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# CHECK LIST EFFECTIVE USE



THE COACHING MASTERS

## HOW TO MAINTAIN SELF-ESTEEM

### STEP 1

#### **Identify everything that boosts your self-esteem and everything that triggers your toxic behavior.**

Read the two checklists below and rate your own behavior. Check on the ball if you exhibit behavior frequently or always. (By "toxic" behavior, we mean behavior that damages your self-esteem.)

### STEP 2

#### **Identify everything that boosts your self-esteem and everything that triggers your toxic behavior.**

Decide which self-esteem behaviors you want to intensify and which toxic behaviors you want to eliminate.

### STEP 3

#### **Regularly review your behavior profile.**

Regularly step up your self-esteem behaviors and work to remove the ones that are toxic. It's helpful to discuss your decisions with someone you know and trust - don't forget to ask for feedback on your progress.

# the CHECK LIST EFFECTIVE USE

## CHECKLIST FOR EFFECTIVE USE

### Self-esteem behavior

- Smile often
- Look into the eyes of others
- Greet others by name
- Praise others sincerely
- Listen carefully; listen to others until the end
- State your own needs and wants honestly
- Asks direct questions, without prompting certain answers
- Keep your word if you have given it
- Use humor constructively
- Expresses genuine interest in others
- Avoid impulsive reactions; don't get angry suddenly

### Toxic Behavior

- Complain or regret
- Make fun of others
- Monopolises the conversations
- Criticizes and finds faults in others
- Interrupts when others speak
- Lose your mood easily doesn't keep promises make inconvenient jokes
- Asks accusatory questions or induces certain responses
- Builds phase with "you should"; pressure others excessively
- Avoids honest questions, refuses to be direct with others.