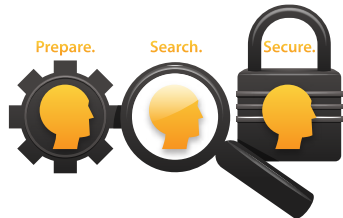


Please choose a product

Workplace Readiness



Anger Management



Bullying Prevention



The Success Profiler



Personal Responsibility



Anxiety Management



Winning Colors



All product and video titles on the following pages are clickable.
If clicked, the webpage for the selected product or video will open.



Job Readiness



Attitude

► Videos

- ☐ Attitude overview
- ☐ Having a positive attitude
- ☐ Avoid negative thinking & complaining
- ☐ Keeping your focus
- ☐ Stick to a routine
- ☐ Stay organized
- ☐ Doing your best
- ☐ Show initiative or responsibility
- ☐ Responding to guidance & direction
- ☐ Ask for help, directions, & instructions (5)
- ☐ Accept advice & criticism (2)
- ☐ Controlling your emotions
- ☐ Being flexible
- ☐ Getting thrown off your routine
- ☐ Balance your needs with those of others



Communication

► Videos

- ☐ Communication overview
- ☐ Listening
- ☐ Focus on person speaking
- ☐ Make sure you understand (2)
- ☐ Wait your turn to speak
- ☐ Show interest (2)
- ☐ Repeat in own words
- ☐ Verbal communication
- ☐ Speaking clearly
- ☐ Choosing words carefully
- ☐ Using appropriate tone
- ☐ Responding appropriately
- ☐ Nonverbal communication
- ☐ Sending nonverbal cues (2)
- ☐ Considering the situation
- ☐ Emotional awareness
- ☐ Consider others' feelings
- ☐ Consider your own feelings
- ☐ Have empathy (2)
- ☐ Operate on trust
- ☐ Recognize misunderstandings
- ☐ Written communication
- ☐ Communicating in Difficult Situations
- ☐ Receiving Criticism (2)
- ☐ Delivering bad news
- ☐ Saying "no"
- ☐ Questioning



Planning & Organizing

► Videos

- ☐ Planning & Organizing overview
- ☐ Prioritizing
- ☐ Making adjustments
- ☐ Focus on the big picture
- ☐ Time management
- ☐ Coordinate resources
- ☐ Organize workers (2)
- ☐ Pay the bills
- ☐ Delegating (2)
- ☐ ID tasks that can be assigned to someone else
- ☐ Assign tasks (2)
- ☐ Creating systems
- ☐ Planning ahead (2)
- ☐ Ask questions
- ☐ Work ahead



Critical Thinking

► Videos

- ☐ Critical Thinking overview
- ☐ Gathering Information
- ☐ Find the information you need from your sources (4)
- ☐ Analyzing Information
- ☐ Sorting Information
- ☐ Applying Information
- ☐ State the facts
- ☐ Ask questions
- ☐ Make judgments
- ☐ Give examples
- ☐ Forming a Hypothesis
- ☐ Rank your hypothesis
- ☐ Test each hypothesis
- ☐ Problem Solving
- ☐ Find the problem
- ☐ Decision Making
- ☐ Monitor the results
- ☐ Make judgments
- ☐ Adjust the plan



Job Readiness



Interpersonal/ Social Skills

► Videos

- ☐ Interpersonal/Social Skills Overview
- ☐ Interpersonal Skills
- ☐ Cooperating with others
- ☐ Controlling Your Emotions
- ☐ Write down your emotions
- ☐ Socializing at Work
- ☐ Stay Positive
- ☐ Socializing with managers
- ☐ Be friendly
- ☐ Networking
- ☐ Memorize your "elevator speech."
- ☐ Recognize an opportunity
- ☐ Responding to Conflict
- ☐ Focus on what you can control
- ☐ Be Assertive
- ☐ Make suggestions
- ☐ Helping Customers
- ☐ Handling customer complaints



Teamwork

► Videos

- ☐ Teamwork Overview
- ☐ Respecting Others
- ☐ Be honest
- ☐ Listen before you speak
- ☐ Active Listening (2)
- ☐ Pay attention to both verbal and nonverbal communication
- ☐ Ask for clarification
- ☐ Repeat what was said in your own words to ensure that you understood
- ☐ Demonstrating Reliability
- ☐ Follow through
- ☐ Working as an Active Participant
- ☐ Volunteer
- ☐ Communication
- ☐ Question respectfully
- ☐ Be honest (2)
- ☐ Solving Problems
- ☐ Find the problem



Professionalism

► Videos

- ☐ Professionalism Overview
- ☐ Workplace Rules and Expectations
- ☐ Be reliable
- ☐ Get involved
- ☐ Personal Responsibility (2)
- ☐ Workplace Ethics
- ☐ Honesty
- ☐ Don't hide from your mistakes
- ☐ Give credit where credit is due
- ☐ Physical Appearance
- ☐ Language
- ☐ Avoid gossip (2)
- ☐ Keep it positive
- ☐ Minding Your Manners
- ☐ Greet people
- ☐ Use phone manners



Media Rules

► Videos

- ☐ Media Rules Overview
- ☐ Cell Phone Rules
- ☐ Consider those around you (2)
- ☐ Email Rules
- ☐ Respond quickly
- ☐ Consider other ways to share information (2)
- ☐ Laptop and Tablet Rules
- ☐ Use appropriately during meetings
- ☐ Follow the policies of your employer
- ☐ Video Conferencing
- ☐ Have your phone ready
- ☐ Talk to the person, not the computer
- ☐ Act as if you're with the person
- ☐ Internet Rules
- ☐ Instant messaging rules
- ☐ Internet efficiency
- ☐ Limit your time online
- ☐ Internet Safety
- ☐ Handling threatening emails
- ☐ Searching the Internet carefully
- ☐ Social Media Use
- ☐ Social media rules
- ☐ Cyberbullying



Job Seeking



Job Search

► Videos

- ☐ Job Search Overview
- ☐ Consider the Type of Job You Want (2)
- ☐ Understand your values
- ☐ Understand Your Interests
- ☐ Consider the Type of Job You Are Qualified to Do
- ☐ Identify Your Skills
- ☐ Understand Your Strengths (2)
- ☐ How to Begin Looking
- ☐ Clearly Identify your job goal
- ☐ Networking
- ☐ Build Relationships
- ☐ Be Prepared to Ask Questions and Listen
- ☐ How to Begin
- ☐ Job Ads and Job Websites
- ☐ Newspaper Ads
- ☐ Responding to Job Ads
- ☐ Social Media
- ☐ Using Social Media
- ☐ Know How to Use Social Media for Job Search



Resumes

► Videos

- ☐ Resumes Introduction
- ☐ Resumes Overview
- ☐ Why is a resume important
- ☐ What employers look for
- ☐ Resume Formats (2)
- ☐ Types of Resumes (4)
- ☐ Professionalism (2)
- ☐ What not to put on a resume
- ☐ Resume Content
- ☐ Submitting the Resume
- ☐ Customizing Your Resume
- ☐ Follow Application Instructions
- ☐ Following Up



Job Applications

► Videos

- ☐ Job Applications Overview
- ☐ Application Overview (2)
- ☐ Preparing to Complete the Application
- ☐ Getting an Application (2)
- ☐ Act professionally
- ☐ Filling out the Application (2)
- ☐ Customize for the job
- ☐ References (2)
- ☐ Getting started
- ☐ Ask for permission (2)
- ☐ Completing the Application Process
- ☐ Proofread the Application
- ☐ Sign and Keep a Copy of the Application



Job Seeking



Preparing for an Interview

► Videos

- ☐ Preparing for an Interview Overview
- ☐ Learning About an Organization or Company
- ☐ What is the company's culture like (2)
- ☐ Getting an Interview
- ☐ Submit an Application (2)
- ☐ Take the Call From an Employer
- ☐ Set up the Interview Appointment
- ☐ Learning About the Job Itself
- ☐ Past experience (2)
- ☐ Preparing to Answer Questions
- ☐ Direct Questions
- ☐ Behavioral Questions
- ☐ Hypothetical Questions
- ☐ Difficult Questions
- ☐ Preparing to Ask Questions
- ☐ Mentally Prepare



Interviewing

► Videos

- ☐ Interviewing Overview (2)
- ☐ Physical Appearance
- ☐ Grooming
- ☐ Dress to Impress
- ☐ Body Language
- ☐ What to Bring to the Interview
- ☐ Portfolio
- ☐ References and Testimonials
- ☐ Interviewing Etiquette
- ☐ Greet Everyone
- ☐ Engage in Small Talk
- ☐ Answering Questions
- ☐ Be Brief (2)
- ☐ Stay positive
- ☐ How to answer common interview questions (3)
- ☐ Asking Questions
- ☐ Find Out If the Job Is a Good Fit
- ☐ Questions Not to Ask
- ☐ Wrapping up the Interview
- ☐ Ask About the Next Steps
- ☐ Saying Goodbye



After the Interview

► Videos

- ☐ After the Interview Overview (3)
- ☐ Following Up
- ☐ Send thank you notes
- ☐ Be careful not to bother the employer
- ☐ Follow instructions
- ☐ Choose your words carefully
- ☐ While You Wait
- ☐ Reach out to a connection
- ☐ Continue applying for other jobs
- ☐ Keep track of possible jobs
- ☐ Accepting the Position
- ☐ Consider all aspects of the offer
- ☐ Quitting a Job
- ☐ Thank your employer for the experience and opportunity
- ☐ Facing Rejection
- ☐ Negativity breeds negativity (3)



Job Keeping



Getting off on the Right Foot

► Videos

- ☐ Getting off on the Right Foot Overview (2)
- ☐ Meet With Your Manager
- ☐ Expectations
- ☐ Measurements for success
- ☐ Mistakes to avoid
- ☐ Take Responsibility (2)
- ☐ Be honest (2)
- ☐ Follow Company Rules and Policies (2)
- ☐ Be punctual (2)
- ☐ Stay Positive
- ☐ Have a positive attitude
- ☐ Avoid gossip
- ☐ Listen to and Follow Instructions
- ☐ Don't assume you know what to do
- ☐ Be open to a new ways of doing things
- ☐ Start Fresh (2)



Getting Along with Others

► Videos

- ☐ Getting Along in the Workplace Overview (3)
- ☐ Building a Relationship with your Supervisor
- ☐ Ask for feedback
- ☐ Communicate regularly and voluntarily
- ☐ Getting Along with your Peers (3)
- ☐ Work as a team
- ☐ Share constructive criticism
- ☐ Stay positive
- ☐ Talking with Customers
- ☐ Respond to complaints
- ☐ Be polite
- ☐ Control your emotions
- ☐ Practice Good Social Skills
- ☐ Practice small talk
- ☐ Balance Work and Personal Life
- ☐ Prioritize work and work-related events
- ☐ Say "no" when necessary
- ☐ Leave your personal life at home
- ☐ Handle Conflict
- ☐ Recognize when a conflict exists
- ☐ Be open-minded
- ☐ Be assertive



Performance Reviews

► Videos

- ☐ Performance Reviews Overview (3)
- ☐ Exceed Expectations
- ☐ Create your own higher standards
- ☐ Sharpen your skills
- ☐ Handle Criticism Well
- ☐ Listen with an open mind
- ☐ Don't take it personally (3)
- ☐ Say thank you
- ☐ Respond to Compliments
- ☐ Say thank you
- ☐ Share the credit
- ☐ Share a detail about the compliment
- ☐ Use Feedback to Improve Performance
- ☐ Listen to feedback with an open mind (2)
- ☐ Keep doing what you are doing well
- ☐ Ask for feedback regularly
- ☐ Evaluate Your Own Performance
- ☐ Be honest with yourself
- ☐ Make Continuous Improvements
- ☐ Have a positive attitude



Anger Management



Interpersonal Assertion

► Videos

- ☐ Interpersonal Assertion Overview (3)
- ☐ Communication Styles
- ☐ Aggression
- ☐ Deference
- ☐ Overcoming Obstacles to Change
- ☐ Practice being the person you want to be
- ☐ Improve daily behavior
- ☐ Personal Inventory
- ☐ Assessing your problems
- ☐ Setting goals
- ☐ Knowing your rights
- ☐ Becoming Assertive
- ☐ Improving your self-esteem
- ☐ Persistence
- ☐ Practicing self-talk
- ☐ Steps to Success
- ☐ Decide to change
- ☐ Ask for it in clear statements
- ☐ Learn how to listen
- ☐ Be calm and relaxed
- ☐ Give and take praise



Empathy

► Videos

- ☐ Empathy Overview 2
- ☐ Trust and Openness
- ☐ Learn to trust others
- ☐ Earn the trust of others
- ☐ Show weakness and take risks
- ☐ Understanding
- ☐ See things from the other person's point of view
- ☐ Evaluate feelings
- ☐ Read nonverbal communication
- ☐ Caring
- ☐ Understand right and wrong
- ☐ Be Altruistic
- ☐ Accepting
- ☐ Don't try to control the feelings of others
- ☐ Give thoughtful advice
- ☐ Empathetic Listening
- ☐ Develop good listening habits
- ☐ Listen to understand
- ☐ We've all been involved in misunderstandings (2)
- ☐ Responding
- ☐ Offer help
- ☐ Control your emotions
- ☐ Follow up



Stress Management

► Videos

- ☐ Stress Management Overview
- ☐ The Importance of Stress Management (2)
- ☐ What is stress (2)
- ☐ What is a Stressor
- ☐ Physical responses to stress
- ☐ Mental response to stress (2)
- ☐ Destructive Thinking
- ☐ Negative self-talk
- ☐ Types of negative thinking (9)
- ☐ Constructive Thinking
- ☐ Negative and positive inner self learning (2)
- ☐ Positive Affirmations
- ☐ Self-Control (2)
- ☐ Locus of control
- ☐ Self-Efficacy
- ☐ Emotions (2)
- ☐ Choice Theory
- ☐ How to Conquer and Harness Stress
- ☐ Getting Organized
- ☐ Affirmative or positive thinking (3)
- ☐ Taking charge (2)



Bullying Prevention



Interpersonal Assertion

► Videos

- ☐ Interpersonal Assertion Overview (3)
- ☐ Communication Styles
- ☐ Aggression
- ☐ Deference
- ☐ Overcoming Obstacles to Change
- ☐ Practice being the person you want to be
- ☐ Improve daily behavior
- ☐ Personal Inventory
- ☐ Assessing your problems
- ☐ Setting goals
- ☐ Knowing your rights
- ☐ Becoming Assertive
- ☐ Improving your self-esteem
- ☐ Persistence
- ☐ Practicing self-talk
- ☐ Steps to Success
- ☐ Decide to change
- ☐ Ask for it in clear statements
- ☐ Learn how to listen
- ☐ Be calm and relaxed
- ☐ Give and take praise



Self-Esteem

► Videos

- ☐ Self-Esteem Overview
- ☐ Development of Self-Esteem (2)
- ☐ Self-esteem at birth
- ☐ Your inner voice
- ☐ Changing Low Self Esteem
- ☐ Identify your core beliefs about yourself
- ☐ Change your behaviors
- ☐ Behavior Patterns
- ☐ Be kind to others
- ☐ Make personal hygiene a priority
- ☐ Eat healthy and exercise
- ☐ Make time to do something you enjoy every day
- ☐ Outside influences
- ☐ Surround yourself with supportive people
- ☐ Ask for support
- ☐ Be Your Own Support Person
- ☐ Appreciate yourself
- ☐ Celebrate your accomplishments
- ☐ Positive Affirmations
- ☐ Read your affirmations out loud every day



Empathy

► Videos

- ☐ Empathy Overview 2
- ☐ Trust and Openness
- ☐ Learn to trust others
- ☐ Earn the trust of others
- ☐ Show weakness and take risks
- ☐ Understanding
- ☐ See things from the other person's point of view
- ☐ Evaluate feelings
- ☐ Read nonverbal communication
- ☐ Caring
- ☐ Understand right and wrong
- ☐ Be Altruistic
- ☐ Accepting
- ☐ Don't try to control the feelings of others
- ☐ Give thoughtful advice
- ☐ Empathetic Listening
- ☐ Develop good listening habits
- ☐ Listen to understand
- ☐ We've all been involved in misunderstandings (2)
- ☐ Responding
- ☐ Offer help
- ☐ Control your emotions
- ☐ Follow up



Bullying Prevention



Self-Control

► Videos

- ☐ Self-Control Overview
- ☐ Psychology of Self-Control
- ☐ The Cognitive vs. the Emotional Brain
- ☐ Locus of Control
- ☐ Emotions
- ☐ Stress
- ☐ Stress Management Tools
- ☐ Assertion
- ☐ Decide to Change
- ☐ Ask for What You Want in Clear, Concise Statements
- ☐ Be Calm and Relaxed
- ☐ Give and Take Compliments Easily
- ☐ How to Develop Self-Control
- ☐ Begin at the Beginning
- ☐ Use Positive Affirmations to Silence Your Inner Critic
- ☐ Develop Your Habits
- ☐ Change Your Thinking
- ☐ Deal with Mistakes
- ☐ Be More Assertive
- ☐ Impact of Self-Control
- ☐ Feelings of Control
- ☐ Keeps Destructive Behavior in Check



Resiliency

► Videos

- ☐ Resiliency Overview
- ☐ Developing Resiliency
- ☐ Resiliency begins at birth (2)
- ☐ Factors that increase resilience
- ☐ Characteristics of Resilient People
- ☐ Self-Esteem
- ☐ How to Improve Resiliency
- ☐ Develop the right attitude
- ☐ Develop an internal locus of control
- ☐ Surround yourself with supportive people
- ☐ Develop Your Habits
- ☐ Understand change
- ☐ Positive affirmations
- ☐ Benefits of Resiliency
- ☐ Improved Mood
- ☐ Stronger Immune System
- ☐ Moving On With Life



Conflict Resolution

► Videos

- ☐ Conflict Resolution Overview
- ☐ Becoming Assertive (2)
- ☐ Decide to change
- ☐ Ask for what you want in clear, concise statements
- ☐ Be calm and relaxed
- ☐ 8 Steps to Resolve Conflicts (2)
- ☐ Benefits of Conflict Resolution (2)
- ☐ Leads to accomplishment of goals
- ☐ Improves productivity
- ☐ Allows for constructive change
- ☐ Generation of new insight
- ☐ How to Improve Conflict Resolution
- ☐ Understand that conflict is a normal part of life
- ☐ Don't Triangulate
- ☐ Common Mistakes in Conflict Resolution
- ☐ Avoiding conflict
- ☐ Being defensive
- ☐ Overgeneralizing
- ☐ Psychoanalyzing
- ☐ Forgetting to listen



Success Profiler



Self-Esteem

► Videos

- ☐ Self-Esteem Overview
- ☐ Development of Self-Esteem (2)
- ☐ Self-esteem at birth
- ☐ Your inner voice
- ☐ Changing Low Self Esteem
- ☐ Identify your core beliefs about yourself
- ☐ Change your behaviors
- ☐ Behavior Patterns
- ☐ Be kind to others
- ☐ Make personal hygiene a priority
- ☐ Eat healthy and exercise
- ☐ Make time to do something you enjoy every day
- ☐ Outside influences
- ☐ Surround yourself with supportive people
- ☐ Ask for support
- ☐ Be Your Own Support Person
- ☐ Appreciate yourself
- ☐ Celebrate your accomplishments
- ☐ Positive Affirmations
- ☐ Read your affirmations out loud every day



Interpersonal Assertion

► Videos

- ☐ Interpersonal Assertion Overview (3)
- ☐ Communication Styles
- ☐ Aggression
- ☐ Deference
- ☐ Overcoming Obstacles to Change
- ☐ Practice being the person you want to be
- ☐ Improve daily behavior
- ☐ Personal Inventory
- ☐ Assessing your problems
- ☐ Setting goals
- ☐ Knowing your rights
- ☐ Becoming Assertive
- ☐ Improving your self-esteem
- ☐ Persistence
- ☐ Practicing self-talk
- ☐ Steps to Success
- ☐ Decide to change
- ☐ Ask for it in clear statements
- ☐ Learn how to listen
- ☐ Be calm and relaxed
- ☐ Give and take praise



Interpersonal Awareness

► Videos

- ☐ Interpersonal Awareness Overview
- ☐ Self-Awareness
- ☐ Empathy
- ☐ Steps to Improve Self-Awareness
- ☐ Become self-directed
- ☐ Know your feelings
- ☐ Learn to accept change
- ☐ Interpersonal Skills
- ☐ Take interest In others
- ☐ Be Friendly
- ☐ Take risks
- ☐ Silence negative self-talk
- ☐ Be a team player
- ☐ Improving Communication Skills
- ☐ The two levels of communication
- ☐ Focus
- ☐ Developing Your Listening Skills
- ☐ Listen to understand
- ☐ Make time for others
- ☐ Good listening habits
- ☐ Empathetic Listening
- ☐ Four Stages to empathetic listening



Empathy

► Videos

- ☐ Empathy Overview 2
- ☐ Trust and Openness
- ☐ Learn to trust others
- ☐ Earn the trust of others
- ☐ Show weakness and take risks
- ☐ Understanding
- ☐ See things from the other person's point of view
- ☐ Evaluate feelings
- ☐ Read nonverbal communication
- ☐ Caring
- ☐ Understand right and wrong
- ☐ Be Altruistic
- ☐ Accepting
- ☐ Don't try to control the feelings of others
- ☐ Give thoughtful advice
- ☐ Empathetic Listening
- ☐ Develop good listening habits
- ☐ Listen to understand
- ☐ We've all been involved in misunderstandings (2)
- ☐ Responding
- ☐ Offer help
- ☐ Control your emotions
- ☐ Follow up



Success Profiler



Drive Strength

► Videos

- ☐ Drive Strength Overview
- ☐ Increasing Motivation
- ☐ Associate with positive, motivating people
- ☐ Communicate in a positive manner
- ☐ Understand what motivates you
- ☐ Goal Setting
- ☐ Make a plan to achieve it
- ☐ Characteristics of a good goal
- ☐ 7 Rules for Goal Setting
- ☐ Dare to dream
- ☐ Believe in your dreams
- ☐ Prioritize your goals
- ☐ Tools for Setting and Achieving Goals (2)
- ☐ Lists
- ☐ Break up Goals into Different Categories
- ☐ Short term goals
- ☐ Long term goals
- ☐ Overcoming Conflicts
- ☐ Fear of change
- ☐ Avoid procrastination
- ☐ Replace bad habits with good habits



Decision Making

► Videos

- ☐ Decision Making Overview
- ☐ The Importance of Good Decision Making
- ☐ Characteristics of good decision makers
- ☐ The three most important criteria for good decision making
- ☐ Move forward without worry
- ☐ The Decision Making Process
- ☐ Collect data
- ☐ Evaluate the results
- ☐ Factors that Influence Decision Making
- ☐ Behavior style
- ☐ Too much information
- ☐ How to Reach a Win-Win Decision
- ☐ Explore all options
- ☐ Leave out your emotions
- ☐ Barriers to Good Decision Making
- ☐ Your comfort zone
- ☐ Attitudinal barriers
- ☐ Leadership and Decision Making
- ☐ Consider context
- ☐ Risk tolerance



Time Management

► Videos

- ☐ Time Management Overview
- ☐ Goal Setting
- ☐ Set goals
- ☐ Analyze how you spend your time (2)
- ☐ Figure out what needs to get done
- ☐ Planning
- ☐ Plan your day
- ☐ Change your habits
- ☐ Evaluate your day
- ☐ Activities
- ☐ Activities should serve your goals
- ☐ Know when to say no to an activity or request
- ☐ Staying on Task
- ☐ Avoid procrastination
- ☐ Minimize distractions
- ☐ Set deadlines and reward yourself for meeting them
- ☐ Time Management Tools (2)



Sales Orientation /Leadership

► Videos

- ☐ Sales Orientation Overview (2)
- ☐ Intrapersonal Leadership Skills
- ☐ Competence
- ☐ Courage
- ☐ Accomplishment
- ☐ Motivation
- ☐ Interpersonal Leadership Skills
- ☐ Charisma
- ☐ Positive Attitude
- ☐ Empathy
- ☐ Leadership Styles
- ☐ Participative Leadership
- ☐ Management by Objectives
- ☐ What Leaders Do
- ☐ Challenge the Status Quo
- ☐ Empower and Enable Others
- ☐ Encourage and Reward Others
- ☐ What it Takes to be a Leader
- ☐ Accept Responsibility
- ☐ Observe Other Leaders
- ☐ Formal Education and Training
- ☐ How to Become a Better Leader (2)
- ☐ Become an Expert
- ☐ Find a Mentor



Success Profiler



Commitment Ethic

► Videos

- ☐ Commitment Ethic Overview
- ☐ Facts about Making a Commitment
- ☐ Five facts about making a commitment
- ☐ The pros and cons of making a commitment
- ☐ Escalation of commitment
- ☐ Interpersonal Commitment
- ☐ Turning an acquaintance into a friendship
- ☐ Maintaining family relationships
- ☐ The Importance of communication
- ☐ Commitment to Ourselves
- ☐ Develop positive habits
- ☐ Expand your paradigms
- ☐ Project Commitment
- ☐ Following through
- ☐ Accept responsibility
- ☐ Talk to others who have succeeded
- ☐ Motivation
- ☐ Extrinsic motivation
- ☐ Intrinsic motivation
- ☐ What motivates you?
- ☐ Setting Goals
- ☐ Monitor your progress



Stress Management

► Videos

- ☐ Stress Management Overview
- ☐ The Importance of Stress Management (2)
- ☐ What is stress (2)
- ☐ What is a Stressor
- ☐ Physical responses to stress
- ☐ Mental response to stress (2)
- ☐ Destructive Thinking
- ☐ Negative self-talk
- ☐ Types of negative thinking (9)
- ☐ Constructive Thinking
- ☐ Negative and positive inner self learning (2)
- ☐ Positive Affirmations
- ☐ Self-Control (2)
- ☐ Locus of control
- ☐ Self-Efficacy
- ☐ Emotions (2)
- ☐ Choice Theory
- ☐ How to Conquer and Harness Stress
- ☐ Getting Organized
- ☐ Affirmative or positive thinking (3)
- ☐ Taking charge (2)



Physical Wellness

► Videos

- ☐ Physical Wellness Overview
- ☐ Self-Responsibility
- ☐ Self-esteem
- ☐ Stress management (3)
- ☐ Elements of Exercise
- ☐ Flexibility
- ☐ Strength
- ☐ Muscular endurance
- ☐ Wellness Pitfalls
- ☐ Alcohol
- ☐ Dieting fads and pills
- ☐ Fatigue
- ☐ Side Effects of Physical Wellness
- ☐ Develop good posture
- ☐ Muscular endurance training
- ☐ Improved muscle tone
- ☐ Muscular development protects
- ☐ Diet
- ☐ Read food labels
- ☐ Stay hydrated
- ☐ Prepare your own food with fresh ingredients



Physical Wellness (continued)

► Videos

- ☐ Use moderation
- ☐ Increase Your Chance for Success
- ☐ Start slow
- ☐ Find a wellness partner
- ☐ Reward yourself



Personal Responsibility



Goal Setting

► Videos

- ☐ Goal Setting Overview
- ☐ Understanding Your Life Purpose
- ☐ Identify your Personal Mission
- ☐ Identify your Community Mission
- ☐ Review & Revise Life Purpose Statement
- ☐ Identifying Your Goals
- ☐ Identifying Your Goals 2
- ☐ Objectives Help You to Achieve Your Goals
- ☐ Break up Goals into Smaller Steps
- ☐ Motivation
- ☐ What Successful People Have in Common
- ☐ Intrinsic vs. Extrinsic Motivation
- ☐ Five Steps to Increase Motivation
- ☐ Setting Your Goals
- ☐ Dare to Dream
- ☐ Goal Setting Pitfalls
- ☐ Achieving Your Goals
- ☐ Increase your Chances of Achieving your Goals
- ☐ Evaluate Progress Regularly
- ☐ Making Goal Setting a Habit



Self-Efficacy

► Videos

- ☐ Self-Efficacy Overview
- ☐ What Makes Up Your Attitude
- ☐ The Power of Perception
- ☐ Affective Component of Attitude
- ☐ How You Learn Your Attitudes
- ☐ Changing Attitudes
- ☐ The Three Ways an Attitude Can Change
- ☐ You are in Control of Your Attitude
- ☐ Expanding Your Self-Efficacy
- ☐ Take Responsibility
- ☐ Focus on the Present
- ☐ How to Improve Your Attitude
- ☐ Eliminate Negative Mental Attitudes
- ☐ Understand that Problems Don't Last Forever
- ☐ Be Proactive
- ☐ Seek Out People with Positive Attitudes
- ☐ Avoid or Distance Yourself From People with Negative Attitudes
- ☐ Only Worry About What You Can Control
- ☐ Listen to Your Inner Voice
- ☐ Trusting in a Higher Power
- ☐ Grow your Inner Voice
- ☐ Learn Positive Affirmations



Values Congruence

► Videos

- ☐ Values Congruence Overview
- ☐ Developing Values
- ☐ Experiences Shape Our Values
- ☐ Values are Personal
- ☐ Living Up to Your Values
- ☐ Your Actions Should be Consistent with Your Values
- ☐ Don't Try to Force your Values onto Others
- ☐ Be Honest with Yourself
- ☐ How You Affect Your Own Values
- ☐ Values are Affected by Your Attitude
- ☐ Values are Affected by your Life Experiences
- ☐ Values Clarification
- ☐ Why Values Clarification is Important
- ☐ Values and Goals
- ☐ Value-driven Goals Focus on Process Over Outcome
- ☐ When Your Values are not Consistent with Your Goals
- ☐ The Benefits of Values Congruence
- ☐ More Successful Professional Life
- ☐ Better Relationships with Others



Achievement Drive

► Videos

- ☐ Achievement Drive Overview
- ☐ Motivation
- ☐ What Moves Us and Why
- ☐ Categories of Motivation
- ☐ Why People Work
- ☐ How to Increase Motivation
- ☐ Communicate in a Positive Manner
- ☐ Use Positive Affirmations
- ☐ Learn to Set Goals and Obtain Them
- ☐ Setting Goals
- ☐ Why People Avoid Setting Goals
- ☐ Commitment
- ☐ Positive Consequences of Commitment
- ☐ Negative Consequences of Commitment
- ☐ Motivational Tools to Keep Commitment
- ☐ The Seven Laws of Achievement
- ☐ Law of Control
- ☐ Law of Cause and Effect
- ☐ Law of Attraction
- ☐ Law of Mental Equivalency



Personal Responsibility



Supportive Environment

► Videos

- ☐ Supportive Environment Overview
- ☐ Benefits of Supportive Environment
- ☐ Stress and a Supportive Environment
- ☐ Forms of Support
- ☐ Social Support
- ☐ Non-Social Support
- ☐ Choosing Your Friends
- ☐ Ten Characteristics of a Supportive Person
- ☐ Empathy
- ☐ Strong Communication and Listening Skills
- ☐ View Mistakes as a Learning Experience
- ☐ Finding a Mentor
- ☐ Steps in the Mentoring Process
- ☐ How to Accept Support
- ☐ Let Go of Your "Expert" Opinions
- ☐ Be Selective About Who You Ask for Support
- ☐ How to Provide Support for Others
- ☐ Help the Person Change for the Better
- ☐ Use Affirmation Statements



Self-Esteem

► Videos

- ☐ Self-Esteem Overview
- ☐ Developing Self-Esteem
- ☐ Inner Self-Learning
- ☐ How Self-Esteem Affect You
- ☐ Your Self-Worth
- ☐ Your Choices
- ☐ Self-Esteem and Goal Setting
- ☐ Goals and Self-Esteem
- ☐ Self-Fulfilling Prophecy
- ☐ Be Flexible and Open to Change
- ☐ Changing Low Self-Esteem
- ☐ Positive Affirmations
- ☐ Silence Your Negative Inner Voice
- ☐ Read Your Affirmations Out Loud Every Day
- ☐ Benefits of High Self-Esteem
- ☐ Improved Assertion
- ☐ Improved Relationships with Others
- ☐ Better Able to Improve Yourself



Self-Control

► Videos

- ☐ Self-Control Overview
- ☐ Psychology of Self-Control
- ☐ The Cognitive vs. the Emotional Brain
- ☐ Locus of Control
- ☐ Emotions
- ☐ Stress
- ☐ Stress Management Tools
- ☐ Assertion
- ☐ Decide to Change
- ☐ Ask for What You Want in Clear, Concise Statements
- ☐ Be Calm and Relaxed
- ☐ Give and Take Compliments Easily
- ☐ How to Develop Self-Control
- ☐ Begin at the Beginning
- ☐ Use Positive Affirmations to Silence Your Inner Critic
- ☐ Develop Your Habits
- ☐ Change Your Thinking
- ☐ Deal with Mistakes
- ☐ Be More Assertive
- ☐ The Impact of Self-Control
- ☐ Feelings of Control
- ☐ Keeps Destructive Behavior in Check



Self-Management

► Videos

- ☐ Self-Management Overview
- ☐ Self-Awareness
- ☐ Four Core Areas
- ☐ Identify Your Strengths and Limitations
- ☐ Obstacles to Self-Management
- ☐ Lack of Self-Control
- ☐ Lack of Energy
- ☐ Procrastination
- ☐ Time Management
- ☐ Time Management 2
- ☐ Analyze Your Time
- ☐ The Six Principles of Time Management
- ☐ Steps to Improving Self-Management
- ☐ Steps to Improving Self-Management 2
- ☐ Take Stock of Yourself
- ☐ Take Action
- ☐ Changing Your Habits
- ☐ Remove Negative Self-Talk
- ☐ Silence Your Inner Critic



Personal Responsibility



Problem Solving

► Videos

- ☐ Problem Solving Overview
- ☐ Problem Solving Overview 2
- ☐ How You Affect Your Own Problem Solving
- ☐ Your Paradigms
- ☐ Your Personality
- ☐ The Problem Solving Process
- ☐ The Problem Solving Process 2
- ☐ The Decision Making Process
- ☐ The Decision Making Process 2
- ☐ Common Failures in Problem Solving
- ☐ Common Failures in Problem Solving 2
- ☐ Untrue Beliefs
- ☐ Make Problem Solving a Habit
- ☐ Make Problem Solving a Habit 2
- ☐ Positive Affirmations



Resiliency

► Videos

- ☐ Resiliency Overview
- ☐ Developing Resiliency
- ☐ Resiliency begins at birth
- ☐ Resiliency begins at birth 2
- ☐ Factors that increase resilience
- ☐ Characteristics of Resilient People
- ☐ Self-Esteem
- ☐ How to Improve Resiliency
- ☐ Develop the right attitude
- ☐ Develop an internal locus of control
- ☐ Surround yourself with supportive people
- ☐ Develop Your Habits
- ☐ Understand change
- ☐ Positive affirmations
- ☐ Benefits of Resiliency
- ☐ Improved Mood
- ☐ Stronger Immune System
- ☐ Moving on with life



Self-Improvement

► Videos

- ☐ Self-Improvement Overview
- ☐ Self-Improvement Overview 2
- ☐ Self-Awareness
- ☐ Your Self-Image
- ☐ Your Weaknesses
- ☐ Locus of Control
- ☐ Self-Improvement and Change
- ☐ Desire to Change
- ☐ Dealing With Transitions
- ☐ Six Rules for Self-Improvement
- ☐ Barriers to Change
- ☐ Your Attitude
- ☐ Procrastination
- ☐ Lack of Knowledge
- ☐ Develop Good Habits
- ☐ Say Yes to Change
- ☐ Visualize Positive Outcomes
- ☐ Use Positive Affirmations
- ☐ Find a Support System



Personal Responsibility

► Videos

- ☐ Personal Responsibility Overview
- ☐ What is Personal Responsibility?
- ☐ Four-Part Definition to Personal Responsibility
- ☐ Personal Accountability
- ☐ Changing your Life
- ☐ Factors that Affect Personal Responsibility
- ☐ Your Attitude
- ☐ Your Self-Efficacy
- ☐ Locus of Control
- ☐ Seven Rules for Taking Personal Responsibility
- ☐ Reach Outside Your Comfort Zone
- ☐ Be Proactive
- ☐ Understand Your Limits
- ☐ Becoming Responsible
- ☐ Use Positive Affirmations
- ☐ Own Up to Your Mistakes
- ☐ Avoiding Procrastination
- ☐ Benefits of Personal Responsibility
- ☐ Less Psychological Distress
- ☐ Improves Problem Solving Skills



Anxiety Management



Self-Control

► Videos

- ☐ Self-Control Overview
- ☐ Psychology of Self-Control
- ☐ The Cognitive vs. the Emotional Brain
- ☐ Locus of Control
- ☐ Emotions
- ☐ Stress
- ☐ Stress Management Tools
- ☐ Assertion
- ☐ Decide to Change
- ☐ Ask for What You Want in Clear, Concise Statements
- ☐ Be Calm and Relaxed
- ☐ Give and Take Compliments Easily
- ☐ How to Develop Self-Control
- ☐ Begin at the Beginning
- ☐ Use Positive Affirmations to Silence Your Inner Critic
- ☐ Develop Your Habits
- ☐ Change Your Thinking
- ☐ Deal with Mistakes
- ☐ Be More Assertive
- ☐ The Impact of Self-Control
- ☐ Feelings of Control
- ☐ Keeps Destructive Behavior in Check



Stress Management

► Videos

- ☐ Stress Management Overview
- ☐ The Importance of Stress Management (2)
- ☐ What is stress (2)
- ☐ What is a Stressor
- ☐ Physical responses to stress
- ☐ Mental response to stress (2)
- ☐ Destructive Thinking
- ☐ Negative self-talk
- ☐ Types of negative thinking (9)
- ☐ Constructive Thinking
- ☐ Negative and positive inner self learning (2)
- ☐ Positive Affirmations
- ☐ Self-Control (2)
- ☐ Locus of control
- ☐ Self-Efficacy
- ☐ Emotions (2)
- ☐ Choice Theory
- ☐ How to Conquer and Harness Stress
- ☐ Getting Organized
- ☐ Affirmative or positive thinking (3)
- ☐ Taking charge (2)



Physical Wellness

► Videos

- ☐ Physical Wellness Overview
- ☐ Self-Responsibility
- ☐ Self-esteem
- ☐ Stress management (3)
- ☐ Elements of Exercise
- ☐ Flexibility
- ☐ Strength
- ☐ Muscular endurance
- ☐ Wellness Pitfalls
- ☐ Alcohol
- ☐ Dieting fads and pills
- ☐ Fatigue
- ☐ Side Effects of Physical Wellness
- ☐ Develop good posture
- ☐ Muscular endurance training
- ☐ Improved muscle tone
- ☐ Muscular development protects joints
- ☐ Diet
- ☐ Read food labels
- ☐ Stay hydrated
- ☐ Prepare your own food with fresh ingredients
- ☐ Use moderation



Physical Wellness (continued)

► Videos

- ☐ Increase Your Chance for Success
- ☐ Start slow
- ☐ Find a wellness partner
- ☐ Reward yourself



Winning Colors

► Videos

- ☐ Winning Colors Overview
- ☐ Improved Actions 1
- ☐ Improved Actions 2
- ☐ Language of Success
- ☐ Color me...a Relater
- ☐ Color me...an Adventurer
- ☐ Color me...a Builder
- ☐ Color me...a Planner
- ☐ Color Me in Charge...Color Part of Me a Builder
- ☐ Bottom Line It
- ☐ If you have a Builder Way...
- ☐ How to Get Builder Behaviors and Skills
- ☐ Color Me Thinking...Color Part of Me a Planner
- ☐ How to Work Well with Planners...
- ☐ Ways to Get Along with Planners...
- ☐ Color Me a People Person...Color Part of Me a Relater
- ☐ How You Work Well with Relaters...
- ☐ Ways to Get Along with Relaters...
- ☐ Color Me in Action...Color Me a Adventurer
- ☐ If You Have an Adventurer Way of Doing Things...
- ☐ Your Ways to Deal with Adventurers' Desire for Freedom
- ☐ Remember