



HOW TO LISTEN TO SELF-HELP MESSAGES WORKSHEET

These self-help audio messages can, of course, be listened to anywhere you have a tape player—even while driving to and from work, or while engaged in some routine task. But to benefit the most from them, we offer the following suggestions:

1. Develop the habit of daily study and planning time—at least 15 minutes a day in your office or in a quiet room at home, with the door closed.
2. As you play each messages, have some paper and a pen or pencil handy to take notes, using the

R2A2 formula:

R1— **Recognize** each principle, idea or technique being presented.

R2—**Relate** it to your own situation. Ask yourself: What can it do for me?

A1— **Assimilate** it into your own "action bank" and consider how to use it.

A2— **Act** on it as soon as possible, and develop the habit of using it regularly.

3. As you listen to each message, concentrate fully, as if the speaker were with you in your room, talking only to you.
4. Whenever you hear a principle, idea or technique, or get a flash of inspiration, or suddenly discover the answer to one of your problems, write it down immediately. Don't trust it to memory. Be alert for what-to-do and how-to-do-it information.
5. Review your notes regularly, underlining the concepts that are the most important to you. Follow through with action. *Put what you've learned into use.*
6. Replay each message several times a year, and invite family and friends to hear them, too.

With the help of these messages, something wonderful is going to happen to you—and *you* will make it happen!