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Titolo	Twelve steps to self-improvement [[electronic resource]] : a Crisp assessment profile // [the editors, Crisp Publications, Inc.]
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ISBN	1-4175-3311-0
Descrizione fisica	1 online resource (118 p.)
Disciplina	158
Soggetti	Self-actualization (Psychology) Twelve-step programs Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""CONTENTS""; ""PART I Rating Yourself In Twelve Categories""; ""Category 1 How High Is Your Self-Esteem?""; ""WHAT IS SELF-ESTEEM?""; ""HOW HIGH IS YOUR SELF-ESTEEM?""; ""CASE STUDIES""; ""CASE NUMBER 1""; ""CASE NUMBER 2""; ""SELF-INVENTORY SCALE""; ""Category 2 Do You See The Wellness-Success Connection?""; ""WELLNESS DEFINED""; ""WELLNESS AND THE ATTITUDE CONNECTION""; ""TYPICAL WELLNESS COMMENTS""; ""CASE STUDIES""; ""CASE NUMBER 3""; ""CASE NUMBER 4""; ""SELF-INVENTORY SCALE""; ""Category 3 Are You A Good Communicator?""; ""THE ART OF COMMUNICATION"" ""THE BEST COMMUNICATORS ARE GOOD LISTENERS""""CASE STUDIES""; ""CASE NUMBER 5""; ""CASE NUMBER 6""; ""RATING YOURSELF AS A COMMUNICATOR""; ""Category 4 How Good Are You At Human Relations?""; ""STAYING POSITIVE IN A NEGATIVE ENVIRONMENT""; ""TIPS ON HOW TO STAY POSITIVE""; ""REPAIRING RELATIONSHIPS""; ""CASE STUDY""; ""CASE NUMBER 7""; ""APPRAISING YOUR HUMAN RELATIONS SKILLS""; ""Category 5 Are You Taking Yourself Too Seriously?""; ""DEVELOPING A SENSE OF HUMOR""; ""EXERCISE: HUMOR QUOTIENT""; ""FUN IN THE WORKPLACE""; ""CASE STUDY""; ""CASE NUMBER 8""; ""RATING YOURSELF ON HUMOR"" ""Category 6 Does Your Attitude Need A Positive Boost?""""THE NEED FOR FREQUENT ATTITUDE RENEWAL""; ""WHAT IS A POSITIVE

ATTITUDE?"; "THE CHALLENGE OF STAYING POSITIVE"; "YOU KEEP YOUR POSITIVE ATTITUDE WHEN YOU GIVE IT AWAY"; "CASE STUDIES"; "CASE NUMBER 9"; "ASSESSING YOUR ATTITUDE"; "Category 7 Are You Sufficiently Assertive?"; "HOW TO DEVELOP POSITIVE ASSERTIVENESS"; "EXERCISE: AN ASSERTIVENESS QUIZ"; "CASE STUDIES"; "CASE NUMBER 10"; "CASE NUMBER 11"; "ASSERTIVENESS SELF-IMPROVEMENT SCALE"; "Category 8 Do Your Job Skills Need To Be Upgraded?"
"THE WINDS OF CHANGE""EXERCISE: MEASURING THE DEGREE OF CHANGE IN YOUR JOB"; "CASE STUDY"; "CASE NUMBER 12"; "SKILL LEVEL SCALE"; "Category 9 Are You Satisfied With The Quality Of Your Work?"; "THE SWITCH TO EXCELLENCE"; "EXERCISE: QUALITY QUESTIONNAIRE"; "CASE STUDY"; "CASE NUMBER 13"; "QUALITY WORK PERFORMANCE SCALE"; "Category 10 Do You Have Your Career And Lifestyle Organized?"; "SELF-MANAGEMENT IS THE KEY"; "THE NUTS AND BOLTS OF TIME AND TASK MANAGEMENT"; "How to Do Effective Daily Task Planning"; "CASE STUDY"; "CASE NUMBER 14 RICA AND ROLPH"
"CASE STUDY""CASE NUMBER 15 DARLENE"; "SELF-MANAGEMENT EVALUATION"; "Category 11 Are You Reaching Your Creativity Potential?"; "EVERYONE HAS A CREATIVITY POTENTIAL"; "CASE STUDY"; "CASE NUMBER 16 JERRY"; "CREATIVITY ASSESSMENT"; "Category 12 Can You Stop Procrastinating?"; "ARE YOU A PROCRASTINATOR?"; "EXERCISE: MAJOR CAUSES OF PROCRASTINATION"; "HOW TO STOP PROCRASTINATING FOR GOOD"; "CASE STUDY"; "CASE NUMBER 17"; "DON'T POSTPONE THIS RATING"; "PART II Constructing Your Profile"; "STEPS TO TAKE: VISUALIZING YOUR STRENGTHS AND WEAKNESSES"
"INVENTORY PROFILE SHEET"
