

# SECRETARY

Taking you up where you belong





# Talk yourself To the Top

**T**here was a time when people who talked to themselves were considered crazy, and maybe we still are, but research has proven that 70% of the conversation we have is conversation we hold with ourselves. It's called self-talk.

Self-talk is the conversation which constantly runs through your mind concerning the things that are happening to you at that exact moment. All experiences are constantly evaluated in your own mind, either positively or negatively, at the time they are happening to you.

This conversation you hold with yourself has a great deal of power over you and the decisions you make about your life. It determines the action you take regarding each situation. It determines whether you are a success or a failure in your own eyes and the eyes of the world.

By tuning out the flow of negative self-talk, you can open the door to your potential for success, productivity, and happiness.

Positive self-talk is one of the greatest assets a person can possess. It will serve as a major factor in converting negative emotions into positive ones. Self-talk is really an inner expression of our thoughts and it is just as powerful when it is expressed negatively as it is positively.

Thoughts become things. What we think about is manifest in our lives. Human beings have the ability to choose what it is they think; therefore we also have the choice of whether the thoughts are negative or positive, or a combination of both.

Knowing that our minds cannot entertain two thoughts at the exact same time makes us aware that we can switch back and forth from negative to positive to negative, so we must make a choice on the one we want to occupy the space in our mind. The same energy which brings about the negative thoughts can be converted to positive simply by making a conscious decision to do it.

When you find yourself thinking a negative thought, immediately say to yourself, "Stop!" Then reword the statement to a more positive one.

If you find yourself thinking, "Boy, am I stupid", stop, rephrase: "I am a smart person, so I must do better than this". Or change "I am so clumsy" to "Oops, I bumped into the desk. I wasn't paying attention to where I was going. I'll be more careful in the future."

So you talk to yourself, do you? And you're worried that the men in white coats are going to come after you? Worry no more – you're perfectly normal, says **JUDI MOREO**.



Be careful in your self-talk conversation about what follows the words "I am", for thoughts are things and what we tell our subconscious mind is what we become.

Consciously start to tell your subconscious mind, "I am a smart individual"; "I am healthy"; "I can accomplish the things I desire".

**Positive self-talk starts turning the wheels of your imagination. It opens you up to possibilities. It inspires self-confidence.**

Practice self discipline in your self-talk on a daily basis. Whenever you catch yourself thinking or doing anything negative, immediately replace the negative thought with a positive one.

One exercise you can try is to wear a rubber band on your wrist; whenever you hear a negative thought sneaking into your mind, snap the rubber band hard enough to sting your skin.

This will stimulate your nervous system to say to your brain, "Ouch, that hurt". You will then be physically aware that you are doing damage to yourself. "Ouch, this negative comment hurt me. Now I have an opportunity to help myself by replacing it with a positive one."

It is very difficult for someone to do her best when she does not feel her best.

Our feelings are directly affected by what we say to ourselves and how we accept what others say to us.

If someone else makes a negative comment to us, we can choose to accept it as a fact, internalise it, and have a feeling about it, or we can choose not to accept it. Example: If someone says to me, "You are so ugly", I can think, "Well, yes they are right. I am ugly. I have ruddy skin, my nose is too small and I'm too tall. I look gawky". Or I can think, "This person must need an eye examination. I'm happy with how I look." I personally choose to think they need an eye exam.

On the other hand, if someone said, "You are a desk", I wouldn't bother to think much about that. I know I'm not a desk, so my first thought would be that they certainly didn't know what they were talking about.

So why wouldn't my first thought on "You are so ugly", be that they didn't know what they were talking about? Because that statement might be in line with some of my own thinking. At some point in my life, I may have thought I was ugly and they just validated it. I have never thought I was a desk.

If we can remove our emotions from statements said to us and logically listen to what is being said and decide for ourselves if this is positive input, we'll know whether or not we want to accept or reject the information. If our own self-talk has been strong enough, and if we have built our own self-esteem by concentrating on our positives, outside forces will not be able to destroy us.

To build our self-esteem, we can start by saying five good things to ourselves in the morning before we even get out of bed. "I'm happy. I'm smart. I'm attractive. I'm terrific".

While brushing our teeth, we can look in the mirror and say, "Even though I'm having a hard time looking in this mirror right now and believing I'm the most beautiful person in the world, I like me. I'm a good person. I do nice things for people. I like my personality. I like the effort I put forth in making my life work well. I like my choice of husband, friends, pets and clothing".

An exercise we can cut out of our lives is that of comparing ourselves to others. It really doesn't matter what someone else is doing. Just concentrate on, "How am I doing with me? Am I making steady progress toward my goals?"

Positive self-talk is really just taking control of your own mind.

If you don't control your thoughts, you won't be able to control your own life.

*Judi Moreo is an international speaker who will be in South Africa conducting seminars throughout the month of September. For information on attending her programmes, contact Audio Word on (011) 678-5372.*