*Mindset Matters*

Your mind is made up of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mind and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mind.

* Imagine an iceberg: Only about \_\_\_\_\_\_ % is above water, while the other \_\_\_\_\_ % is below the water. This is just like your mind.
* The conscious mind is the portion \_\_\_\_\_\_\_\_\_\_\_\_ water, while the subconscious mind is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ water--the bulk of your mind!
* Whenever there is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_between the subconscious and the conscious mind, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ always wins.

The secret: You \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what you \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_.

* Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ thoughts.
* Notice your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_.
* It is always going! I sometimes call it \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_.

*Meaning-Making*

We are \_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* We usually have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the two circles so we think our "story" is the \_\_\_\_\_\_\_\_\_\_\_\_\_.
* It only takes \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for events to happen and for us to then collapse the events with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ we decided on.

*The Power of Language*

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ is very important. When you listened to your mind \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, what was it saying?

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ vs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Three steps to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your self-talk:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what it is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what you want instead.

3. When you notice a thought that is not in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ it and \_\_\_\_\_\_\_\_\_\_\_\_\_ a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ thought instead.

*Reframing Your Language*

Notice what you say \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_.

* I \_\_\_\_\_\_\_\_\_\_\_ vs. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or I \_\_\_\_\_\_\_\_\_\_\_\_.
* I'll \_\_\_\_\_\_\_\_\_\_ vs. I \_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the best \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you can take to optimize your mind:

1. Use the \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_ process to change your self-talk.

2. Implement the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of what you let into your mind: \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_, etc.

4. Focus on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and what you \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_.

* Keep a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Basics of Win-Win Communication*

You are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all the time.

* \_\_\_\_ to \_\_\_\_ % of all communication is \_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Be \_\_\_\_\_\_\_\_ rather than \_\_\_\_\_\_\_\_\_\_\_\_\_ in your body language.

Think \_\_\_\_\_ - \_\_\_\_\_!

* It is not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or one person \_\_\_\_\_\_\_\_\_\_\_.
* It is finding a \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* It adds \_\_\_\_\_\_\_\_\_\_\_ to both parties.

Tips for engaging in winning communication:

1. Practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_ listening

2. Seek first to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, then to \_\_\_\_\_ understood

3. Get \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with your options--think outside the box

4. Focus on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the person and the situation

5. Look for how you can \_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ and get your needs met.

*Five Steps to Conflict Resolution*

1. \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_: get out of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ brain and into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ brain

* Some people take \_\_\_\_\_\_\_\_\_\_\_\_\_\_ than others
* Don't let this be an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ conflict

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: everyone should agree on what the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is
2. Brainstorm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: come up with several ideas without \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Go for \_\_\_\_\_\_ - \_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_ a solution and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it: everyone \_\_\_\_\_\_\_\_\_\_\_\_\_ on the best solution
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_: the most often overlooked step of the process

* Make time to do this so that the situation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resolved and there is no \_\_\_\_\_\_\_\_\_\_\_\_\_ to relationships