1. Record Nr. UNINA9910811107103321 Twelve steps to self-improvement: a Crisp assessment profile / / [the Titolo editors, Crisp Publications, Inc.1 Los Altos, Calif., : Crisp Publications, Inc., c1991 Pubbl/distr/stampa **ISBN** 1-4175-3311-0 Descrizione fisica 1 online resource (118 p.) 158 Disciplina Self-actualization (Psychology) Soggetti Twelve-step programs Lingua di pubblicazione Inglese Formato Materiale a stampa

Livello bibliografico Monografia

Note generali Description based upon print version of record.

Nota di contenuto Copvright -- Contents -- Part I Rating Yourself In Twelve Catego

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.