
MASTERING SELF-DISCIPLINE WITH NLP

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How to Use the Information in this Progress Guide

This Progress Guide serves two major purposes. The illustrations it contains help you visualize certain principles and concepts discussed in the audio portion of THE SCIENCE OF SELF-DISCIPLINE.

The Worksheets which comprise the major portion of this Progress Guide are to help you put self-discipline to work. If you want to keep your Progress Guide intact, merely make copies of the Worksheets you plan to use. You have the permission of the copyright holder. In that way, you can make just as many copies as you feel you'll need in order to tackle any situation demanding greater self-discipline, and you'll be able to measure your progress toward your goals.

If you don't care about keeping your Progress Guide intact, remove those Worksheets you plan to use, or fill them out in the Progress Guide itself.

Yet another approach to utilizing the Worksheets is this: You may find that one, a few, or none suit your needs. Whenever that happens, use the proposed Worksheets as guides to improve upon when devising your own – ones you *know* will suit your needs!

By using this Progress Guide as we've designed it, you'll learn many new things about yourself. You'll also attain the self-discipline you're seeking. This, in turn, will help you set high-powered goals *and meet them with ease*. Don't let the Worksheets gather dust. Fill them out completely as soon as possible and let them work their magic for you!

How the Subjective Unit of Discomfort Scale (SUDS) Works

The Subjective Unit of Discomfort Scale (SUDS) illustrated on the next page helps you to visualize both your Performance Level and Discomfort Level whenever you attempt through self-discipline to change behavior or habits. The horizontal scale measures the amount of discomfort you feel when you try to be disciplined.

The numbers on both the horizontal and vertical scales advance in groups of ten. The numbers that run vertically help you to determine your Performance Level – how well you performed in breaking a habit or behavior.

The numbers that run horizontally along the bottom of the chart indicate your Discomfort Level. Ideally, you will score in the 30 to 40 range on the horizontal scale. That means you are in your Maximum Productivity Range. If you score more than 40 on this scale, your discomfort intensifies, and you start using avoidance behaviors. At that point, you're getting less done.

Move into the 50 to 60 range and you feel a great deal of Pain. Between 60 and 80, you encounter Burn-out. And a SUDS level below 30 allows you too much pleasure, and as a result, you don't push yourself.

How do you get your SUDS to a level that helps rather than hurts? Kerry L. Johnson discusses three techniques on session three of this program. That's where you can refresh your memory about SUDS as well.

Subjective Unit of Discomfort Scale

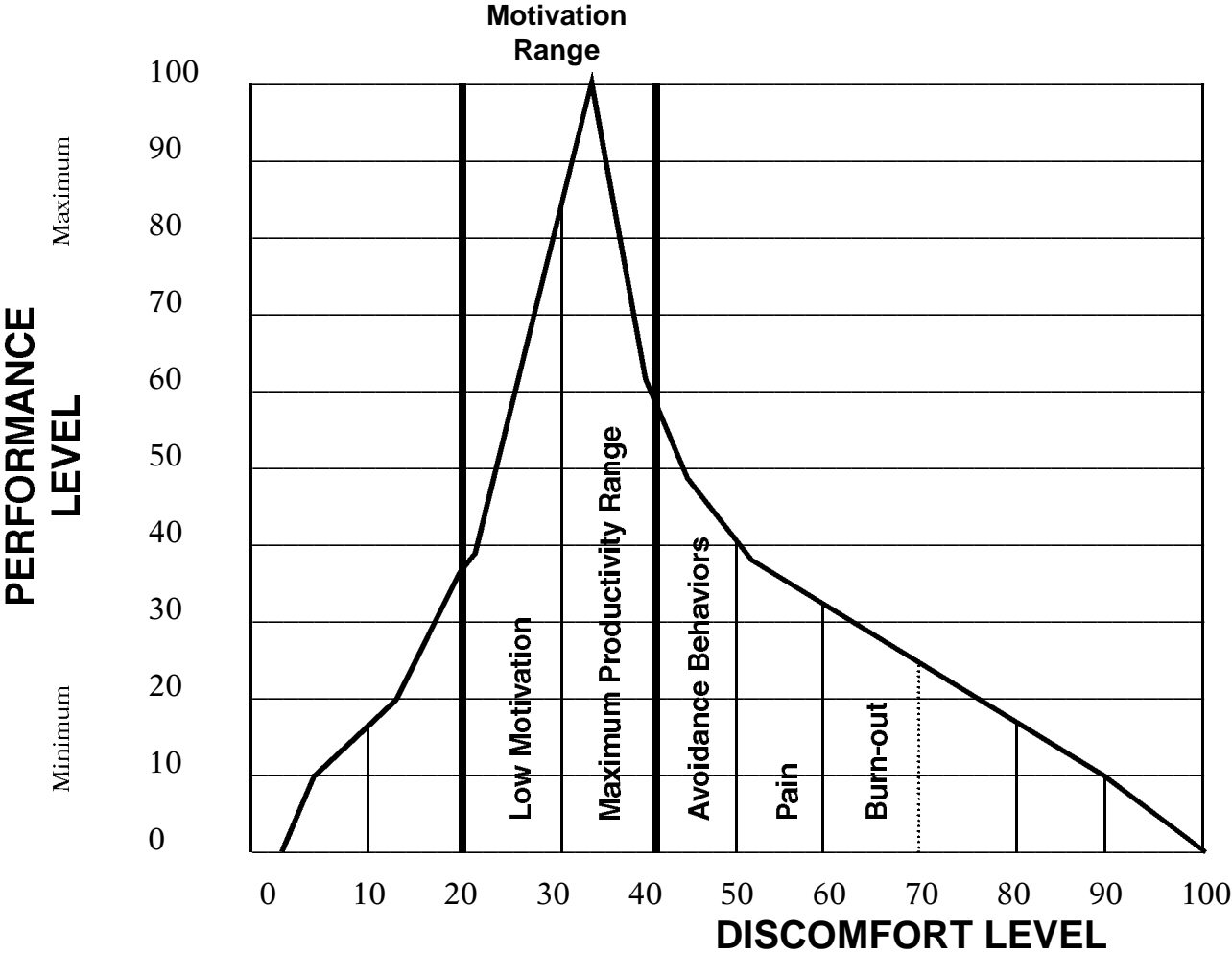


Figure A. Notice that when you can get your Discomfort Level between 30 and 40, you are also able to hit the peak of your Motivation Range. If your Discomfort Level falls below 25 or goes above 40, your motivation to take action rapidly drops off.

BIODOTS and Your Emotional State

B I O D O T S		
Color	Body Temperature	Emotional State
Violet	94.6°F	Very Relaxed
Blue	93.6°F	Calm
Turquoise	92.6°F	Relaxing
Green	91.6°F	Involved
Yellow	90.6°F	Unsettled
Amber	89.6°F	Tense
Black	87.6°F	Very Tense

Figure B. Remember that the colors listed on this chart are approximations and that the interpretation of stress levels is generalized.

How to Use the BIODOTS

BIODOTS are quick-acting, accurate thermometers that monitor blood flow and thus indicate possible stress. They are small circles of micro-encapsulated cholesteric liquid crystals of a thermal range gauged to variance in skin temperature, invented by Robert H. Grabhorn in Indianapolis, Indiana, in 1977.

Non-toxic and completely safe for external body use, today BIODOTS are sold in 107 countries worldwide. Contained in your program materials are a package of BIODOTS and a color indicator card. It is recommended you place a BIODOT in the gentle dip between your thumb and forefinger (See Figure C. below). This affords easy monitoring, and this spot is naturally protected from undue abrasion.

Most likely your BIODOT was black when you put it in place. Soon, it will turn a color. By matching the BIODOT'S color to the same shade on the indicator card, you can determine your general emotional state.

BIODOTS are a versatile tool for those concerned with controlling daily stress. By simply observing the BIODOT, you can immediately tell if your system is reacting adversely to a stressful situation. If so, you can take steps to reduce stress by engaging in any of the recommended relaxation techniques, such as deep breathing, meditation, taking a break from work, etc.

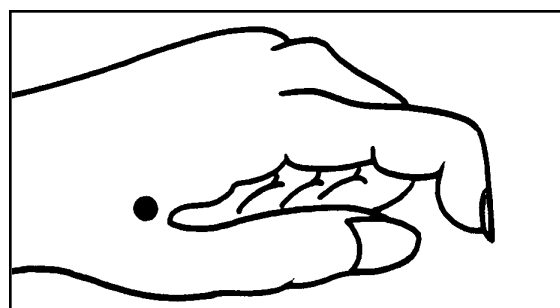


Figure C. For best results, position the self-adhering BIODOT as shown.

Rewards and Reinforcers Worksheet

Activities	Importance	Measurement	Frequency
Watching television	3	3 hours	weekly
Listening to the radio	1	half an hour	weekly
Cup of coffee, tea	5	1 hour	weekly
Being alone	1	half an hour	weekly
Reading newspapers, magazines, books	10	2 hours	weekly
Exercise—jogging, spa, aerobics	10	5 hours	weekly
Hobbies—sewing, stamps, etc.	2	2 hours	monthly
Long baths or bubble bath	4	1 hour	weekly
Eating favorite foods	8	4 hours	weekly
Going to movies, plays, concerts	8	3 hours	monthly
Sports—tennis, golf, bowling	10	3 hours	monthly
Going out for dinner	9	3 hours	weekly
Going to sporting events	8	5 hours	4x a year
Drives in the country	5	1 hour	6 x a year

Figure D. Pursuant to creating your own Rewards and Reinforcers Worksheet (on the next page), we’ve completed this one for you to show you how it’s done. This Worksheet works in conjunction with the Behavioral Contracts.

How to Use the Rewards and Reinforcers Worksheet

In the example above, Joe Everyguy listed 14 of his favorite activities. Some may be favorites of yours. In compiling your own list, consult this Worksheet as a guide and memory-jogger.

Some of the activities Joe listed take place during his working day, such as consuming coffee or tea, and eating his favorite foods over lunch. Others are leisure-time activities. He ranked his activities on a scale of 1 to 10, depending on their importance to him. Just because an activity was a favorite of Joe’s didn’t necessarily mean it required a lot of time. He likes to play tennis very much, for instance (a 10 on the Importance Scale), but he doesn’t have to play too often (3 hours a month).

The Measurement column shows how many hours are devoted to the activity, and the Frequency column shows how often. You need all this information to determine what rewards you want to offer yourself to reinforce the behavior you are seeking.

Outcome Worksheet

	Goal	Cost	When
1	750iL BMW	\$75,000	12/2004
2	Midsummer vacation in Europe	\$5,000	6/2004
3	New rental property	\$80,000	3/2004
4	Achieve top sales of year award	\$150,000 commissions	12/2004

HOW ATTAINED By making more sales.

Current activity level: 2 phone calls/day – 1 booked appointment
every 2 days -1 appointment every week-1 sale every 2 weeks.
Current averages: 1 sale - \$250 commission – 2 appointments – 5 booked appointments –
20 calls. Extra activity needed to achieve objectives by date desired: 10 calls/day –
2 booked appointment/day – 1 appointment/day – 1 sale every 2 days –
2 sales/week - \$2,000/month (\$1,500 more than I'm making now!)

Figure E. We thought you'd like to see how the Outcome Worksheet looks when it's completed, before completing your own on the next page.

How to Use the Outcome Worksheet

The Outcome Worksheet helps you visualize your goals. They become more real when you put them into writing. And under the "How Attained" section, you can break your large goals into daily, weekly, or monthly portions, thus making it easier for you to maintain the desired level of self-discipline.

How to Use the Four-to-Six Week Behavioral Contract

On the adjacent page, you see a completed version of the Four-to-Six Week Behavioral Contract. This is an agreement you make with yourself to bring about needed changes on a regular basis for increased overall performance.

The “If” column is the portion of the contract devoted to detailing exactly what you plan to achieve to support the goals you established in the Outcome Worksheet. These are target behaviors you want to be more self-disciplined about. And they are ones you believe will help you get what you want – the items you listed under the Goal column in the Outcome Worksheet.

The Behavioral Contract we’ve completed as an example (See next page) is devoted to attaining selling objectives. However, you can complete a contract on almost anything – quitting smoking, losing weight, saving money – the list is endless.

The “Then” column is for listing the reward you plan to give yourself. Consult your own completed Rewards and Reinforcers Worksheet to select a reward. Choose any reward you’ve rated at least a 6 on the Importance Scale.

Notice that each targeted behavior in the “If” column represents a *daily* activity, and the reward under the “Then” column represents a *daily* reward. Now, if you meet your daily objective for each week, you deserve a bonus. List it in the space devoted to “Bonus” and be certain it is something that is not only rewarding, but one that also reinforces your goals for the future.

The “Control” section establishes the penalty you’ll invoke against yourself if you don’t meet your goals – sort of a negative enforcer.

Select a partner to check up on you. This person should be supportive of you and your goals. List the “Partner” in the space provided and date the agreement. For more details, listen again to session Nine of this program.

Four-to-Six Week Behavioral Contract

EFFECTIVE DATES: From July 9, 2003 To: August 22, 2003	
IF <i>I make 3 contacts each day</i>	THEN <i>I will go out for dinner twice this week (3 hours).</i>
IF <i>I book 1 appointment each day</i>	THEN <i>I can read my favorite book for 25 minutes each weekday night (2 hours weekly).</i>
IF <i>I go on 1 appointment each day</i>	THEN <i>I can exercise one hour each weekday morning or evening (5 hours).</i>
BONUS: <i>If I achieve my goal each and every day of the week for contacts, booked appointments, and face-to-face appointments, then my wife and I can attend a sporting event.</i>	
CONTROL: <i>My wife will meet with me every day to discuss my goal activity and help me keep track. I will give \$200 to my wife for security. If I give myself a reward without earning it, or fall off the program before 6 weeks are completed, she may spend the \$200 as she pleases.</i>	
Goal Achiever: <i>Joe Everyguy</i>	
Partner: <i>Mary Jones-Everyguy</i>	
This contract will be reviewed on (date): <i>August, 26, 2003</i>	

Figure F. Joe Everyguy made a contract with himself to achieve his goals. Notice that the rewards he listed for each “Then” entry are picked up directly from Joe’s completed Rewards and Reinforcers Worksheet (See Page 6).

Four-to-Six Week Behavioral Contract

EFFECTIVE DATES: From	To:
IF	THEN
IF	THEN
IF	THEN
BONUS:	
CONTROL:	
Goal Achiever:	
Partner:	
This contract will be reviewed on (date):	

WORKSHEET NUMBER FOUR: Here's a blank version of the Four-to-Six Week Behavioral Contract. Instead of filling it out in this Progress Guide, you may wish to make a few photocopies and use them for your needs. You can have several contracts with yourself going at the same time.

Four-to-Six Week Behavioral Contract

EFFECTIVE DATES: From	To:
IF	THEN
IF	THEN
IF	THEN
BONUS:	
CONTROL:	
Goal Achiever:	
Partner:	
This contract will be reviewed on (date):	

Current Goal-Oriented Activity Assessment*

As succinctly as possible, list what your goal is. _____

For each of the periods listed, what are you now doing to meet your goal?
(Note: Depending on your goal, you may not need to fill each blank.)

Hourly _____

Daily _____

Weekly _____

Monthly _____

WORKSHEET NUMBER SIX: This Worksheet helps you determine the activities you are currently engaged in to meet your goal(s). You may make such an assessment for each goal you now have.

How to Use the Current Goal-Oriented Activity Assessment

This is a rather straightforward device to help you ascertain exactly what it is that you are now doing to meet your goal(s). You can use this Worksheet to target such behaviors as (1) improving on tardiness; (2) increasing your reading; (3) improving your child-rearing abilities; (4) eliminating procrastination from your life; (5) losing weight; or any current goal-oriented activities.

**Editor's Note:* In the audio portion of this program, Kerry Johnson refers to this Worksheet as the Activity Level Worksheet.

Weekly Activity Log

	Title of Book	Goal Number of Pages	Number of Pages Read	Reward Received
Sunday	Thriving on Chaos	2	2	yes
Monday	Thriving on Chaos Hunt for Red October	3 5	3 5	yes

Weekly Activity Log

	Client	Appointment Booked	Appointment Booked	Contacts
Sunday				
Monday	Don Moris 555-2345 Tim Donaldson 555-1234 Donna Blake 555-5678	x x x		xxxxx
Tuesday	Fred James 555-8765 Tom Jana 555-6543 Tim Parker 555-0977	x x		xxxxx xx
Wednesday			x	

Figures G, H: Here are examples of two partially completed Weekly Activity Logs, one devoted to reading more, and the second to being more organized about making and keeping appointments. It's easy to see that the Weekly Activity Log has been designed to be quite flexible and allows you to determine all column headings.

Weekly Activity Log

Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

WORKSHEET NUMBER SEVEN: Here's a blank version of the Weekly Activity Log. See the previous pages for two examples of how to use this Worksheet. Don't feel limited to listing only one activity a day. Nor should you feel each day must show some activity. Actually, these matters will be decided by the subgoals into which you broke your major goal.

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