

25 WAYS TO

INCREASE

YOUR

COURAGE

Workbook

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Website: exectechweb.com

Book: exectechweb.com/courage

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Workbook Introduction

Congratulations for TAKING ACTION by downloading this workbook!

As you know from the book *25 Ways to Increase Your Courage*, the only way to increase your courage and reduce your fear is by taking action. This workbook will help you DO the Application Steps described in the book. These are called Action Steps in this workbook.

As a result of your increased courage, you can take on bigger challenges, improve your performance, increase your income and have more fun.

You become more of an A-Performer!

Workbook Instructions

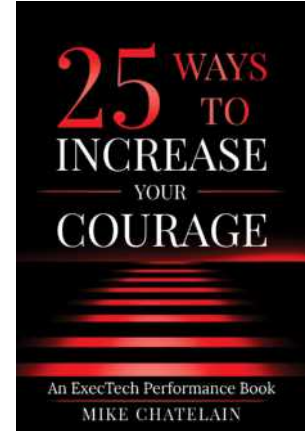
Every Courage Method in *25 Ways to Increase Your Courage* includes Action Steps. This workbook focuses on those Action Steps.

The page numbers of *25 Ways to Increase Your Courage* paperback are noted on each page of this workbook so you can read more about the Courage Methods.

Here are your first Action Steps.

Action Steps

1. Print this booklet on paper so you can write down your answers.
2. Go to the next page of this workbook, “15 Destructive Effects of Fear” and check the issues that apply to you.



15 Destructive Effects of Fear

See page 5 of 25 Ways to Increase Your Courage

Action Step

Check the destructive effects that happen to you because of fear.



- _____ 1. Fear creates “can'ts.” “I can't lay down any rules. I can't discuss money. I can't tell the truth. I can't offend anyone.”
- _____ 2. Fear breeds doubt: “Do I know what I'm doing? Am I going in the right direction? Am I good enough?”
- _____ 3. Fear changes the color of situations. Aggressive people look dangerous. Sales people look like con artists. Opportunities look like risks.
- _____ 4. Fear generates excuses. “I can't make it go right as no one else can either.” “If I don't confront bullies, maybe they will fade away.” Silliest excuse of all: “My fears motivate me.”
- _____ 5. Fear holds you back. It reduces your control. It stops your forward progress.
- _____ 6. Fears cause mistakes. For example, you mistakenly agree to deals that are not right for you.
- _____ 7. Fear makes you confused and upset by potential dangers when you should be calm and professional.
- _____ 8. Fear amplifies your senses. Noises are too loud, pain is too intense, lights are too bright, smells are too strong and so on.
- _____ 9. Fear makes you avoid people who could help you, such as people who are forceful, energetic, fast talking and so on.
- _____ 10. Fear encourages you to take the easy way out, even if your goals are in a different direction.
- _____ 11. Fear causes indecision and inaction. You sit on your hands and worry about the consequences of your decisions and actions.
- _____ 12. Fear makes you waste time asking for others' opinions instead of doing what you know you should do.
- _____ 13. Fear controls families, communities, businesses, states, nations and, as we have witnessed with coronavirus, fear can control much of mankind.
- _____ 14. Fear causes bad government decisions, corruption and war. Fear has influenced us since the beginning of humans.
- _____ 15. Worst of all, fear can make you act like a D-Performer and makes you hurt or attack others. You think, “If I make people afraid of me, they won't go after me.”

More Action Steps

1. How often do these destructive effects happen to you?
2. How long have they been affecting you?
3. How are fears interfering with your job?
4. How are fears interfering with your family or friends?
5. How are fears affecting your happiness?
6. What will happen if you change nothing?
7. What will happen if your fears get worse?
8. How important is it for you to handle your fears?
9. On a scale of 1-10, with 10 being deeply and passionately, how much do you want to get rid of your fears?

False Courage

See page 7 of *25 Ways to Increase Your Courage*

Action Steps

Answer the following questions.



1. What false fear solutions have you observed with others?
2. What were the results from these false solutions?
3. What are some of the ineffective methods you have used to deal with your fears?
4. What were the results?

15 Benefits of Increased Courage

See page 23 of *25 Ways to Increase Your Courage*

Action Step

Check the benefits of courage you would like the most.

- _____ 1. Life problems begin to disappear.
- _____ 2. Your confidence soars to new heights.
- _____ 3. Managing your job, career or business becomes easier.
- _____ 4. You feel more energy.
- _____ 5. You feel calm and peaceful. It's easier to relax.
- _____ 6. You sleep better.
- _____ 7. You get more done in less time and with better quality.
- _____ 8. You earn more money.
- _____ 9. You complete difficult tasks without much difficulty.
- _____ 10. You make better decisions.
- _____ 11. You take risks that pay off.
- _____ 12. You are luckier.
- _____ 13. You have good reason to admire yourself.
- _____ 14. You make progress toward your goals.
- _____ 15. You have more fun!



Action Steps

Imagine having more courage and less fear. Take a minute to get this vision in your mind.

Then ask yourself these questions and write down your answers.

1. If you reduce or eliminate your fears, what will your life be like?

2. What might change for you?

3. What results will you be able to produce?

4. How will more courage affect your income?

5. On a scale of 1-10 how important is it to you to have more courage?

6. If not a 10, why not 10?

7. If you have no fear and unlimited courage, what plans will you make?

8. What will you expect from yourself?

9. What goals will you achieve?

75 Common Fears

See page 11 of *25 Ways to Increase Your Courage*



Action Step

Check 1-5 fears you would like to reduce or eliminate. If you already know the fears you want to handle, skip to the next chapter, "Fear Reduction and Elimination Table."

- _____ 1. Fear of being disliked or unpopular.
- _____ 2. Fear of offending, upsetting or disappointing people.
- _____ 3. Fear of asking for, or accepting, help.
- _____ 4. Fear of setting large goals.
- _____ 5. Fear of confusions, mysteries or conspiracies.
- _____ 6. Fear of being responsible.
- _____ 7. Fear of looking ugly, stupid or ridiculous.
- _____ 8. Fear of saying "No."
- _____ 9. Fear of hitting, hurting or attacking someone, if necessary.
- _____ 10. Fear of being physically attacked, abused, robbed or injured.
- _____ 11. Fear of cravings and other withdrawal symptoms from quitting bad habits (smoking, drinking, drugs, TV, sugar, shopping, gambling, news media, social media, etc.).
- _____ 12. Fear of being excluded or blocked from joining.
- _____ 13. Fear of delegating duties to others (employees, family members, etc.).
- _____ 14. Fear of being kicked out or rejected.
- _____ 15. Fear of going broke or bankrupt.
- _____ 16. Fear of destructive forces (earthquakes, fires, hurricanes, etc.).
- _____ 17. Fear of losing a license, authority or credentials.
- _____ 18. Fear of losing your power or importance.
- _____ 19. Fear of learning complicated skills.
- _____ 20. Fear of getting sober, clearing your head and facing reality.
- _____ 21. Fear of forgiving and forgetting.
- _____ 22. Fear of dangerous creatures (spiders, dogs, snakes, lizards, etc.).
- _____ 23. Fear of being in the minority.
- _____ 24. Fear of being embarrassed, ashamed or publicly humiliated.
- _____ 25. Fear of missing out (FOMO) on important experiences or valuable opportunities.
- _____ 26. Fear of being too loud, too unique or too disruptive.
- _____ 27. Fear of having an unpopular belief or position.

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- _____ 28. Fear of being honest and telling the truth.
- _____ 29. Fear of facing uncomfortable facts.
- _____ 30. Fear of being criticized or made wrong.
- _____ 31. Fear of being found out and having your secrets revealed.
- _____ 32. Fear of being uncomfortable, stressed out or miserable.
- _____ 33. Fear of standing up for what you know is right.
- _____ 34. Fear of admitting to your weaknesses and mistakes.
- _____ 35. Fear of admitting you are a fake, a liar or a fraud.
- _____ 36. Fear of medical or dental procedures (needles, drilling, pain, blood, etc.).
- _____ 37. Fear of asking for money, enforcing agreements or demanding payment.
- _____ 38. Fear of making big mistakes, bad choices or making bad decisions.
- _____ 39. Fear of difficult people, angry people or bullies.
- _____ 40. Fear of the members of the LGBT community.
- _____ 41. Fear of strangers or people from other races, countries or religions.
- _____ 42. Fear of thieves, con artists, liars and cheaters.
- _____ 43. Fear of trusting others.
- _____ 44. Fear of going on dates or becoming intimate.
- _____ 45. Fear of the opposite sex.
- _____ 46. Fear of committing to a relationship or getting married.
- _____ 47. Fear of breaking up a relationship or getting divorced.
- _____ 48. Fear of being managed or controlled.
- _____ 49. Fear of managing or controlling others.
- _____ 50. Fear of taking action despite personal danger.
- _____ 51. Fear of challenges, barriers and problems.
- _____ 52. Fear of change or leaving your comfort zone.
- _____ 53. Fear of dealing with unpredictable, dangerous events.
- _____ 54. Fear of being too permanent.
- _____ 55. Fear of being temporary.
- _____ 56. Fear of weapons (guns, knives, swords, etc.).
- _____ 57. Fear of flying or driving.
- _____ 58. Fear of getting worse or totally failing.
- _____ 59. Fear of public speaking.
- _____ 60. Fear of small spaces, crowds, heights, water, darkness, etc.
- _____ 61. Fear of germs (bacteria, microbes, viruses, etc.).
- _____ 62. Fear of enemies or people who hate you.
- _____ 63. Fear of the legal system (police, arrest, jail, lawyers, judges and courts).

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- _____ 64. Fear of losing your freedoms, rights, privileges or powers.
- _____ 65. Fear of becoming too successful, famous or wealthy.
- _____ 66. Fear of persisting despite everyone and everything.
- _____ 67. Fear of taking risks, jumping in or taking action.
- _____ 68. Fear of being criticized and blamed.
- _____ 69. Fear of disagreeing.
- _____ 70. Fear of high-tech devices, software or apps.
- _____ 71. Fear of computer threats (identity theft, ransomware, viruses, etc.).
- _____ 72. Fear of being responsible for others.
- _____ 73. Fear of being alone or lonely.
- _____ 74. Fear of illness, growing old and death of loved ones.
- _____ 75. Fear of getting sick, suffering, aging or dying.

- _____ Other fears not covered:

How to Use the Fear Reduction and Elimination Table

See page 25 of *25 Ways to Increase Your Courage*

Action Steps

1. Enter 1-5 fears you would like to handle in the first column of the table on the next page.
2. Rate each fear with an intensity level from 1-10 with 1 being “mildly nervous” and 10 being “terrified.”
3. Pick a fear with a low intensity. Let’s handle this one first.
4. Read about the Courage Method #1 “Imagine Good Scenarios” on page 31 of *25 Ways to Increase Your Courage*.
5. Follow the Actions Steps for “Imagine Good Scenarios” and write down your answers on the following page of this workbook.
6. If this Courage Method reduces the fear, go to the “Fear Reduction and Elimination Table” and write the Courage Method #1 in the third column. Keep using that Courage Method!
7. If the method does not help with that fear, go to Courage Method #2 “Control Your Information Inflow” and follow its Action Steps. Keep going through the Courage Methods until you find the ones that work best for you.

It may only take one or two Courage Methods to reduce many of your fears. Or one fear might need a combination of few different methods. So as you get improvements, write the method or methods in the third column.

If you discover other methods, systems or approaches that help with a fear, add it to the third column. For example, you might discover a fear of getting sick may be eliminated if you eat and sleep better.

8. Continue learning about the Courage Methods and using the Action Steps. Record the best methods in the “Fear Reduction and Elimination Table” as well as other discoveries you make that reduce and eliminate your fears.
9. After going through all of the Courage Methods and addressing all fears, continue to use the methods, and keep updating the table, until you are fearless!
10. If a new fear shows up, add it to the table and find the Courage Method(s) that reduce or eliminate it.

Fear Reduction and Elimination Table

	Fear	1-10 Intensity	Best Methods
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Courage Method #1

Imagine Good Scenarios

See page 31 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
 2. a. Wonderful end result:
 2. b. Imagined good scenario:
 2. c. Benefits and rewards:
 3. Potential solutions and plans:
 4. Details of plan and preparation:
 5. Mentally visit the positive scenario:
 6. Carry out the plan:
- Results?



Courage Method #2 Control Your Information Inflow

See page 37 of *25 Ways to Increase Your Courage*

Action Steps

Block it

1. 24 hour news break.
2. Steps to create a new habit of ignoring bad news.

Results?

Filter it

1. Steps to filter bad TV and radio news.
2. Steps to filter internet news.
3. Alternate sources of information.

Results?



Courage Method #3

Go to Your Cookie Jar

See page 5 of *25 Ways to Increase Your Courage*

Action Steps

1. Three to five of your greatest accomplishments?
2. Put them in your cookie jar.
3. Difficult situation or fear:
4. Pull out cookies.

Results?



Courage Method #4 Remove D-Performers' Influence Over You

See page 3 and page 47 of *25 Ways to Increase Your Courage*

Action Step #1

List all D-Performers in your life. How do they make you feel?



Action Step #2

Plan for each if these D-Performers

Action Step #3

Carry out each plan.

Results?

Courage Method #5

Break it Down

See page 53 of *25 Ways to Increase Your Courage*



Action Steps

1. Fear:

- 2 .Pick one part to handle.

3. Confront that part.

4. Pick another part and handle.

5. Continue until the entire fear is handled.

Results?

Courage Method #6

Get Physical

See page 55 of *25 Ways to Increase Your Courage*

Action Steps

1. Physical activity:

2. Steps to form the new habit.

3. Add more physical activity habits.

4. Continue until your courage is at a new level.

Results?



Courage Method #7

Consider Worst-case Scenarios

See page 59 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:

2. A. If your fear is accurate, what will happen to you?

2. B. What's the worst thing that could happen?

2. C. What could be even worse?

2. D. What is the most horrible, destructive, disgusting or painful scenario that might happen?

3. Continue until your worst-case scenarios are so silly, and so ridiculous, that they make you laugh.



Results?

Courage Method #8 Break the Fear Habit

See page 63 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear habit:
2. Replacement courage habit?
3. Use the courage habit.
4. Persist until the fear habit is replaced by the courage habit.

Results?



Courage Method #9

Get the Facts

See page 67 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:

2. Facts? Truth? Details?

Results?



Courage Method #11

Dip Your Toe

See page 73 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
2. How will you dip a toe?
3. Dip your toe!
4. Keep dipping your toe.

Results?



Courage Method #12

Persist

See page 77 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:

2. Goal for this fear:

3. Steps to persist in spite of this fear.

How often?

Other steps?

4. Put the plan into action.

5. Persist!

Results?



Courage Method #13 Practice

See page 83 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
2. Name of coach:
3. Practice steps with coach until confident.
4. More difficult practice steps with coach.
5. Practice the worst-case scenarios with coach.
6. Handle the fear. Persist until you succeed.
7. Get more coaching, as needed.
8. Thank your coach.

Results?



Courage Method #14

Record the Fear

See page 87 of *25 Ways to Increase Your Courage*



Action Steps

1. Record a description of the fear.
- 2 Listen to recording and make notes.
3. Listen to recording each day. Changes?
4. When fear changes erase recording. Repeat Steps 1-3.
5. Continue until the fear is reduced or gone.

Results?

Courage Method #15

Be Dangerous

See page 89 of *25 Ways to Increase Your Courage*

Action Steps

1. Pick an activity or hobby that might make you feel dangerous:
2. Participate a few times.
3. Results?
4. Get more involved with the one(s) that are best for you.
5. Become a coach, teacher or expert.



Courage Method #16

Laugh at Fear

See page 93 of *25 Ways to Increase Your Courage*



Action Steps

1. Fear:
2. Smile or laugh at it.
3. Continue as needed.
4. Smile and laugh at the fear every time it shows up.

Results?

Courage Method #17

Plan and Prepare

See page 97 of *25 Ways to Increase Your Courage*



Action Steps

1. List all fearful events in table on next page.
2. Write down a plan for each.
3. Write down the preparation steps for each.
4. Do the preparation steps.

Results?

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The Fear	The Plan	Prepare for the Plan
1.		
2.		
3.		
4.		
5.		

25 Ways to Increase Your Courage Workbook

The Fear	The Plan	Prepare for the Plan
6.		
7.		
8.		
9.		
10.		

Courage Method #18 Storyboard the Fear

See page 103 of *25 Ways to Increase Your Courage*

Action Steps

1. Draw a story of you and a fear with a terrifying result.
2. Draw a story of you facing the fear
3. Add details to the drawing until the fear is reduced or gone.

Results?



Courage Method #19

Remove the Roots of Fears

See page 107 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
2. How might you cause the fear in others?
3. How it may have started with a mistake or regret?
4. How you might be keeping it active?
5. How you can take responsibility for what you learn.

Results?



Courage Method #20

Love Fear

See page 111 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:

2. A. Positive aspects:

2. B. What you admire:

2. C. What you can be happy about:

2. D. What you are grateful for:

2. E. What you love:

3. Whenever you feel the fear, remind yourself of your answers above. Notice how that effects the fear.

4. Increase your courage by loving your fate, good or bad.

Results?



Courage Method #21 Don't Give a _____

See page 113 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
2. Goal behind the fear:
3. Say, "So what?" "To heck with it" "Who cares?"
4. Continue till the fear is gone.
5. Evaluate the original goal:
6. Repeat with another fear.

Results?



Courage Method #22

Add Skills

See page 117 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:
2. Learn a related skill.
3. Practice the skill until fear gone.
4. Repeat with as many fears as possible.

Results?



Courage Method #23

Help Others Conquer Their Fears

See page 121 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear shared with someone else:
2. Help that person with the best Courage Methods.
3. Coach the other person until his or fear is gone.
4. Check your similar fear.

Results?



Courage Method #24

Use Passion

See page 125 of *25 Ways to Increase Your Courage*

Action Steps

Step One: Find your passion.

1. If you could be great in any field, what would it be?
2. What do you love doing the most?
3. What makes you come alive?
4. What are you good at?
5. Which skills are natural to you?
6. What do you excel at, even when you aren't trying?
7. What Causes do you believe in?



8. What makes your heart beat faster?

9. What change would you love to create in the world?

10. What is so important that you might give your life for?

Step Two: Use passion to blow away fear.

1. What fears stand in your way of following your passion and achieving greatness?

2. How can you feed your passion to make it more powerful?

3. When you consider the future with your passion, how does that make you feel?

4. When your passion is fired up, does your fear become less important?

5. What can you do to erase your fear with your passion?

Courage Method #25

Just Face it

See page 129 of *25 Ways to Increase Your Courage*

Action Steps

1. Fear:

2. Just face it.

Results?



Final Action Steps

See page 133 of *25 Ways to Increase Your Courage*

Action Steps

1.

2.

3.

4.

5.

6.

7.



Author Note

I truly hope *25 Ways to Increase Your Courage* and this workbook are improving your courage and your performance!

If you like the book, it would be great if you would post a review at Amazon by [clicking here](#). If you post a review, send me an email and let me know; I'll send you a complimentary copy of the next ExecTech Performance Book. If you did not like the book or workbook, or if you have any comments, please let me know this, as well.



Future ExecTech Performance Books will focus on the 25 qualities listed on the next page. A book on how to motivate yourself and others is in the works.

Good luck to you!

A handwritten signature in black ink that reads "Mike Chatelain". The signature is written in a cursive, flowing style.

Mike Chatelain
mikec@exectechweb.com

The 25 Qualities of an A-Performer

To earn the success you deserve, you need to be an A-Performer. You need to operate at an optimal level. You need these 25 Qualities.

1. You Set and Achieve Goals

You set large challenging goals, work out plans to achieve them and make steady progress toward them. Even though you cannot always see your progress, you stay focused and persist. You skip short-term pleasures to enjoy long-term success. You are unreasonable about your success.

2. You Are Motivated

You have an abundance of ambition, interest and energy to do what you need or want to do. You are driven to reach your goals and accomplish your purposes. Your passion motivates others.

3. You Are Courageous

You have no fear. You face threats, risks and danger head on. Fear has no influence over you, your performance or your progress. No one can scare you or make you afraid.

4. You Expand Your Knowledge

You are constantly seeking useful information wherever you can find it. You never believe you know everything. You dig in and ask probing questions to find the answers you need. You enjoy being curious and inquisitive.

5. You Are Very Productive

You produce more than everyone you know (except maybe other A-Performers) and have the statistical numbers to prove it. You enjoy working long and hard. You give everything you've got to your job, your duties and your goals. You are efficient, motivated and unstoppable.

6. You Are Honest

You tell the truth and stick to the facts. You are sincere, genuine and true. You keep your agreements and can be trusted. You have no reason to lie.

7. You Have High Expectations

You are optimistic. You do not accept excuses. You assume you and others will achieve above-average production and high-quality perfection, and then you demand it.

8. You Use Good Judgement

Your opinions are based on your observations and the facts. They are not formed, slanted nor controlled by news media, social media or the opinions of others. You do not look at things as you think they should be, but just as they are. As a result, your judgement and choices are correct.

9. You Can Take Risks

You are willing to take chances. You are not afraid of failing. When you do fail, you learn from your mistakes and move forward, despite any danger. You aim and fire.

10. You Take the Initiative

You seek opportunities, make decisions and act! You grab difficult jobs that others will not or cannot do. You do not wait for consensus, agreement or orders before taking action. If your plan is flawed, you notice it before anyone else and initiate the correction.

11. You Are Persuasive

You are a people-skills master. You convince others to do what is right with genuine sincerity and self-confidence. People want to cooperate with you and follow you.

12. You Are in Excellent Physical Condition

You sleep well, eat a healthy diet and exercise. You are not overweight, sick or in pain. You have no bad health habits, such as smoking, drinking, drug use, junk food and so on. You perform and enjoy physical tasks such as moving heavy objects, yard work, construction and cleaning.

13. You Are a Great Communicator

Getting your ideas across to others is easy for you. You also understand what others are communicating to you. You can build rapport with nearly everyone. You solve problems with communication, not avoidance or silence.

14. You Are Patient

You can calmly wait for as long as necessary. You easily tolerate and accept people's weaknesses, faults and differences. You do not display irrational emotions.

15. You Are Smart

You figure out great solutions faster than average. You understand and precisely follow complicated instructions for software, technical procedures, laws and so on. You use logic to understand situations and can see the consequences of your actions.

16. You Stay Focused

You zero in on your objectives. You have a clear vision of what you want. You are hard to distract. When you work, you are “in the zone.” You hold a position and push through despite all difficulties.

17. You Have a Great Sense of Humor

You enjoy laughing at yourself. You do not take offense when the joke is on you. You diffuse tense situations with humor. You are not too serious. You have as much fun as possible.

18. You Are Flexible

You can easily change your direction. You like learning new skills, exploring new ideas and jumping into new activities. You are open to any path, idea or solution from any source.

19. You Are Responsible

You are fully responsible for yourself and your zone of control. When things go wrong, you step up and handle them. You do not complain or blame others for your condition, your family’s condition or your group’s condition, but take corrective actions. You do your best to find win-win solutions.

20. You Have Integrity

You decide what is good behavior and bad behavior, fair and responsible, and right and wrong for you. When facing a decision or dilemma, you do the right thing despite any threats or pressure to do the wrong thing. You are ethical, noble and honorable.

21. You Are Emotionally Strong

You rarely feel negative emotions (angry, upset, revenge, sad, etc.). You know what you can and cannot control. You care about, but are not bothered by people and events outside your control, such as politics, the economy, investments, global issues and so on.

22. You Are Idealistic

Your ideals and principles do not waiver. You care about things beyond yourself and your family. You act for the benefit of your groups, your community, your country, all people and our world. You seek greatness for all.

23. You Are Financially Successful

You earn more than you spend. Your tax returns, credit score and investments are in good shape. Your income and net worth increase each year.

24. You Give and Receive Help

You enjoy giving and receiving help. When you need assistance, you find the best help available. When someone needs your assistance, you give it without hesitation.

25. You Have Personal Power

You love and care for yourself. You have a thick skin and can be excluded, ignored or rejected without being offended. You correct your flaws and make improvements when you see the need. You do not take actions to be liked or “right,” but you act to be correct. You are comfortable and at peace with yourself. You are proud to be a professional.