From *~~Not~~ Today: The 9 Habits of Extreme Productivity*:

*The good thing for us is that nobody is in charge of our inner voices except us. We can change what we tell ourselves. Own your mental narrative and you can change anything. Many people think that before you tell yourself something, you have to believe it. But we’ve found that simply changing what you say to yourself can change your beliefs. This might seem backward, but it’s true. In this sense, “fake it ‘til you make it” is good advice. The first step in changing that belief? Change how you talk to yourself.*

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| Example |  |
| **Negative Self-Talk** | **Positive Self-Talk** |
| I can’t get up early to exercise | Steve, you can set your alarm tonight one hour earlier to exercise. |
| I’m terrible at leading sales meetings.  | Mary, you need to learn what a great sales meeting looks like; then you can learn to lead one. |
| I’m not good at this and won’t ever be. | Jeff, you’re not good at it yet, but you can learn and get there. |
| I can’t concentrate with all the distractions. | Emma, other people can tune out distractions, so can you; you need to research how.  |
| If I try it, it won’t work. | Dave, you tried it, and it hasn’t worked, but you can learn to make it work.  |
| I don’t get this idea—I’m an idiot. | Jeanette, you don’t understand this right now, but you can figure it out.  |
| I’ll never dig out of the pile on my desk so I can be proactive. | Andy, you haven’t been able to dig out yet, but you can do it if you get help to manage your time and learn to say no.  |

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| How Would You Like to Talk to Yourself? |
| **I Say…** *(Self-talk that holds me back)* | **I Should Say…** *(Change this statement to the following)* |
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