



Don't take yourself too seriously. If you are self-focused it's hard to see things objectively.

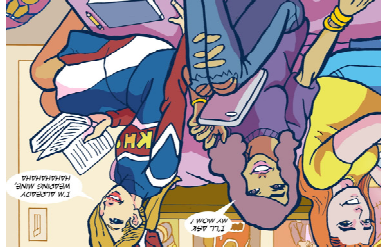
Try, fail, try, fail, try—succeed! You also know this as “try, try again...”

When feeling overwhelmed, do things in part acts or “one step at a time.” Break down complex jobs into smaller steps to make them more manageable.

Decide, plan and act. To accomplish anything, you have to decide what to do, plan how to do it, and then do it.



Knowledge teaches you what to do, but practice tells you how to do it. Someone learning to hold down their temper or reduce anxiety needs practice for this to become automatic.



Be group-minded. Act in the best interest of the group instead of your own self-interest.

Humor is our friend, temper is our enemy. Use humor in a stressful situation to change your outlook and response.



Top 10 Tools!

People do things that annoy us, not to annoy us. Realize that it is the action that is bothersome, not the individual.

We can't change an event, but we can change our reaction to it. If you can't change your friend, your family, or your co-worker, you will have to change your attitude toward them or the situation.



Endorse for each effort, not just the outcome. Every effort deserves praise!

