative attitude, the moods of our classmates or co-workers may be dampened. A bad attitude will not literally make us sick, as the flu can, but it can certainly weaken our chances to succeed.

A positive attitude has been compared to electricity because of its "shocking" importance and because it, too, is not always recognized or appreciated until it is absent. A positive attitude is not always verbally rewarded; However, there's no question that having a positive attitude will increase our chances of success.

### **Appear Self-confident**

A proper degree of self-confidence is prerequisite to a successful and rewarding career. One must always be willing to learn new skills, and to take opportunities to grow, in order to develop and maintain self-confidence.

Those who lack in self-confidence are the ones in the class, or in the workforce, who are timid and shy. These people don't feel that they are important and do not feel worthy to make a contribution. They doubt their value; therefore, they don't take opportunities to show what they can do. These people have a low self-esteem.

Those who have too much self-confidence appear conceited. These are the ones who have an inflated sense of their self-worth. They tend to believe that they are the smartest, the best looking, and the overall most able in the group. They feel that their opinion or answer is always the correct one and that everyone looks up to them and respects them. They don't really grow because they are busy "coasting" on their perceived "importance."

The people who are fortunate enough to possess and display the proper degree of self-confidence are the ones that realize that they are no better or no worse than their peers are. These people are poised and confident. They hold their head up in a crowd. They earn respect from their peers and leaders by their wise decisions and helpfulness.

### **Have Realistic Expectations of Self**

We all have our own set of limitations and our different capabilities. Realizing what our limits are is an important part of becoming the best that we can be.

To be successful, we should set goals for ourselves. Our goals must be challenging, but obtainable, and they should be realistic and based on our individual set of limitations and capabilities.

If we expect too little of ourselves, we will become bored and will never achieve our full potential. If we expect too much of ourselves, we will never be quite able to reach our goals, and we will become frustrated.

Setting realistic goals, and working to achieve them, helps us to continually grow and develop.

# **MODULE 5**

## **Attitude Activities**

## Suggested Activities For Module 5 ATTITUDE

<b>Activity</b>	<b>Title</b>	<b>Time</b>	<b>Page No.</b>
1	Self-Image Assessment	10	7
2	15 Manifestations of Poor Self-Image	15	9
3	Positive Affirmations	15	11
4	Confidence Boosters	20	13
5	Self-Esteem Discussion Questions	30	16
6	Self-Image Case Study	30	19
7	How Others See Me	25	21
8	Attitudes	10	23
9	Human Relations	20	28
10	7 Ways to Improve Your Self-Image	10	31

## **Module 5 ■ Activity 1 ■ ATTITUDE**

**Activity:** Self-Image Assessment

**Materials Needed:** Handouts/Transparency: Self-Assessment

**Directions:** Students should be given this self-assessment and discuss the results in class.

**Time Required:  
10 Minutes**

### **Self-Assessment Exercise**

For each statement, circle the number from 1 to 5 that best represents your response: (1) strongly disagree (never do this); (2) disagree (rarely do this); (3) moderately agree (sometimes do this); (4) agree (frequently do this); (5) strongly agree (almost always do this).

A. I constantly monitor my self-talk in order to maintain high self-esteem.

1      2      3      4      5

B. I tend to be future-oriented and not overly concerned with past mistakes or failures.

1      2      3      4      5

C. I have developed and maintained high expectations for myself.

1      2      3      4      5

D. I accept myself as a changing, growing person capable of improvement.

1      2      3      4      5

E. My goals are clearly defined, attainable, and supported by positive self-talk.

1      2      3      4      5

Select an appropriate attitude or skill you would like to improve. Write your goal in the space provided.

GOAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*--Source: Human Relations Principles and Practices, 2<sup>nd</sup> Ed., Reece/Brandt, Houghton Mifflin Co., 1994*



## **Module 5 ■ Activity 2 ■ ATTITUDE**

**Activity:** Discussion of 15 Manifestations of Poor Self-Image
















**Materials Needed:** Handouts/Transparency: Fifteen Manifestations of a Poor Self-Image

**Directions:** Students should discuss how these 15 traits demonstrate poor self-image.

**Time Required:  
15 Minutes**

**Module 5 ■ Activity 2 ■ ATTITUDE**

**Fifteen Manifestations of a Poor Self-Image**

<input type="checkbox"/> critical and jealous nature			<input type="checkbox"/> lack of genuine friends
<input type="checkbox"/> involvement in gossip			<input type="checkbox"/> senseless and erratic actions
<input type="checkbox"/> improper reaction to criticism			<input type="checkbox"/> excuses to justify failure
<input type="checkbox"/> improper reaction to laughter			<input type="checkbox"/> spur of the moment, impossible promises
<input type="checkbox"/> an uncomfortable feeling when alone			<input type="checkbox"/> rebellion against authority
<input type="checkbox"/> an I don't care attitude			<input type="checkbox"/> failure to be self-assertive
<input type="checkbox"/> breakdown in decency			<input type="checkbox"/> foolish and impulsive actions
<input type="checkbox"/> too much emphasis on material things			

## **Module 5 ■ Activity 3 ■ ATTITUDE**

**Activity:** Positive Affirmations

**Materials Needed:** Handouts/Transparency: Building Self-Esteem

**Directions:** The instructor should discuss how using self-talk or positive affirmations (such as those on this activity) can help in improving a poor self-image. Then he or she should encourage students to share their opinions on why each item on the handout could benefit someone who is trying to build a better self-image.

**Time Required:  
15 Minutes**

## **Building Self-Esteem**

### **Visualize self-esteem**

- ◆ Remembering the principle of the self-fulfilling philosophy, hold in your mind the self-image of good qualities you want to maintain and strengthen.
- ◆ Study the characteristics of people you admire and see yourself as having those characteristics.

### **Verbalize self-esteem**

Give yourself the gift of positive self-talk and positive affirmations such as the following:

- ◆ I am a warm, kind, loving person.
- ◆ I have strength and energy.
- ◆ I love life; life loves me.
- ◆ I hereby set aside every negative thought about myself.
- ◆ I refuse to run myself down or listen if others do.
- ◆ I reject every feeling of inferiority or inadequacy.
- ◆ I reject all thoughts of self-pity.
- ◆ What I think of myself will be what I am.
- ◆ I will not think "I can't," only "I can."

### **Demonstrate self-esteem**

- ◆ Act as if you like yourself.
- ◆ Show genuine interest in others.
- ◆ Walk and stand straight.
- ◆ Hold your chin up.
- ◆ Look people in the eye.
- ◆ Maintain good posture.
- ◆ Speak up and speak distinctly.
- ◆ Be a good listener.
- ◆ Show pride in the way you dress and in your personal appearance.

## **Module 5 ■ Activity 4 ■ ATTITUDE**

**Activity:** Confidence Boosters

**Materials Needed:** Handouts/Transparency: Confidence Boosters

**Directions:** Students should participate in an instructor-led discussion of how these confidence boosters affect one's self-image.

**Time Required:  
20 Minutes**

## **Confidence Boosters**

1. As you look in the mirror each morning, and as you walk through the office door, say to yourself, "I am somebody special! I make a vital contribution to this organization."

2. Set a goal to take a risk every day of every week.

Do something you have never done or said you would never try again.

Initiate a conversation with a stranger.

Eat dinner alone.

Do some public speaking.

3. Keep a journal of successes and risks which brought rewards.

Dig into your past and add to your journal any childhood or teenage successes you can recall.

4. Conquer unrealistic fears by learning the art of relaxation.

Relax, really relax, for ten minutes every day. Learn deep breathing. When confronted with a terrifying situation, take six deep breaths. You simply cannot feel fear and tranquility at the same time. Choose the latter.

5. Develop enthusiasm for your job. The most promotable people find something exciting about their work. Try to discover how your work really fits into the organization. If you fail in this endeavor--if you can't find one thing rewarding about the job--reevaluate your career goals.

6. Smile. Walk with your head high and your shoulders square. Look people in the eye. Shake hands and introduce yourself. Put some bounce in your stride. Put some authority in your voice. Always look your best. Your appearance influences the way you feel. Look great--feel great.

7. List positive statements about yourself, or record your short--and long-term goals and objectives on a card.

Always carry it. Read it often. Have a similar card in your desk to read during tense times.

## **Module 5 ■ Activity 4 ■ ATTITUDE**

8. Volunteer to help somebody who cannot return the favor.

Get in the habit of giving just because it feels good.

9. Read biographies of successful people.

10. Attend self-development workshops.

11. Talk to yourself as kindly as you would talk to your best friend.

Would you call your best friend ugly, incompetent, fat, or stupid? Then don't label yourself that way either. This is a twist on the golden rule: Do unto yourself as you would do unto your friends.

12. Surround yourself with positive people.

People who care about themselves will find it pleasurable to be good to you.

13. Say good-bye to a "victim's" mentality.

Quit focusing on how others have mistreated you. Do something nice for yourself instead.

14. When faced with failure, say to yourself, "This situation didn't work out the way I would have liked." When you succeed, say to yourself, "I am pleased with these results. Good job!"

15. Give yourself power by deciding what you can do in problem situations.

Blaming and criticizing only reinforces your weakness. Build strength through constructive action.

**Module 5 ■ Activity 5 ■ ATTITUDE**

**Activity:** Self-Esteem Discussion Questions

**Materials Needed:** Handouts/Transparency Self-Esteem Review Questions

**Directions:** Students should participate in an instructor-led discussion of these exercises. An answer key is provided

**Time Required:  
30 Minutes**



## **Self-Esteem Review Questions**

1. What is self-esteem and why is it important?
2. What influences help shape a person's self-esteem?
3. How do the expectations of yourself and others affect your self-esteem?
4. How does self-talk affect one's self-esteem?
5. Think about people you know at school, at work, or in your social environment who seem to exhibit low self-esteem. Describe the qualities that give you this impression. Now think about people you know who exhibit high self-esteem. List their qualities. Often these two lists will reflect direct opposites, such as "has a sloppy appearance/has a very neat appearance" or "avoids eye contact with others/good eye contact." What steps might the people you identified as having low self-esteem take to enhance their images? How might these steps improve their self-esteem?
6. Your self-esteem is what you think and feel about yourself, not what someone else thinks or feels about you. However, you are always reevaluating yourself in light of others' comments about you and your behavior. Write down some comment—both positive and negative—that others (family, employers, teachers, acquaintances) have made about you that have affected your self-esteem. Are you able to listen to these positive and negative comments others offer you and judge them against your internal standards of your own self-worth? Describe a time when you took this kind of control of your own self-esteem development and either acknowledged the comments as true or rejected them as false.

*Source: Adapted from Human Relations Principles and Practices, Reece/Brandt, Houghton Mifflin Co., 1994.*

## **Self-Esteem Review Questions**

### **ANSWERS**

1. What is self-esteem and why is it important?  
***Your self-esteem is what you think and feel about yourself, not what someone else thinks or feels about you. It is important because if we want to get along with others, we have to feel good about ourselves. Low self-esteem causes us to exhibit negative behaviors that create problems in our interactions at work and at school.***
2. What influences help shape a person's self-esteem?  
***Successes, failures, others' opinions and treatment of us, etc.***
3. How do the expectations of yourself and others affect your self-esteem?  
***If we think we cannot perform, we will not. The mind sets up a self-fulfilling prophecy. Whether we see ourselves succeeding or failing will determine whether we actually do succeed or fail. That is why it is so important to visualize ourselves being successful, likeable, and capable.***
4. How does self-talk affect one's self-esteem?  
***Self-talk goes along with self-visualization so that positive self-fulfilling prophecies are established.***
5. Think about people you know at school, at work, or in your social environment who seem to exhibit low self-esteem. Describe the qualities that give you this impression. Now think about people you know who exhibit high self-esteem. List their qualities. Often these two lists will reflect direct opposites, such as "has a sloppy appearance/has a very neat appearance" or "avoids eye contact with others/good eye contact." What steps might the people you identified as having low self-esteem take to enhance their images? How might these steps improve their self-esteem? ***Answers will vary. Some steps which might be taken include setting small goals and meeting with success, associating with positive, uplifting people; reading inspirational books or listening to inspirational tapes or religious messages; and engaging in positive self-talk. These steps fill one's mind with positive images which create a positive self-fulfilling prophecy.***
5. Your self-esteem is what you think and feel about yourself, not what someone else thinks or feels about you. However, you are always reevaluating yourself in light of others' comments about you and your behavior. Write down some comments—both positive and negative—that others (family, employers, teachers, and acquaintances) have made about you that have affected your self-esteem. Are you able to listen to these positive and negative comments others offer you and judge them against your internal standards of your own self-worth? Describe a time when you took this kind of control of your own self-esteem development and either acknowledged the comments as true or rejected them as false. ***Answers will vary.***

*Source: Adapted from Human Relations Principles and Practices, Reece/Bryant, Houghton Mifflin Co., 1994.*

## Module 5 ■ Activity 6 ■ ATTITUDE

**Activity:** Self-Image Case Study

**Materials Needed:** Handouts/Transparency: Case Study

**Directions:** Students should work in groups to determine the answer to the question concerning the case study.

**Suggested Answer:**

*People like Sally are convinced that if other people know them as they really are, the people will reject, belittle, and dislike them. Self-rejecting people try to hide by pretending to be whatever is popular. They try to create "masks" that they hope other people will like. When they are liked, self-rejecting people believe that it is the masks that others like, not their real selves. Being accepted for a lie only leads to further self-rejection. When they are disliked, self-rejecting people believe that their basic "no-goodness" is showing through the mask. Because they dislike themselves, self-rejecting people hide their real selves from other people.*

*In order for you to tell other people who you are, you must accept and appreciate yourself. If you do not feel you are OK, you cannot let other people get to know you. The more you accept and appreciate yourself, the easier it is to let other people get to know you as you really are because you will find it easier to share your thoughts and feelings and to form close friendships. After all, the more you let people get to know you as you really are, the more they will accept and appreciate you. This acceptance from others will reinforce self-acceptance and lead to a good self-image.*

**Time Required:  
30 Minutes**

## **Case Study**

Sally had a fantastic talent for being self-rejecting. Sally could take any action of any person and explain why it meant she was disliked and was basically a no-good person. When Sally got a raise, she explained to others that the raise was given to her because the boss felt guilty about his hatred for her. Once Sally got complimented on how well she did on a project. Sally explained this away by saying the boss was making fun of her for how she usually did things. One day a co-worker complimented Sally on how nice she looked. Sally spent the entire lunch hour explaining how she was the worst-looking woman in the city. She said that no matter how many people tried to make her feel better about her ugliness, she felt rotten every time she looked into a mirror. Finally, her co-workers organized a party on her birthday at which they told Sally how much they liked her because she was a terrific person. She first went into shock. Later she confided to a friend that she had lost all respect for everyone in the office. She said she was thinking about quitting and finding more intelligent people to work with because if these people thought she was great, they really had to be stupid people and she didn't want to associate with them.

What happens to a person like Sally who rejects herself so deeply?

*Source: Adapted from Human Relations and Your Career, Johnson, Prentice-Hall, Inc., 1978.*

## **Module 5 ■ Activity 7 ■ ATTITUDE**

**Activity:** How Others See Me

**Materials Needed:** Handouts/Transparency: "How Others See Me", envelopes, slips of paper, paper clips

**Directions:** Instructors provide copies of the handout, envelopes, paper clips, and slips of paper for students to complete this activity. Students complete Steps 1, 2, 3, and the instructor will perform Step 4. Students then complete Step 5. The instructor should lead the students in discussing the five questions at the bottom of the activity. (Answers may vary.)

**Time Required:  
25 Minutes**

## **How Others See Me**

1. Paper-clip your name to an envelope.
2. Place the envelope in a central location with the envelopes of other class members.
3. Without using any names, write one positive characteristic which describes each student in the experience. Write these descriptions on small separate slips of paper, which are anonymously placed in the envelope of the appropriate person.
4. The teacher should remove the paper-clipped names from each envelope and thoroughly mix the envelopes. This way an individual's envelope cannot be identified.
5. Look for your envelope by reading the descriptions in the envelope and deciding which one fits you.

### **After the activity, discuss these questions:**

1. Did you find an envelope which you felt described you?
2. How did you feel about the description of yourself?
3. Did you agree with the descriptions of yourself?
4. Did you accept or reject the description of yourself?
5. Do others see you the same way you see yourself?

*--Source: Adapted from Vocational Home Economics Resource Guide for Displaced Homemaker Programs, Ohio Department of Education.*

## **Module 5 ■ Activity 8 ■ ATTITUDE**

**Activity:** Attitudes

**Materials Needed:** Handouts/Transparency: Attitude Toward Yourself, Attitude Toward Your Job, Attitudes Toward Your Co-Workers, Attitude Toward Customer/Clients

**Directions:** Divide the class into four groups. Assign each group one of the handouts to discuss and lead a class discussion on. All students should participate.

**Time Required:  
10 Minutes**

## **Attitude Toward Yourself**

- ◆ Think well of yourself personally—self-esteem, self-confidence.
- ◆ Think well of yourself professionally—competency.
- ◆ Project a professional image at all times.
- ◆ Appreciate and understand the importance of the work that you do.
- ◆ Seek professional self-development on your own—don't wait to be told!
- ◆ Carefully select professional and/or community organizations for membership.
- ◆ Consider the value system of others while examining your own values.
- ◆ Realize your personal worth.

*If you don't think well of yourself, it is difficult for others to respect you.*



## **Attitude Toward Your Job**

- ◆ Accept change.
- ◆ Maintain honesty and integrity.
- ◆ Understand cultural diversity.
- ◆ Understand the entire business operation and where your job fits in.
- ◆ Understand the importance of teamwork.
- ◆ Avoid office politics.
- ◆ Observe office hours—and other company regulations.
- ◆ Accept constructive criticism concerning your work.
- ◆ Accept responsibility.
- ◆ Remain loyal.
- ◆ Respect privacy of others.
- ◆ Learn to work under pressure and adjust to being pulled in many directions at once.
- ◆ Respect time—make every minute count.
- ◆ Look for the challenges of your job—enjoy doing a job well.

## **Attitudes Toward Your Co-Workers**

- ◆ Respect privacy of others.
- ◆ Understand cultural differences.
- ◆ Be supportive of each other (especially female/female relationships).
- ◆ Promote teamwork.
- ◆ Help others to accept change.
- ◆ Use positive language, even in conflict situations.
- ◆ Strive to settle differences before they become a problem—don't carry a grudge.
- ◆ Work to achieve common goals.
- ◆ Do not overemphasize winning—may lose more by winning than by losing a few arguments.
- ◆ Be a good negotiator.
- ◆ Think before you speak (don't shoot from the hip).
- ◆ Learn to be assertive, not aggressive.
- ◆ Refuse to participate in malicious grapevine information.
- ◆ Don't brag constantly (or whine).
- ◆ Pay value to co-workers—their feelings do count. Show appreciation. Genuinely care about your co-workers.
- ◆ Listen!

## **Attitude Toward Customers/Clients**

- ◆ Understand cultural diversity—including race, religion, sex, and mental and physical disabilities.
- ◆ Be service-oriented.
- ◆ Always greet people with a smile.
- ◆ Always stand to greet people (if possible).
- ◆ Practice making proper introductions and greetings.
- ◆ Observe nonverbal communication of others—and be careful with your own.
- ◆ Use positive language—especially in negative situations.
- ◆ Do not react to irate customer/client—learn to diffuse the anger.
- ◆ Practice courteous and efficient telephone techniques.
- ◆ Make a good first impression.
- ◆ Always endeavor to be helpful.
- ◆ Be sympathetic with a customer who has a problem with the company—but do not admit any guilt prematurely. Don't take the blame too quickly!

*Put yourself in the customer's place.*

*Understand "no customer—no job."*

**Module 5 ■ Activity 9 ■ ATTITUDE**

**Activity:** Human Relations

**Materials Needed:** Handouts/Transparency: Tips on Human Relations

**Directions:** Discuss the 45 tips on human relations. Give examples or ask students for scenarios illustrating each point.

**Time Required:  
20 Minutes**

## **Tips on Human Relations**

1. Learn to like yourself (no one else can if you cannot).
2. Believe in your own personal growth.
3. Expect people to like you.
4. Be natural—be yourself.
5. Be sincere.
6. Be on the outlook for good qualities in others.
7. Be interested and concerned about others.
8. Give praise when it is due.
9. Let your friends know you like them.
10. Do not take your friends for granted.
11. Be appreciative, kind, and considerate.
12. Smile—Smile—Smile.
13. Form your own opinions about others. Find out for yourself whether you like someone... do not judge second-hand.
14. Do not always have to have your own way.
15. Speak your mind when asked what you think of a particular situation or something.
16. Do not hold grudges.
17. Be dependable.
18. Do not give your word unless you intend to keep it.
19. Do not criticize others.
20. Be able to take constructive criticism.
21. Be happy for the good that comes to others.
22. Do not exaggerate.
23. Try to be understanding.
24. Be willing to admit your mistakes.
25. Learn from your mistakes.

## **Module 5 ■ Activity 9 ■ ATTITUDE**

26. Do not spread your problems around.
27. Be available and approachable. Do not limit yourself to just one friend.
28. Do not wait for people to come to you . . . go to them.
29. Avoid being loud and boisterous.
30. Do not do something just because another does.
31. Do not argue.
32. Do not make private or whispered conversation in groups.
33. Avoid annoying mannerisms.
34. Be judged by what you are—not by who you know or what you have.
35. Be able to keep secrets.
36. Respect the rights of others.
37. Do not joke about other people's faults.
38. Do not be a gossip.
39. Do not seek praise in return for kindness.
40. Have a sense of humor.
41. Be able to laugh at yourself.
42. Do not borrow or lend unless it is absolutely an emergency.
43. Always accept compliments gracefully and graciously.
44. Do not change your personality every week.
45. Do not be too hard on yourself.

## **Module 5 ■ Activity 10 ■ ATTITUDE**

**Activity:** 7 Ways to Improve Your Self-Image

**Materials Needed:** Handouts/Transparency: 7 Ways to Improve Your Self-Image

**Directions:** Ask students to individually complete #1 on the handout. Write down all the positive things they can think of about themselves—then list the negative things. Lead discussions on how they plan to change, reinforce, improve, and so on. Answers will vary.

**Time Required:  
10 Minutes**

## **7 Ways to Improve Your Self-Image**

1. **Take an inventory.** Write down all the positive things you can think of about yourself. Also list the negative things. In this way, you will gain an awareness of your strengths and good qualities—and your weaknesses will not seem so overwhelming.
2. **Make changes.** Change the things you do not like about yourself. If you are like most people, your list will contain comments such as, "I smoke too much," and "I'm impulsive." In most all instances, the negative traits are habits and, therefore, can be changed.
3. **Sell yourself.** When you focus attention on your qualities, you reinforce your feeling of self-worth. You must constantly remind yourself of areas of competence.
4. **Forget about past shortcomings.** Many of the things that contribute to an individual's poor self-image are relics of the past. It's never too late to bury the past.
5. **Avoid overcritical associations.** Some people are not happy unless they are finding fault with those around them. Even if their criticisms are undeserved, these people often contribute to a poor self-image and should be avoided.
6. **Reinforce your improved self-image with positive feedback.** When you do something praiseworthy, tell yourself, "Hey, I did great!"
7. **Keep polishing your self-image.** Keep working on becoming a better and more effective human being. The more pleased you are with your self-improvement efforts, the happier and more successful you'll become.