



Self-Talk and Self-Motivation Self-Management and the Accountability Mindset

HALF-DAY PROGRAM

BRANDON PARTNERS

Corporate Training in Organizational and Interpersonal Savvy

Smooth Sailing Towards North Star Goals

- Executing on Strategic Goals
- Raising the Performance Bar
- Building a Positive Culture (such as Dialogue Skills for Productive Relationships and Reduced Stress)
- Risk Management
- Job and Career Satisfaction



Rough Sailing De-Motivation and Job Stressors!



Today's Game Plan



Self-Motivation Tactics and Discussion

Motivating Yourself: The Inner Game of Performance

- Understanding Self-Talk Dynamics
- Self-Talk Strategies
- The Accountability Mindset

Motivating Others

- Handling Mistakes to Build a Learner Attitude
- Encouraging High, Positive Expectations in Others

Learning Goals

Self-Talk and Self-Motivation

Background

This half-day clinic helps individual contributors, professionals, and managers to handle the stress and demotivators present in many of today's demanding work environments.

We can learn practical skills for managing our own self-motivation, cultivating a mindset of Accountability versus Victimhood, and motivating others. These methods can pour vitamins into the motivational life, morale, and engagement of the entire workforce.

The workshop uses experiential activities, dynamic presentations, skill practices, discussion, and action-planning tools to provide immediate take-away outcomes.

Directions

Circle the two program outcomes you've targeted as most important for you. You'll reveal this in a brief self-introduction.

Self-Motivation: A set of skills for improving your own morale, job satisfaction, and performance through your attitudes, resilience & mental toughness.

Program Outcomes

- To realize the importance of self-motivation and resilience in demanding business environments.
- To defuse any emotional upset, indignance, or denial you might experience about the reality of organizational demands, so that you can be "street smart" and empowered to have even greater organizational impact.
- To become more in control of your internal thoughts and belief systems, so that you can alter them to experience and convey increased executive maturity, especially during volatile or threatening situations.
- To limit blaming or victim-like behavior and take fuller ownership related to the day-to-day challenges of achieving results with others.

Self-Motivation Tactics and Best Practices

- Find Your Patterns
- Reduce Your De-motivators
- Task Ordering
Grandma's Law? Or Do Easy Tasks First?
- Time Outs, Breaks, Physical Activity
- Self-Rewards and Group Celebrations
- "Fill Your Bucket" Just "Because!"
- Motivation Buddy Systems
- Exercise, Relaxation, & Nutrition
- Positive Recognition and Strengths Focus
- **Self-Talk Skills (Cognitive Behavior Modification)**



The illustration shows a person driving a car with a monkey in the passenger seat. A large carrot is positioned in front of the car, and a red heart is on the side. There are also some floating bubbles or icons above the car.

Table Round Robin Activity



(1 min. apiece) Tell the group your reactions to the list of tactics and which one/s you under-utilize

(10 min.) "Round Robin Brainstorm:"
 What self-motivation and/or stress management tactics do YOU use when you need them?

The photo shows four people (two men and two women) sitting around a table in a meeting, engaged in conversation.

Self-Motivation Tactics



“Because I said I would!”

— Fyona Campbell, “The Greatest Walker of Them All.”

Her explanation of why she walked 16,088 kilometers, the length of Africa, through jungles, deserts, and a 400-mile mine field from Cape Town to Tangiers.

“If you eat your vegetables, you can have dessert.”

— Grandma’s Law, quoted by Aubrey Daniels, *Bringing Out the Best in People*

You can’t motivate others if you’re demotivated, since your “enthus-IASM” is key.

Find Your Patterns—Analyze your slumps to build your Motivation Quotient (MQ).

Reduce Your De-Motivators—Be aware of de-energizers, negative people, tasks that suck you dry, etc., and adapt your work environment.

Task Ordering—If you know your pattern is to hate certain tasks, consider:

- “Grandma’s Law” — “Eat your vegetables first and then you can have dessert.” Know what tasks you’re jazzed about and reward yourself with them last.
- **Get Easier Tasks Done First**—Other people prefer to save unpleasant, tougher tasks for later, dedicating a planned-for, large chunk of time. Know what works for you and act accordingly.
- **Stay on a Roll**—If you’re being productive, “ride the wave” as long as you can.

Time Outs, Breaks, Physical Activity—Get the blood going, awaken the brain, fight the “staleness syndrome,” and energize yourself. Take a walk or do calisthenics!

Use Humor for Perspective and Energy—Use energizers, humor, and fun for yourself, as we’ve discussed for others. Laughter really is the best medicine.

Self-Rewards or Celebrations—Don’t crave others’ compliments. Rely on YOU!

“Fill Your Bucket” Just Because—We all need to be more generous to ourselves. Fire that “Critical Parent” inside of your head. Practice kinder self-statements.

Motivational Support System—Ask people to support or listen to you as needed. Ask them to “look over your shoulder.” Friendly external pressure can “stoke your fire.” Use Motivational Mentors.

General Exercise, Relaxation, Diet—Your health and stamina impact motivation.

Maintain a Motivating Work Environment—Is your work space clean and organized, with organized files, and full of inspiring objects, to keep you from getting dragged down?

Self-Talk for Self-Motivation—We have over 600,000 thoughts a day and up to 75 percent are negative. Remember, “Garbage in, garbage out.”

Dynamics of Self-Talk

- Non-Stop Programming
- Is Automatic
- Can Sabotage or Support You
- Can Be Changed
 - Awareness
 - Belief in Change
 - Choice of Self-Talk Strategies




Self-Talk Targeting Pairs Activity



Take "ownership" and be accountable by telling a partner about your patterns of negative self-talk. We all have them. Use your prework and workbook page 7 to reveal:

- What job and work stressors do you allow to lower your motivation?
- When you let this happen, what are your tendencies in your internal self-talk.
- What emotional reactions and unconstructive behavior/actions result from your negative self-talk habits when you are not at your best and most resilient?

Targeting Your Negative Self-Talk: Written Activity

Purpose

To help you isolate any “trash talk” you have running in your head about your job, your functional area, the company, specific people, or events within your work life that may be draining your energy, performance, motivation, or zest for life.

To target ideas and beliefs about yourself, others, your company, your job, the future, or the world that you might want to alter through Self-Talk Strategies you will learn today.

Directions

Use the space below to identify opportunities for improving your Self-Talk and attitudes. Below, write down any Self-Talk statements that are overly negative and unrealistic, or that just do not serve you as well as they could.

Counter-Productive Self-Talk to Potentially Change:

About Your Company or Your Job:

About Certain People:

About Certain Work Situations

About Life or the Future:

About Yourself:

About the World:



Reprogramming Self-Talk

Topic	Negative Self-Talk	Reprogrammed Self-Talk
<p>Sales Example: Cold Calling or Prospecting</p>	<p>“I hate cold calling. It’s such a waste of time and I feel like I’m prostituting myself or imposing on people. Why can’t this company give us qualified leads so we can sell!”</p>	<ul style="list-style-type: none"> • “Prospecting is part of selling. Selling is a percentage game.” • “Every time I pick up the phone I raise my odds of a sale. 10% of my calls end up with a letter sent, and 10% of those are appointments. And 25% of my meetings wind up with a sale.”
<p>Organizational Politics</p>	<p>“Senior management should eliminate the disgusting, annoying politics that pollute this place.”</p>	<ul style="list-style-type: none"> • “Top management is doing the best they can. Political behavior exists in all organizations.” • “I’ve been overreacting in an all-or-none fashion, because politics isn’t a dirty word. If political awareness is combined with concern for the company, it is a positive force for influence and impact.” • “My goal is to use ethical political astuteness to help the company, my team, and myself. I can align with other ethical people to create the critical mass of high integrity political leaders we need.”
<p>Networking on the Job</p>	<p>“I shouldn’t have to mingle, socialize, and buddy up to people all over the company to get ahead. I hate playing that game or going to big functions where everyone is working the room and selling out their integrity. I’m not comfortable, since I like to keep more to myself.”</p>	<ul style="list-style-type: none"> • “In a complex, changing organization, good networks provide me with information about corporate strategies and priorities. This is useful for understanding how to get things done, present my team’s ideas, and add value. “ • “It’s ‘networking’ and ‘relationship building,’ not ‘kissing up.’ I network across the organization so that I’m a known quantity.”

Reprogramming Self-Talk



Topic	Negative Self-Talk	Reprogrammed Self-Talk
<p>In a Performance Review, Your Boss Suggests That You Do More to Help Your Team Get Credit and Be More Visible as Adding Value in the Company</p>	<p>“Doing my job and getting good results should be enough to move my career and the team’s credibility forward. I shouldn’t have to self-promote or talk about my group’s accomplishments. That’s just shameless boasting. I’d rather take the moral high ground. I’m not going to compromise!”</p>	<ul style="list-style-type: none"> • “People in senior management positions are extremely busy. There is a chance they won’t always know what I’ve done or how impressively I’ve done it.” • “Someday management may be making a career call on me, so I want them to make an informed decision based on knowledge of who I am, my talent, and my potential.”
<p>Using Active Listening Skills</p>	<p>“I’m not interested in playing that ‘charm school’ human relations game. The important thing around here is hitting my numbers and goals, not worrying about what people think of how I work with them.”</p>	<ul style="list-style-type: none"> • “Whether or not it comes naturally to me, part of being a professional is striving for world-class communication skills.” • “I know I can improve my results by interacting with my team in a more motivating, less impatient or aggressive manner. You CAN teach an old dog new tricks. I can change.”
<p>Communicating with an Ego-Driven Boss</p>	<p>“This executive is a pompous, incompetent idiot. I’m not going to sell out by kissing up and telling people what they want to hear just to get ahead.</p>	<p>“He has an ego. I protect my own and my team’s best interests by using self-control and verbal discipline. I’m street-smart and can choose my timing, setting, and words carefully.”</p>
<p>Selling Your Ideas to Stakeholders</p>	<p>“Why should I have to sell this idea over and over? The benefits to the company are obvious, and I’m just not a salesman. Besides, it doesn’t matter what I think because it’s <i>their</i> job to make the decisions. All I can do is present the facts.”</p>	<ul style="list-style-type: none"> • “Other people and departments have different perspectives and priorities that may block them from realizing the value of an idea that’s clear to me, so my job is to help them understand better.” • “‘Selling ideas’ is just another name for influencing.” • “I’m doing the company a disservice if I don’t lobby to obtain key people’s endorsement.”
<p>Handling A Colleague That Criticizes Your Work or Idea in a Meeting</p>	<p>“Who the hell does he think he is? I’m not going to put up with his bullying. I’ll show him he’s not my boss and take him down. He wants a fight? He’s got one. I just became his worst nightmare.”</p>	<ul style="list-style-type: none"> • “I can play tough and be aggressive later. Now I’ll ease the situation and not take this so personally.” • “He’s out of control. If I lose my cool, I am, too, and being off balance hurts my image.”

Two Long-Range Self-Talk Strategies

Reprogramming

- Present Tense Language of Achievement
- Precise Language
- Repetition

Visualizing

- Mental Rehearsal
- Visualize Specific Goals Met and Outcomes





What About Times When You're... "In It??"



Self-Talk First Aid!

Self-Talk "First Aid" Kit for Triggered Times

- Switch TV Channels
- Use the "Camera Test"
- Reframe the Situation or Trigger
- Fire Your Internal Critical Parent
- Stay Present
- Keep Perspective
 - It Can Always Be Worse
 - Remember Your Blessings
 - Find Relief in Your Sense of Purpose
 - "Lean Into" Your Sense of Humor



Self-Talk Tactics: Pairs Activity Continued



Now tell your partner which of the Self-Talk tactics can help you counteract the challenges you described earlier, and what new, specific language you can use to improve:

- Reprogram
- Visualize
- Switch Channels
- Reframe the Situation
- Fire Your Critical Parent
- Stay Present
- Keep Perspective

Improving Your Negative Self-Talk: Pairs Discussion

Purpose

To help you replace any of the dysfunctional “self talk” you identified with your partner/s from workbook page 7 by choosing your mental habits more purposefully. To learn the various Self-Talk tactics.

Directions

Use the space below either as a “prompt” to guide your conversation with your learning partner, and/or to actually jot down which of the new, more constructive tactics you can use to correct your previous upsetting or triggering internal thoughts. “Pull forward” from page 7 two or three examples of your unproductive Self-Talk, and re-write it (or a few code phrases that capture it) next to whichever new, constructive Self-Talk Strategy you can use to reverse the negative emotions your poor internal dialogue creates.

REPROGRAMMING

VISUALIZING:

SWITCH CHANNELS:

REFRAMING:

THE CAMERA TEST:

REPLACE YOUR “CRITICAL PARENT” WITH A SUPPORTIVE PARENT:

STAY PRESENT:

KEEP PERSPECTIVE:



Re-Tell the Story from a Mindset of Accountability

- What part did you play in making it worse?
- How did you contribute to the situation?
- What advice or cautions did you ignore?
- How did you give up your own power?
- How did you make yourself a victim?
- What self-defeating choices did you make?
- How did you have more control than you 1st admitted?
 - What awareness did you deny?
 - What could you have done to reduce harm or improve the situation?

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About BRANDON PARTNERS

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Brandon Partners is a global training firm that cultivates the cutting edge leadership and workplace competencies of *Organizational Savvy* and *Interpersonal Savvy*. Since few proven development programs exist that address organizational politics and ethical power, we made high-integrity politics and strategic influence our core business. We offer worldwide classroom delivery, webinars, train-the-trainer certification, online Savvy Assessments, and the Wall Street Journal best seller, *Survival of the Savvy* (Free Press, 2004). Since 1998, Brandon Partners has been the preeminent thought leader on transforming organizational politics from a taboo topic to an ethical, intriguing and inspiring force for influence, impact, career development, and company success.

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- US Department of Agriculture
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- Wellpoint

SURVIVAL — OF THE — SAVVY



*High-Integrity Political Tactics
for Career and Company Success*

Rick Brandon, Ph.D., and Marty Seidman, Ph.D.

SURVIVAL OF THE SAVVY

High-Integrity Political Tactics for Career and Company Success
(Free Press, 2004)

Many corporate leaders maintain that politics aren't important or don't exist. Yet, every day in their organizations, power-plays, ego-trips, turf-battles and deception hurt both careers and the bottom line. When corrupt people with strong political skills gain power, the results can be devastating, as recent corporate scandals have shown. But by increasing their organizational savvy, ethical leaders can achieve strategic influence, manage their careers, and become stewards for their organization's resources, morale, and reputation. Written by BRANDON PARTNERS founder Dr. Rick Brandon, this important book is called "the definitive book on political savvy" by Dr. Robert Eichinger and endorsed by Ken Blanchard, Harvey Mackay and many CEOs. Signed copies may be purchased through BRANDON PARTNERS.



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