

Managing Self Esteem

There are many ways to manage your self-esteem and ensure that it becomes, and remains high.

Listen to Your Thoughts

How you think determines how you feel. Become aware of when you are thinking negative, self-defeating thoughts. There are many types of negative, self-defeating thoughts:

- ▶ **Inflexible** - *I will never get it right*
- ▶ **Irrational** - *I should not make mistakes*
- ▶ **Distorted** - *It's a catastrophe*

Replace these thoughts with positive ones:

- ▶ **Flexible** - *Everyone makes mistakes*
- ▶ **Rational** - *It's not the end of the world*
- ▶ **Adaptable** - *What can I learn from all of this?*

Catch Yourself Being Good

- ▶ Acknowledge your talents and achievements and feel good about them.
- ▶ Focus on what you can do and what you have done, not on what you can't do and what you haven't done.
- ▶ Give yourself a pat on the back and say with confidence, "I did well there" instead of "I messed that up"

Do Something Nice for Someone

- ▶ Achieve a new goal
- ▶ Find a solution to a problem
- ▶ Thank someone
- ▶ Accept some criticism well
- ▶ Take a risk and go for it
- ▶ Be honest and accepting about a mistake
- ▶ Do a particular job or task well

Be specific in your positive thoughts. Rather than thinking something vague like, maybe I am a nice person, say, *'It was nice of me to help Sue with her dinner party.'*

Keep a Self Esteem Diary

Buy a notepad and each day record 3 or 4 situations that you handled well. If you have trouble thinking of situations you handled well, jot down any situation and find the things you did well in each situation. Record each of the situations under the following headings:

- ▶ *Situation*
- ▶ *Things I did well*
- ▶ *I am an OK person because ...*

This will help you concentrate on what you've done well, rather than focusing on the bad parts of your day.

Respect Yourself

- ▶ Treat yourself as you would a friend: if you respect yourself, others will too
- ▶ Allow yourself to participate in pleasurable things
- ▶ Give yourself rewards, such as praise, as a way of showing yourself respect
- ▶ Don't put yourself down, especially in front of others

Actions are Important

- ▶ Be assertive: being assertive means treating yourself well and doing the best you can to make sure others treat you in the same way
- ▶ Stick with an attitude that says I'm important to look after and act that way
- ▶ Assist and help others to meet their rights and needs but not at your own expense

Communicate Effectively

- ▶ Communicate in a clear, open and honest manner with others
- ▶ Tell people how you feel in an assertive and positive way
- ▶ Listen to others: show them through your actions and attitudes that you are interested in what they are saying.
- ▶ Try to use at least one of the following strategies:
 - Remain assertive, not passive or aggressive
 - Let the other person finish talking
 - Say what is on your mind
 - Ask for others opinions
 - Admit when you are wrong and accept criticism
 - Speak slowly and clearly
 - Ask questions about and of others
 - Maintain eye contact



Your EAP is there to help

Remember the EAP offers support through confidential face-to-face and telephone counselling and appointments can be made by phoning your EAP provider, Davidson Trahaire Corpsych (DTC), on **1300 360 364**.