



Building your Self-Esteem: An 8 Module E-Course

I have put together an E-course on "Building your Self-Esteem". This is an extensive course which contains most of what is known about building self-esteem. Hence it is an 8 module course containing a huge amount of information and exercises for you to do. There are many tools which help you raise your self-esteem from basic levels right up to very advanced levels.

- The work you can do in your [own time anytime during the week](#). Most people take 1-2 weeks to complete a module working 3 - 4 hours a week. There are actions that you can implement in your day to day life and which you should start to make part of the way you think, feel and act to ensure lasting benefits.
- During the course of the program [feel free to email anything as often as you need to. You can send an unlimited number of emails to me while you are busy with this course.](#)

You need to register and pay before starting the program. You can start the program at any time.

Many people have done this course in workshops and one-on-one coaching and it is a comprehensive course that will change your life for the better. Once you have paid for the course and received the work, you can follow the program over and over again and continue to gain more each time you do it. People have said that it is a life-changing program.

[The outline of the 8 module program is as follows:](#)

Module 1: How to structure your work session and exercises so you get the most from this course. What is self-esteem? Why self-esteem matters? How you develop self-esteem? Self-concept and self-beliefs. What is your self-concept like? How you come to develop your self-concept? What are beliefs? How are beliefs formed?

Module 2: Positive and negative beliefs about the self. Understanding your positive and negative beliefs about yourself. Core beliefs, thoughts and behaviours of people with high self-esteem. The cost and consequences of holding a negative self-concept. Changing a negative self-concept. Challenging and changing negative beliefs about yourself. Entrenching a positive self-concept.

Module 3: Self-care. Establishing and maintaining healthy support networks. Self-respect. Self-expression. Assertiveness. What is assertive behaviour? What is not assertive behaviour? How to be assertive. Comparison between assertive, passive, and aggressive thinking. Practicing being assertive.

Module 4: Self-acceptance, self-compassion, self-forgiveness. Understanding and dealing with guilt and shame. Self-parenting of the child and teen selves.

Module 5: Personal standards. Personal Boundaries. Why set personal boundaries? When to set personal boundaries? How to set personal boundaries? How to enforce personal boundaries? Dealing with challenging/difficult/rude people. Not taking things personally.

Module 6: Self-responsibility and self-empowerment. Taking responsibility versus blaming and justifying. Where do you take responsibility in your life? Where do you not take responsibility in your life? Where do you need to take more responsibility? Living with integrity. Being authentic.

Module 7: Building a sense of self-efficacy – a sense of competence to life. Having a sense of purpose. Setting goals. Understanding success and failure. Setting yourself up to succeed. The critic versus the coach. Creating mini-adventures.

Module 8: In this last session we look at building the habits of thinking and acting to keep your self-esteem and confidence high. We look at what knocks your self-esteem in life. How you recognise when your self-esteem is dropping. How to get back on track. Action plan examples are given and you develop your own plans going forward.

Contact: penny.holburn@live.co.za for more information or to book for the course.

Over the page are 10 pages of extracts from the course to help you see if you would like to do the course. The full course is almost 170 pages – around 20 pages per module.

Extracts from the course

Building your Self-Esteem

Building your Self-Esteem

What is self-esteem?

Definitions of self-esteem abound, and this is one that I like and use. Self-esteem is a personal evaluation of my worthiness and capability for life. It is about self-worth and self-efficacy (competence). Note that it is a personal judgement – it is what I think of myself, not what others think of me. It is expressed in the attitudes and beliefs I hold towards myself. To have high self-esteem is to believe that I am worthy to life: I am worthy of success, worthy of happiness, worthy of love and being cared for, worthy of productive and enjoyable work, and worthy of being me. It means I am worth standing up for my needs and wants. It means I am worth the respect of others. It means I recognise that I have value. It means I am relaxed and accepting of who I am. It means I don't have to pretend to be someone other than who I am.

It does not mean that I am perfect. It does not mean that I believe I have nothing to learn or that I am superior to others. It does not mean I approach life with a sense of entitlement. It means that I am worthy of a good life and so are others. I am of value and so is everyone else. I may make mistakes, but that still does not make me unworthy as a human being. Deep down at the core of my being I deserve to be here and I am a worthy and valuable human being.

Self-Concept: Our beliefs about us

Self-concept is destiny. Our self-concept is who and what we consciously and unconsciously think we are – our possibilities and limitations, our strengths and weaknesses. Without understanding our self-concept it is difficult to understand our behaviour because our self-concept (our self-image) drives our actions. Understanding your self-image may help you understand why you do what you do – even when it seems contrary to your best interests.

The image we have of ourselves is very important. It determines how we will behave. If we have an image of ourselves as someone who is unintelligent and hopeless at studying, then those beliefs, those opinions we

Self-Care

Some of us treat ourselves really badly. We abuse our bodies. We abuse alcohol. We don't get enough sleep. We don't get enough exercise, if any at all. We ignore signs of ill-health and only seek medical treatment when we are almost on our death-bed. We have unkind people as friends and we have no real social support. We work eighteen hours a day, seven days a week and we neglect our families and recreation. We neglect our social lives. We neglect our friends. We ignore aches and pains. We never take breaks. We never go on holidays. And as a consequence we are often grumpy and irritable and giving to others is really difficult because we don't feel like we have enough for even ourselves.

We are the only ones in charge of ourselves and we need to make sure we take care of ourselves. We need to make sure we eat enough healthy food, get enough sleep, have enough stimulation and have enough connections and personal support. We need to take care of our physical and emotional self. This is not self-indulgent. If you are not taking care of yourself; making sure that you are replenished, then how can you take care of others? These others could be your children, your spouse, your staff, your clients etc. To wear yourself out is not clever. To take care of yourself and nourish and replenish your energy and happiness is. That way you get to be more and give more. And the world benefits from a better you.

- How good are you at self-care? _____

Rate yourself on a scale from 0 – 10 where 0 means you are terrible, and 10 means you are excellent at self-care.

Now I want you to write down the reasons why you don't take good care of yourself. These reasons could include:

- I put other people's needs first.
- I am scared I will lose my job if I don't work these hours.
- I am in debt and need to pay off my debt.
- I work hard and reward myself with junk food and alcohol.
- I eat junk food when I am upset. Etc.

Personal Boundaries

Have you ever experienced someone talking to you in a very inappropriate manner? Most likely you have. If you are going to show yourself and others that you have regard for yourself, then it is imperative that you speak up or walk away. If you need never see that person again and they are nothing in your life, you can choose to walk away. If you will interact with them again, then they need to learn how to treat you. And so that person needs to know that their behaviour is inappropriate. When you say nothing the impact is considerable on everyone involved. Saying nothing sends the message that what the person did was acceptable, and it tells the person that they can do it again with no consequences. Others around who are watching, who are witnesses, will come to understand they can do the same thing and it is okay. Saying nothing leaves you feeling victimised. And it allows the other party to believe they can get away with behaving badly. You need to demonstrate to yourself and others that you have a high regard for yourself, and that means you need to stand up for yourself with grace and determination. Being able to set personal boundaries will increase your respect for yourself, will increase the respect others have for you, and reduce your stress levels.

What are personal boundaries?

Personal boundaries relate to limits we set in our lives; the limits we set for how others may act and speak in our presence. They are not designed to shut people out; they are limits that keep the unwanted behaviour of others from entering our space. Boundaries are essential for personal health. They act like filters, permitting what is acceptable to enter and keeping the unacceptable out. Your boundaries are about what others may or may not do in your presence. We all have behaviour we will accept or not accept from others. We all allow people to treat us in some ways and not in others. Or we should, because it is not okay that people treat us any way they want to. Our personal boundaries are the limits we have as to how others may behave toward us.

Boundaries reflect our right to say no. Some people have almost no boundaries. They find it almost impossible to say no to anything. People can treat them as they wish, and they accept it. For many of us, we are unconscious of our personal boundaries. That is, we have never given much thought to how others may treat us. We have never actually sat down and consciously decided how we want people to treat us. We have never

spoken up when someone has broken a boundary of ours and we feel uncomfortable or infringed upon. Sometimes we don't even think we have a right to have boundaries.

Setting personal boundaries means we have decided to take responsibility for our lives. It means we have decided on self-respect. Boundaries mean we have decided to take care of ourselves. We have decided to exercise our personal rights.

Signs that you may need to work on setting personal boundaries

- You do things for others that you don't want to do
- You avoid others for fear of them asking you for favours
- You feel helpless or powerless to say no
- You get angry when you do things for others
- You procrastinate
- You are passive-aggressive
- You fear conflict
- You hate disappointing others
- You put the needs of others above your own
- You feel harassed by some people
- You feel overwhelmed by demands at work or at home
- People are always promising to do things for you and not following through
- People arrive late for your meetings
- People interrupt you when you have asked them not to

Are any of these applicable to you? Write down what applies to you. Add any other examples that come to mind.

Living with Integrity

Integrity means the integration of convictions, standards, values, principles, beliefs and behaviour. Let's look at that again. It means our behaviour is in alignment with our standards, beliefs, values, principles and convictions. When we act in a way that is congruent with our values, principles, standards, convictions and beliefs, we have integrity. When we behave in ways that conflict with our values, principles, standards, convictions and beliefs we act without integrity. When we act without integrity we lose face in the eyes of others and ourselves. No matter how much we may pretend to ourselves that things are okay, our minds know, and tell us, we are lacking integrity. And when this happens we lose self-esteem. In effect, we are saying I am not worthwhile enough to act according to my beliefs, values, standards, principles and convictions.

Your principles, values, beliefs, standards and convictions

Write down some of your principles, values and standards you have for your life in various situations: Home, Work, and Social.

Examples could be: I never swear, I don't drive drunk, I always try to do my best, I respect people etc.

Home

The second part is about feeling competent to life. This is sometimes referred to as self-efficacy. It means that I believe and expect that I can do what I need to be able to do as an adult to get through life. It does not mean that I am super brilliant at everything. It does not mean that I don't recognise I am good in some areas and not others. It means that I believe and expect I am able to live well. I am able to get a job. I am able to hold down a job and do good work if I am trained for it. I am able to have relationships with people. I am able to like and love people and I expect some of them will like and love me in return. I am able to learn something that I need to learn to do my job well. I am able to deal with typical problems or find the means to solve them. I am able to deal with change. I am able to deal loss, even though it may be painful. It means generally believing that I can handle life.

People with low self-esteem do not believe they are competent to life. They may believe they cannot get a job. They may believe they cannot learn new things. They may believe they are not able to form friendships or no one will want to be their friend. They may believe they are not able to solve the problems in their life. They may be extremely dependent in that they don't believe they can do anything themselves. They may believe they are not able to handle change.

✚ How competent do you feel you are to handle the challenges of life? _____

✚ Write down why you gave the answer you did above.

If you are concerned that there are things you don't feel that you can do, then we are going to look at how you can learn to feel more competent and capable to do the things you need to do in order to deal with life and the challenges life presents.