



***Enhanced Learning
Educational Services***
"the study skills specialist"

LIVE YOUR BEST LIFE



To achieve your best academically you need to make the most of all feedback from any tests or examinations.

- You should read each point and **highlight the key phrases** in that point.
- Discuss with a friend or parent as you read through the handout.
- You may like to work through this over a number of sessions.



Enhanced Learning **Educational Services** *“the study skills specialist”*

*First Published 2018 by Enhanced Learning Educational Services
Copyright © Enhanced Learning Educational Services 2018*

Reproduction and Communication by others

Except as otherwise permitted under the Act (for example for the services of the Crown or in reliance on one of the fair dealing exceptions i.e. a fair dealing for the purposes of research or study) no part of this resource may be reproduced, stored in a retrieval system, communicated or transmitted in any form or by any means without prior written permission.

Copyright

To allow ELES to continue producing resources to support teachers, parents and students, we rely on your personal integrity to adhere to the copyright standards. Please do not make copies for other people or distribute in any form to anyone else. This would be a breach of copyright and a prosecutable offence. This resource has been purchased for individual use only. Schools, educational organisations or groups must purchase a group license version from www.enhanced-learning.net.

Enhanced Learning Educational Services Profile

Our Organisation:

Enhanced Learning Educational Services (ELES) is the leading provider of study skills resources in Australia. Since 2001 over 500,000 students across Australia have benefited from our study skills worksheets and workbooks. An Australian business based in Sydney, our clients extend throughout Australia and to international schools overseas. We are committed to helping all students improve their ability to learn and study by providing study skills seminars and resources on the topics students need.

Our Mission:

To provide a worthwhile and effective service to teachers, students and parents, enhancing students' learning skills and abilities through dynamic programs, resources and strategies to unlock the power of the mind and enable greater success at school and in life.

Our Commitment:

As part of ELES' commitment to education, 5% of all gross income is donated to charities that help and assist children.

For further information about ELES or our products or contact details:

info@enhanced-learning.net
www.enhanced-learning.net

1. THE POWER OF THOUGHTS

We have the power to notice and direct our thoughts.

Types of thoughts:

- Opinions – both those you express aloud to others and self-talk that goes on inside your head.
- Memories of the past.
- Observations of the present – subject you are reading about; problem you want to solve; task you are working on.
- Ideas about now or the future.

Thoughts have an energy and can be:

- Negatively charged and make you feel bad when you think them.
- Positively charged and make you feel good when you think them.
- Neutral where no feeling is involved, eg when you are simply focused on a task.



The power of thoughts:

- What you think, you become.
- Thoughts evoke emotions – how you feel determines how much or little you are enjoying your journey through life.
- Your aim should be to reduce time spent thinking about things that make you feel bad and ultimately to convert those thoughts into things that make you feel good.
- Don't dwell on past failures or unhappy experiences – this is an easy way to feel like a failure. Let past experiences stay in the past.

You CAN change your thoughts:

- Meditation is a means of quietening your mind and stopping negative thoughts.
- Consciously and deliberately choose good-feeling thoughts with activities such as daydreaming positive things, or writing a 5-10 minute script to describe some aspect of your life in positive terms where problems are solved and relationships are healed.
- Think about and list all the things in your life right now that you appreciate and see as positive.
- Dismiss negative thoughts when they occur. Don't get angry with yourself for having a negative thought, instead start to practice filtering the negative thoughts out and replacing them with positive thoughts.



a. Do you ever notice the thoughts in your head? Are you conscious of when you have negative or positive thoughts? Have you tried dismissing negative thoughts?

2. SELF-TALK

Definition of self-talk:

- Self-talk is your inner conversation with yourself, inside your head.

Become aware of self-talk:

- Everyone has an inner voice that talks to them hundreds of time a day – what is the tone or attitude of your inner voice? Is your inner voice encouraging and loving or is it critical and judgmental?



Why is it important to have a positive inner voice?

- Self-talk has an enormous effect on our personal well-being and feelings of self-esteem.
- Self-talk that is critical and negative leads to firmly entrenched beliefs of unworthiness, lack of confidence and feeling unlovable and unloved.

Managing self-talk in a kind, supportive way:

- Firstly, start becoming consciously aware of the tone and manner of your inner voice.
- If you don't like what your inner voice is telling you then make a decision to stop it.
- Each time you catch your inner voice making a negative/unhelpful comment, say the word 'stop' out loud.
- Remind yourself of the positive steps you are going to take to change your thoughts and self-talk.



b. Do you ever notice your self-talk? Have you ever tried to re-direct or change your negative thoughts? Do you think this might be worth trying?

3. PERSONAL VALUES AND BELIEFS

Definition of Beliefs:

- A belief is something you hold to be the truth, something you accept to be real.
- You create beliefs by processing the events and experiences of your life and giving them a meaning. A belief is therefore a thought that you have been habitually thinking for so long that you have come to accept it as truth.

Belief systems and the imprinting period:

- From the age of 0-7 we are in our 'imprinting' period, that is we believe what we are told by others or what we interpret to be the meaning of events or experiences as we are too young ourselves to be able to evaluate and reason with logic and to reject data. Much of the data we were exposed to in our early imprinting period forms the basis of our belief system.
- As we grow older we add more data and we may have rejected some of the information that other people wanted us to believe, therefore forming our own beliefs.
- However, much of the basis of our belief system is in our subconscious and has a huge influence on our motivations and actions so that some beliefs imprinted in our early years may be detrimental to our lives while other beliefs may help us. Belief systems can have a powerful effect on our lives.

What are limiting beliefs?

- Limiting beliefs are your own beliefs that limit your capabilities and put a limit on what you believe is possible in your own life.
- Limiting beliefs steal your life and dreams because they stop you from taking action towards goals that would make your life better.
- Limiting beliefs are usually easy to detect because a person will often use them as their excuse for why they cannot do something. Limiting beliefs may stop you from even attempting to achieve your goals.

Overcoming limiting beliefs:

1. *Become consciously aware of your limiting beliefs.* Think about the beliefs inside your head or that you speak out loud that may stop you from setting or achieving your goals. Write a list of your limiting beliefs which you would like to get rid of.



2. *Interrupt the beliefs.*

- Make the beliefs seem ridiculous by repeating them out loud in a ridiculous voice a number of times so that as your brain retrieves the association of the limiting belief with a ridiculous voice you will be less inclined to believe it.
- Link the belief to mild physical discomfort – we subconsciously act to avoid pain and doing this may scramble the brain’s neuron pathways if you associate discomfort with a certain belief. Just be sure that your physical discomfort is a MILD one causing temporary discomfort.

Create and repeat replacement beliefs:

- Create new, empowering beliefs that you can focus on and affirm frequently so as to build and strengthen new neuron pathways in your brain. Remember that a belief can be a thought that you hold to be true.
- Create new positive thoughts and keep thinking them until they become a belief. Do this by creating affirmations and printing them on cards you can place by your bed, in your car, or in a place where you can see and read them regularly.
- Repeat your affirmations or positive statements out loud with passion. One technique is to repeat the affirmation over and over and take turns in emphasising a different word in the sentence each time.
- Always phrase things in a positive way rather than a negative way.



c. *Can you think of some examples of what your personal beliefs are? Can you think of any limiting beliefs you might have and some replacement beliefs you could try?*

4. SELF-ESTEEM

Definition of Self-Esteem:

- Self-esteem is your opinion of yourself. It can change over time in response to decisions that you make, things that happen to you, things that you read, hear or watch that have an influence on how you feel about yourself.
- High self-esteem means you feel positive about who you are and believe you have value.
- Low self-esteem means feeling negative about yourself – changing your self-esteem is not about changing the person that you are, it is about changing your opinion about yourself and coming to like and accept yourself as the person you are now. It is all about YOUR opinion of YOU.

Why is self-esteem important?

A person with healthy self-esteem is more likely to:

- feel good about themselves and about life
- have a higher level of happiness and well-being than a person with low self-esteem
- have good friends
- look after their physical health
- set and achieve challenges and goals
- bounce back quicker from setbacks and setdowns.



Knowing your strengths:

- People who recognise and find ways to use their strengths are often happier than those who recognise and try to correct their weaknesses. Focusing on your strengths is a great way to feel good about yourself and raise your self-esteem.
- Unconditional love means learning to love and accept yourself, as you are right now.

Ways to improve your self-esteem:

There are a number of strategies you can choose from to help improve your self-esteem:

- Act in accordance with your values and with what you believe in.
- Create a positive aspects book about yourself and spend a few minutes each day to think and write about the things that you like about yourself.
- Stop comparing yourself to others. Forgive, forget and let go of old issues.
- Create positive beliefs about your world for they will become self-fulfilling prophecies.
- Accept gifts and acts of kindness with grace, not refusals. Have an attitude of gratitude.
- Don't take yourself too seriously in life.
- Self-respect and self-worth mean putting you first and paying attention to how you feel – put yourself as a priority and take time to feel good about who you are and what you do.
- Find ways to use your strengths on a regular basis. Become aware of your self-talk.
- Care for your mind by caring for your body: sleep, exercise, nutrition. Meditate.
- Do things that make you happy. Make time for fun and play.

DISCUSS

d. Have you ever considered what your own self-esteem is like? Do you already do any of the strategies that improve self-esteem?