

STEP ONE – VISUALISING HOW YOU WANT IT TO BE  
(Record your thoughts below)

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STEP TWO – BELIEFS  
(Write here the Belief that will support you most in the appraisal)

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STEP THREE – RIGHTS  
(Record the Right you want to give yourself most – because if you do it will entitle you to the respect you deserve. Also record the one that the others deserve)

"I have the right to –

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"They have the right to –

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STEP FOUR – SELF TALK  
(Write down any more self talk that you believe will help you get the result you in this Appraisal)

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STEP FIVE – BEHAVIOURAL TIPS  
(From the list of tips provided, choose 2 or 3 that you believe will work for you)

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*Keep this document somewhere safe and refer to it regularly to remind you of what you need to do to get the result you want in this Appraisal*

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