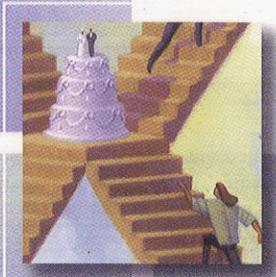
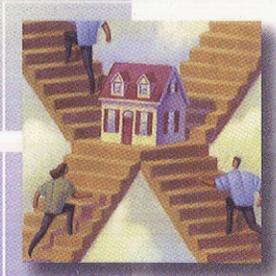


# PSYCHOLOGY of **SUCCESS**

Finding Meaning in Work and Life



5e

Denis Waitley

# Contents

## CHAPTER 1 Psychology and Success 2

**Real-Life Success Story** “Am I Doing the Right Thing?” 2

### SECTION 1.1 Understanding Success 4

What Is Success? 4

Activity 1: What Success Means to You 5

Personal Journal 1.1 Ingredients of Success 9

Activity 2: Your Role Model 12

Activity 3: How Happy Are You? 15

Understanding Psychology 17

Personal Journal 1.2 Your Thoughts, Feelings, and Actions 21

### SECTION 1.2 Understanding Yourself 24

Your Inner Self 24

Personal Journal 1.3 How Do You See Yourself? 26

Activity 4: Wheel of Life 27

You and Your Social World 30

Activity 5: Sides of Yourself 31

Activity 6: Identity Profile 34

Chapter Review and Activities 39

**Real-Life Success Story** “Am I Doing the Right Thing?” 41

## CHAPTER 2 Self-Awareness 42

**Real-Life Success Story** “What Do I Really Want?” 42

### SECTION 2.1 Finding Your Direction 44

Developing Self-Awareness 44

Personal Journal 2.1 How Well Do You Know Yourself? 45

Activity 7: How Self-Conscious Are You? 47

Defining Your Dreams 49

Getting in Touch with Your Values 52

Personal Journal 2.2 What Are Your Dreams? 53

Activity 8: Values Inventory 56

### SECTION 2.2 Discovering Your Strengths 59

Personality and Individuality 59

Activity 9: Personality Self-Portrait 61

Exploring Your Skills and Interests 64

Activity 10: Skills Assessment 67

Activity 11: Discover Your Multiple Intelligences 70

Personal Journal 2.3 Exploring Your Interests 74

Putting It All Together: Self-Awareness and Work	75
Activity 12: Interest Survey	78
Chapter Review and Activities	81
<b>Real-Life Success Story</b> “What Do I Really Want?”	83

## CHAPTER 3 Goals and Obstacles 84

<b>Real-Life Success Story</b> “Where Do I Go From Here?”	84
<b>SECTION 3.1 Setting and Achieving Goals</b>	86
What Are Your Goals?	86
Activity 13: Setting SMART Goals	88
Activity 14: Generating Short-Term Goals	91
Personal Journal 3.1 Goal Cards	93
Overcoming Obstacles	94
Activity 15: Anticipating Obstacles	97
<b>SECTION 3.2 Handling Stress and Anger</b>	100
Stress and Stressors	100
Activity 16: How Stressed Are You?	103
Coping with Anger	108
Personal Journal 3.2 Stress Management Techniques	108
Activity 17: Personal Stressors and Relievers	109
Personal Journal 3.3 Stress Relief Reminders	111
Personal Journal 3.4 Anger Triggers	115
Chapter Review and Activities	117
<b>Real-Life Success Story</b> “Where Do I Go From Here?”	119

## CHAPTER 4 Self-Esteem 120

<b>Real-Life Success Story</b> “Do I Have What It Takes?”	120
<b>SECTION 4.1 Understanding Self-Esteem</b>	122
The Power of Self-Esteem	122
Activity 18: Test Your Self-Esteem	125
Activity 19: Social Support and Self-Esteem	132
Self-Expectancy and Self-Esteem	134
Personal Journal 4.1 Examine Your Self-Expectancy	135
Activity 20: Accomplishment Inventory	137
Personal Journal 4.2 Learning to Cope	139
<b>SECTION 4.2 Learning to Like Yourself</b>	141
Self-Acceptance and Self-Esteem	141

Activity 21: Personal Inventory	144
Personal Journal 4.3 Social Comparison Log	149
Personal Journal 4.4 Your Ideal Self	150
Using Positive Self-Talk	151
Activity 22: Negative Self-Talk Log	154
Criticism and Self-Esteem	156
Activity 23: Handling Criticism	161
Chapter Review and Activities	165
<b>Real-Life Success Story</b> “Do I Have What It Takes?”	167

## CHAPTER 5 Positive Thinking 168

<b>Real-Life Success Story</b> “Will Things Go My Way?”	168
SECTION 5.1 <b>Becoming a Positive Thinker</b>	170
Positive Thinking and Optimism	170
Adopting Positive Habits	173
Personal Journal 5.1 Focusing on the Good	174
Activity 24: Are You a Positive Thinker?	175
Activity 25: Banishing Worry	180
Thinking Style and Health	182
Personal Journal 5.2 Depression Self-Check	183
Activity 26: What’s Your Health Attitude?	186
SECTION 5.2 <b>Conquering Negative Thoughts</b>	189
Overcoming Self-Defeating Attitudes	189
Recognizing Distorted Thoughts	191
Activity 27: Challenging Self-Defeating Attitudes	192
Personal Journal 5.3 From Irrational to Rational	199
Changing Your Negative Thoughts	199
Activity 28: Disputing Negative Thoughts	203
Chapter Review and Activities	205
<b>Real-Life Success Story</b> “Will Things Go My Way?”	207

## CHAPTER 6 Self-Discipline 208

<b>Real-Life Success Story</b> “Should I Make a Change?”	208
SECTION 6.1 <b>Taking Control of Your Life</b>	210
What Is Self-Discipline?	210
Personal Journal 6.1 Going Against the Odds	212

Controlling Impulses	213
Activity 29: Do You Control Your Life?	214
Personal Journal 6.2 Thinking Long-Term	217
Embracing Change	218
Activity 30: Making Positive Changes	219
Conquering Bad Habits	221
Activity 31: Overcoming Resistance to Change	222
Activity 32: Getting to Know Your Bad Habits	226
Personal Journal 6.3 Habit Change Chart	228
<b>SECTION 6.2 Disciplining Your Thinking</b>	<b>231</b>
Learning to Think Critically	231
Activity 33: How Critical Is Your Thinking?	233
Becoming a Better Decision Maker	239
Activity 34: Developing Your Critical Thinking	240
Activity 35: Using the Decision-Making Process	244
Personal Journal 6.4 Pros and Cons	248
Chapter Review and Activities	251
<b>Real-Life Success Story “Should I Make a Change?”</b>	<b>253</b>

## CHAPTER 7 Self-Motivation 254

<b>Real-Life Success Story “How Can I Succeed?”</b>	<b>254</b>
<b>SECTION 7.1 Understanding Motivation</b>	<b>256</b>
The Power of Motivation	256
Personal Journal 7.1 Generating Positive Motivation	258
Activity 36: What Motivates You?	260
Needs and Motivation	263
Activity 37: Are Your Needs Being Met?	269
<b>SECTION 7.2 Recharging Your Motivation</b>	<b>271</b>
Motivation and Emotion	271
Overcoming Fear of Failure	272
Overcoming Fear of Success	275
Activity 38: Expanding Your Comfort Zone	276
Personal Journal 7.2 Confronting Fear of Success	279
Visualization	280
Activity 39: Visualizing Success	283
Chapter Review and Activities	285
<b>Real-Life Success Story “How Can I Succeed?”</b>	<b>287</b>

## CHAPTER 8 Managing Your Resources 288

**Real-Life Success Story** “Will I Ever Be Able to Enjoy Some ‘Free’ Time?” 288

### SECTION 8.1 Time Management 290

Faking Control of Your Time 290

Activity 40: Time-Demand Survey 292

Personal Journal 8.1. Prioritizing Your Life 295

Activity 41: Examining Your Priorities 297

Activity 42: Time-Management Practice 300

Tackling Procrastination 302

Personal Journal 8.2. What’s Your Prime Time? 302

Activity 43: Do You Procrastinate? 304

### SECTION 8.2 Money Management 307

Money Matters 307

Personal Journal 8.3. How Do You See Money? 308

Managing Your Finances 309

Activity 44: Expense Log 311

Stretching Your Resources 315

Activity 45: Budget Worksheet 316

Personal Journal 8.4. Look Before You Leap 320

Chapter Review and Activities 323

**Real-Life Success Story** “Will I Ever Be Able to Enjoy Some ‘Free’ Time?” 325

## CHAPTER 9 Communication and Relationships 326

**Real-Life Success Story** “How Do I Stand Up for Myself?” 326

### SECTION 9.1 Effective Communication 328

A Look at Communication 328

Activity 46: How Much Do You Know About Communication? 329

Nonverbal Communication 334

Activity 47: Analyzing Communication 335

Improving Your Communication Skills 340

Activity 48: Body Language Log 341

Personal Journal 9.1. “I” Statements 344

Activity 49: Giving Feedback 347

SECTION 9.2	<b>Healthy Relationships</b>	349
	A Look at Relationships	349
	Personal Journal 9.2 Understanding Diversity	352
	Personal Journal 9.3 Circles of Yourself	354
	Interpersonal Relationships	356
	Activity 50: Your Close Relationships	358
	Personal Journal 9.4 Dealing with Conflict	363
	Chapter Review and Activities	365
	<b>Real-Life Success Story</b> “How Do I Stand Up for Myself?”	367
	Further Reading	368
	Glossary	370
	Index	381

## FIGURES **Table of Figures**

FIGURE 1.1	<b>Positive and Negative Emotions</b>	22
FIGURE 2.1	<b>Feeling Words</b>	50
FIGURE 2.2	<b>Expanding Your Intelligences</b>	66
FIGURE 3.1	<b>SMART Goals</b>	86
FIGURE 3.2	<b>The ABC Model</b>	100
FIGURE 4.1	<b>Childhood Origins of Self-Esteem</b>	129
FIGURE 4.2	<b>You and Your Ideal</b>	149
FIGURE 4.3	<b>Responding to Constructive Criticism</b>	158
FIGURE 4.4	<b>Responding to Destructive Criticism</b>	160
FIGURE 5.1	<b>The Power of Positive Thoughts</b>	172
FIGURE 5.2	<b>Self-Defeating Attitudes: A Vicious Cycle</b>	190
FIGURE 5.3	<b>The ABCDE Method</b>	201
FIGURE 6.1	<b>Ingredients of Self-Discipline</b>	211
FIGURE 7.1	<b>Positive and Negative Motivation</b>	257
FIGURE 7.2	<b>Maslow’s Hierarchy of Needs</b>	265
FIGURE 7.3	<b>Expanding the Comfort Zone</b>	274
FIGURE 8.1	<b>Where the Money Goes</b>	313
FIGURE 9.1	<b>Elements of Communication</b>	331
FIGURE 9.2	<b>Influences on Nonverbal Communication</b>	339
FIGURE 9.3	<b>The Johari Window</b>	361

## FEATURES professional development

- You on Paper 7
- Career Fufillment 76
- Job Stress 106
- Image Consulting 142
- Thinking Positive at Work 178
- Wanted: Problem Solvers 242
- What's Your Goal-Setting Style? 272
- Investing in Tomorrow 314
- Getting Your Résumé Right 346

## Applying Psychology \*

- Projective Tests 20
- Lead by Example 54
- Are You Technostressed? 101
- Culture and Body Image 147
- Aging with an Attitude 171
- A Little Guilt Can Be Good for You 215
- Beliefs That Make Smart People Dumb 267
- The Lure of Advertising 315
- Are You Listening to Me? 339

00

- Virtual Therapy 18
- Online Personality Profiles 60
- Surfing the Day Away 96
- Your Social Network 131
- Building Your Pyramid 185
- Artificial Intelligence 232
- Collaborative Learning Motivates 266
- E-mail Efficiency 306
- E-mail Empathy 357