

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 getting cooperation from your colleagues)

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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 –

"They have the right to –

STEP FOUR – SELF TALK
(Write down any more self talk that you believe will help you get the co-operation you want)

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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)

Keep this document somewhere safe and refer to it regularly to remind you of what you need to do to get the co-operation you want from your colleagues

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