



Mastering your mind to increase your bottom line

Cognitive distortion worksheet (self-awareness)

Investing in your emotional intelligence can bring substantial rewards: it can lead to higher self-awareness and give you the tools to better manage your emotions.

By changing the way you think, you'll change the way you feel and therefore the way you act. This will lead to you having a more positive and optimistic frame of mind which will, in turn, allow you to be more successful with your business.

Review the cognitive distortions listed below and identify which ones you experience and rank yourself for frequency. Next, write down an example of when you experience each one.

Cognitive distortion	Frequency ranking 1 = never, 2 = occasionally, 3 = often, 4 = very often, 5 = always	Example
<p>All or nothing thinking</p> <p>Seeing yourself as a total failure if your performance falls short of perfect. This type of thinking (perfectionism) signifies that everything is either black or white, with no shades in-between.</p>	<p>1 2 3 4 5</p>	
<p>Overgeneralization</p> <p>Viewing a single event as a never-ending pattern. Using the words always and/or never. Tending to generalize about the possible outcome of a situation based upon your previous experience.</p>	<p>1 2 3 4 5</p>	
<p>Mental filtering</p> <p>Picking out a single negative detail and dwelling on it exclusively, so that your vision of reality is darkened. Filtering out the good and focusing on the bad.</p>	<p>1 2 3 4 5</p>	
<p>Disqualifying the positive</p> <p>Rejecting positive experiences by insisting they don't count. Maintaining a negative belief that is contradicted by your everyday experiences.</p>	<p>1 2 3 4 5</p>	



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<p>Jumping to conclusions</p> <p>Interpreting events negatively, with no evidence to support this conclusion.</p> <ul style="list-style-type: none"> • The mind-reader: concluding that somebody is reacting negatively to you, without taking the time to verify if this is true. • The fortune teller anticipating that things will turn out badly and accepting this as fact. 	<p>1 2 3 4 5</p>	
<p>Magnification and minimization</p> <p>Exaggerating the importance of things or inappropriately shrinking things until they appear tiny.</p>	<p>1 2 3 4 5</p>	
<p>Emotional reasoning</p> <p>“I feel it and therefore it must be true.” Assuming that your negative emotions necessarily reflect the way things really are.</p>	<p>1 2 3 4 5</p>	
<p>“Should” statements</p> <p>Motivating yourself with shoulds and shouldn’ts. Self-punishments also include musts and oughts.</p> <p>The emotional consequence is guilt. When directed at others, you feel anger, frustration and resentment.</p>	<p>1 2 3 4 5</p>	
<p>Destructive labelling</p> <p>An extreme form of overgeneralization. Attaching a label to yourself while describing an error. Attaching a label to others when they rub you the wrong way.</p>	<p>1 2 3 4 5</p>	
<p>Personalization</p> <p>Seeing negative events as indicative of some negative characteristic in yourself or taking responsibility for events that were not your fault.</p>	<p>1 2 3 4 5</p>	