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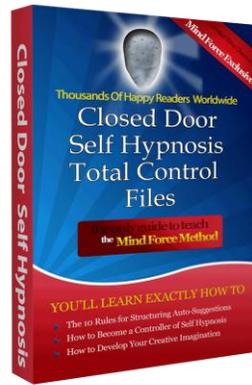
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Closed Door Self Hypnosis Total Control Files

the only guide to teach
the **Mind Force Method**

YOU'LL LEARN EXACTLY HOW TO

- ▶ The 10 Rules for Structuring Auto-Suggestions
- ▶ How to Become a Controller of Self Hypnosis
- ▶ How to Develop Your Creative Imagination



Closed Door Self Hypnosis Total Control Files

By:

A. Thomas Perhacs

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This new training system is designed to give you the skills you can use immediately...

This book, **Closed Door Self Hypnosis Total Control Files** is one great way to find and learn new and powerful skills for you!



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THE CLOSED DOOR SELF HYPNOSIS TOTAL CONTROL FILES

OVERVIEW

The key to learning self-hypnosis is the SEMANTIC RELAXATION EXERCISE. This exercise should take about ten to fifteen minutes. A few people who practice this exercise will develop the hypnotic state the first time they try it. The most resistant individuals will have entered the hypnotic state after practicing the exercise daily for about six weeks.

Most people lie somewhere between the two extremes. Using this method of eliciting the hypnotic state does not require you to believe, have faith, or confidence that it will work for you. All you need to do is practice the exercise at least once a day for ten to fifteen minutes.

If you would like to know why this exercise works, perform the experiment outlined in **IDEOMOTOR ACTION** listed on the home page under **HYPNOSIS**. I think you will find this experiment very interesting.

When you practice the Semantic-Relaxation exercise you should start by visualizing the muscles in the toes relaxing. Some people find it helpful to visualize the muscles as a bunch of loose rubber bands, ever becoming more and more limp and loose. Then visualize the muscles in the ball of the foot relaxing. Let yourself see them completely limp and relaxed in your imagination. Then move on to the arch of the foot. See those muscles relaxing. Then let the relaxation move into the ankles. From the ankles, let the relaxation flow into the long muscles of the lower legs. Visualize those muscles limp and loose. Continue

in this manner until you reach your head. Then see all the muscles in your head relaxing. The muscles in the top of the head, your ears, eyelids, nose, jaws, tongue, etc.

As you practice the exercise you will find that it takes less and less time to develop a wonderful feeling of relaxation. Eventually, you will be able to relax instantly by just using the key words "RELAX NOW." It is important that you follow the instructions as given in the SEMANTIC-RELAXATION exercise. The words "RELAX NOW" will become a symbol that will trigger the response of total relaxation under any circumstances.

If you learn nothing else than how to relax, your time will have been well spent. You will have learned how to do something you can use in any tense situation when relaxing will allow you to function with maximum effectiveness. However, there is much, much more you can achieve by learning how to write and give yourself auto-suggestion in this relaxed state. You will find all the information you need to make any changes in your life that you desire at this site. It is yours to use or not to use, as you choose. It will not cost you any money, but it is not totally free. Like anything worth learning, it does take time and commitment on your part.

HYPNOSIS AND CONDITIONING

This course in hypnosis is based on the *Pavlovian science* of reflex therapy. The scientific method is naturalistic. There are no supernatural phenomena presented here. It is our belief that all hypnotic phenomena are traceable to natural causes. Pavlov's fundamental experiments with dogs are well established. What is less well known is that the same principles of conditioning are equally applicable to human beings. It has been demonstrated that words can become the "bells" that trigger conditioned reflexes.

Within the conditioned reflex is the essence of hypnosis. Pavlov suggested this when he wrote, "Speech, on account of the whole preceding life of the adult, is connected up with all the internal and external stimuli which can reach the cortex, signaling all of those reactions of the organism which are normally determined by the actual stimuli themselves. We can, therefore, regard 'suggestion' as the simplest form of a typical conditioned reflex in man."

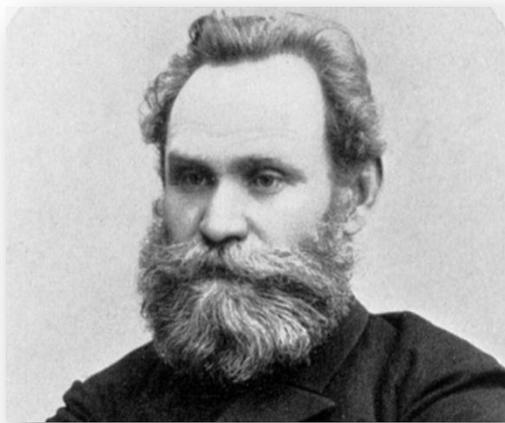
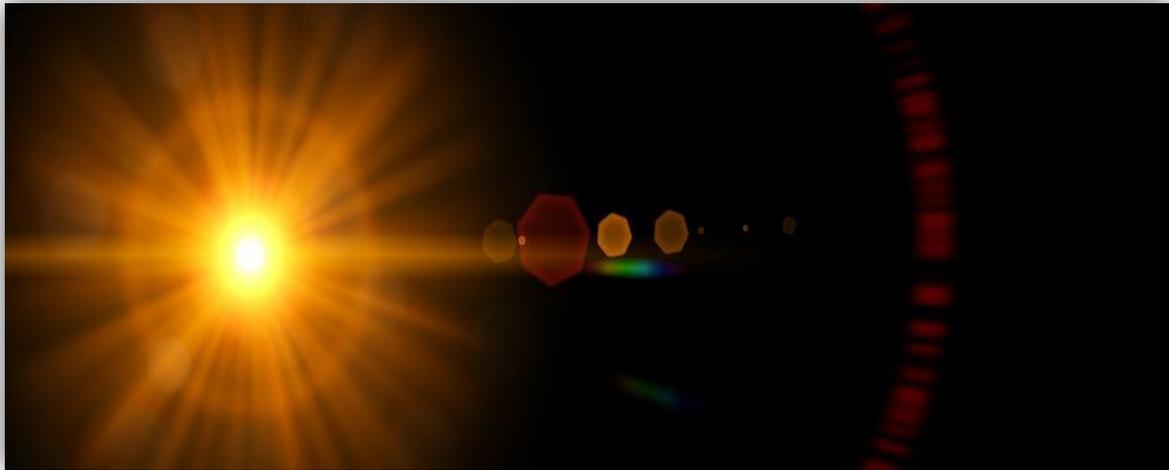


Image Credit: Wikipedia

There is never anything wrong with an individual's "should" department. Everyone knows what he should do. The problem is in the "able to" department. This is because we do not control ourselves. We are constantly controlled

by our conditioned habit patterns.

Our habits control our thoughts. Our emotional training determines our thinking. We only have the volition our habits allow us to have. If we have been conditioned to respond in a certain way, there is no free will.



If an individual's learned reflexes are inadequate, he will bemoan his lack of "guts," and criticize himself, though he is not at all to blame. As intelligent as a human being may be, he can no more think his way out of an emotional problem than a jackass. He can only be trained out of it. We do not act because of intelligent reasons.

Our reasons for acting are born in our emotional habits. It is important to realize that conditioning is not an intellectual process. Like it or not, the brain has been permeated by the viscera.

The vast majority of what we do is done without thinking. This is also to our benefit; life would be impossible if we had to think to breathe, digest, feel, blink, maintain our balance, and keep our hearts beating.



Using self-hypnosis and auto-suggestion you can replace undesirable conditioned reflexes with desirable ones.

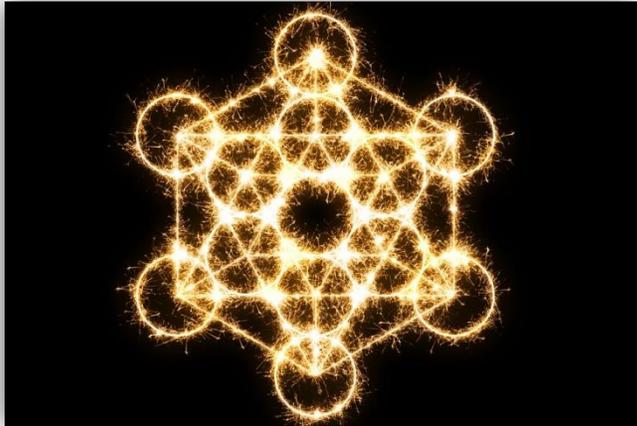
Start by changing some minor problems that are not too difficult to change. Once you succeed, this will give you more confidence in yourself to try to replace a more difficult response with a desirable one.

WHAT IS HYPNOSIS?

There is really nothing strange or mysterious about the phenomenon of hypnosis. It is simply a particular state-of-mind that occurs quite naturally and spontaneously in each and every normal human being. In fact, you have experienced hypnosis to some degree every single day of your life. Each time that you have been totally absorbed in reading a favorite book, watching an interesting movie, daydreaming, or any number of similar situations, you have spontaneously entered into a hypnoidal state. During the time you remain in such a state, outside distractions no longer compete for your attention and you are better able to absorb those thoughts and ideas that you select as having special meaning for you.



Modern hypnotism is assumed to begin with the work of Franz Anton Mesmer, a Viennese physician. During the last half of the 18th century, Mesmer began developing a theory that he called "**animal magnetism.**" Unfortunately, Mesmer's work took



place during a time when fear and superstition hung over Europe like a dark cloud. Mesmerism, as it was called then, was looked upon as sorcery and witchcraft.

In the mid 1800's a Scottish physician by the name of James Braid scoffed at the idea of Mesmerism being sorcery or witchcraft. Braid believed that hypnosis was a special state of sleep that he referred to as "sleep of the nervous system." He coined the term "HYPNOSIS" after the Greek god of sleep, "Hypnos."



Today, we know that hypnosis is really not a sleep state. Through the use of sophisticated scientific instrumentation it has been shown that a hypnotized person is neither unconscious nor asleep. In fact, experiments using electroencephalographs to measure brain wave patterns have revealed that brain activity during hypnosis is often indistinguishable from that of persons engaged in normal mental activity.

Hypnotism gained real fame during World War II when many psychotherapists turned toward hypnotism in an attempt to find an effective method of dealing with "battle fatigue" and "war neuroses." Owing to its great success, hypnotism began to find wide acceptance by the medical profession.



On April 23, 1955, hypnotism was officially recognized by the British Medical Association as a valid method of treatment. In September of 1958 the American Medical Association approved the use of hypnosis in medicine based on the favorable results of a long and intensive committee study of the subject.

The American Medical Association defines hypnosis as "*a temporary condition of altered attention, within which a variety of phenomena may appear spontaneously or manifest themselves in response to verbal or other stimuli.*" To state it more simply, when a person is hypnotized, his ability to respond to suggestion is increased.

Hypnosis is generally associated with a state of complete relaxation. This special state of relaxation is one that you can, with practice, learn to create yourself. In this relaxed state, your mind is free to accept positive thoughts and ideas much more

readily, enabling you to change fixed negative ideas into strong positive attitudes about yourself and your surroundings.



Hypnosis is a state that the individual actually creates within himself and each person experiences it in a unique way. Some experience the relaxation as a heavy sensation, others experience it as a light or tingling feeling and some experience no unusual sensation whatsoever and are only aware of its presence by the manner in which they are able to respond to suggestion. Some persons quite naturally respond with more intensity than do others. Many will enter the hypnotic state in a matter of seconds, while others may take considerably longer.

Highly resistant individuals may have any one of a number of reasons for not readily entering into the hypnotic state while following directions of the hypnotist. Fear is sometimes an obstacle -- fear based on **false expectations**.



However, as the fearful individual gains more and more experience and awareness of the hypnotic state, his fears gradually disappear and he finds that each successive time he is able to enter into the state much more quickly, easily and deeply and with practice can achieve the same degree of success as the best hypnotic subject.

HYPNOSIS: FACTS AND FICTION

FICTION: A hypnotist is an unusual person gifted with some mysterious power of the mind.

FACT: The hypnotist does not possess any unusual or mysterious powers of the mind. He is a person very much like yourself, except that he understands certain aspects of the human mind that are not known to most people. He has also learned to master the art of suggestion which he uses to guide the individual toward developing greater awareness and control of the hypnotic state.

FICTION: Only gullible or weak-minded persons respond favorably to hypnosis.

FACT: Studies conducted at Stanford University have shown that intelligence is not an important factor in determining an individual's ability to respond favorably to hypnosis. Although, statistically, there is some evidence to indicate that persons with higher intelligence and greater creative abilities tend to be somewhat more responsive to suggestion.

FICTION: Hypnosis is dangerous.

FACT: In spite of scare articles in newspapers and magazines, there has not been one documented case of hypnosis doing harm to a person. There is no evidence that hypnosis will weaken the will, damage the nervous system, or in any other way adversely affect the physical and mental well-being of an individual. Research studies at Loyola University have shown that volunteer students hypnotized over 400 times experienced no adverse effects. On the contrary, there is some evidence to

indicate that the hypnotic state is one in which the entire body tends to become self-regulating and functions with maximum efficiency. Some psychological disorders seem to correct themselves in hypnosis, even though no suggestions to that effect are given.

FICTION: To be hypnotized means being put to sleep and being completely unconscious of your surroundings.

FACT: Hypnosis is not sleep and there is definitely no loss of consciousness at any time. The hypnotized individual is always aware of what is occurring; in fact, his awareness actually increases.

FICTION: There have been cases where people have been unable to awaken from hypnosis.

FACT: A hypnotized person is not asleep; therefore, there should never be any concern about the person not awakening. Reports of persons remaining in the hypnotic state are exaggerated stories having no validity. The hypnotic state can always be terminated easily and quickly by the hypnotist or the individual.

FICTION: While in a deep hypnotic state, an individual may reveal intimate secrets or embarrassing details about himself.

FACT: During hypnosis the individual is always conscious (unlike with chemical anesthetics or truth serums) and aware of everything that is occurring. Therefore, in the same manner that he guards his secrets while awake, he also protects his secrets while hypnotized.

FICTION: In hypnosis you will blindly obey every command, good or bad.

FACT: In hypnosis the individual retains his ability to make judgments; therefore, he would never accept any command nor obey any order that he considers to be against his own best interests or contrary to his morals.

FICTION: A person must be placed in a very deep hypnotic state before hypnosis can be of any value to him.

FACT: Eighty-to-ninety percent of the work in hypnosis is accomplished in the light-to medium stages of hypnosis.

FICTION: Hypnosis always affects a change in just one or two sessions.

FACT: This has been true in many cases, but in general, a great number of sessions are usually required before complete results are obtained.

IS HYPNOSIS DANGEROUS?

Dr. Julius Grinker states, *"The so-called dangers from hypnosis are imaginary. Although I have hypnotized many hundreds of patients, I have never seen any ill effects from its use."*

Dr. David Cheek, M.D., who has vast experience in the field writes, *"We can do more harm with ignorance of hypnotism than we can ever do by intelligently using hypnosis and suggestion constructively."*

Psychologist Rafael Rhodes in his book "Therapy Through Hypnosis" writes *"Hypnotism is absolutely safe. There is no known case on record of harmful results from its therapeutic use."*

In his book, "Clinical and Experimental Hypnosis," Dr. William S. Kroger states, "Platonof, an associate of Pavlov, who used hypnosis over fifty years on over fifty-thousand cases, reports as follows: *'We have never observed any harmful influences on the patient which could be ascribed to the method of hypno-suggestion therapy, or any tendency toward the development of unstable personality, weakening of the will, or pathological urge for hypnosis.'*"

Dr. Louie P. Thorpe, Professor Emeritus, University of Southern California, in his book "The Psychology of Mental Health," writes, *"Hypnotism is a natural phenomena, and there are no known deleterious effects from its use."*

Leslie N. LeCron, psychologist and authority on hypnosis, states, "As to self-induction, many thousands have learned it; and I have yet to hear a report of any bad results of its use."

Andre M. Weitzenhoffer, Ph.D., a highly respected authority in the field of hypnotism writes, "As far as it is known today, hypnosis per se is no more dangerous than natural sleep. There is no evidence that hypnosis in itself weakens the will, damages the nervous system, or in any way adversely affects the mental and physical well-being of individuals."

IDEOMOTOR ACTION

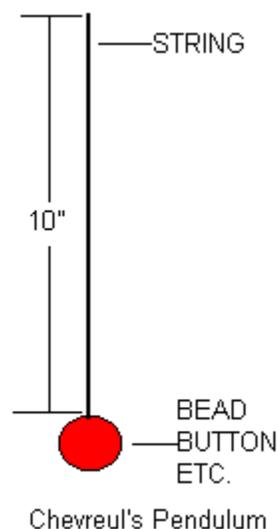
Human thought manifests itself in two forms. We can think using visual images or by using words (language). Language consists of sound symbols used as a means of communication between two individuals. Objects in the exterior world are designated by sound symbols that permit them to be envisioned even in their absence.



However, words become detached from the objects they symbolize and take on an independent life. They no longer are only a means of communication, but become an instrument of thought. Words become an internal language, which is no

longer speech, since it is not expressed in sound, but a method of thinking.

No matter which method we use for thinking, the end result is a change in the musculature of our body. If you think of performing some act, the muscles of your body responsible for carrying out that act are enervated whether you actually carry out the act or not. If you think about buttoning your shirt, or describe how to button a shirt to someone else, the muscles of your body that would be used to perform the action are energized and in an aborted way carry out the act. This is why the Semantic-Relaxation Exercise works. If you suggest to yourself or imagine that a muscle or groups of muscles are relaxing, they actually respond to some small degree. Through repetition the response becomes greater and more generalize. I don't expect you to believe this. I intend to let you perform a little experiment and prove it to yourself. For the experiment you will need a piece of string or thread and a small weight of some kind (i.e., heavy button, bead about 3/4" in diameter, etc.).

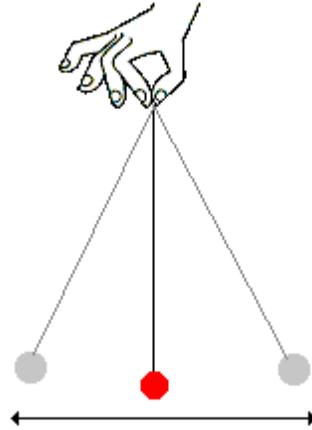


Attach your weight (button etc.) to the string as illustrated above. What we are creating is just a pendulum, a small bob hanging to a thread or string. Almost any small object will do. The dimensions given are not critical. If you use a button it should be about 3/8 to 1/2 inch in diameter. The color is unimportant. What you will have created, if you decide to make the object above, is called Chevreul's pendulum.

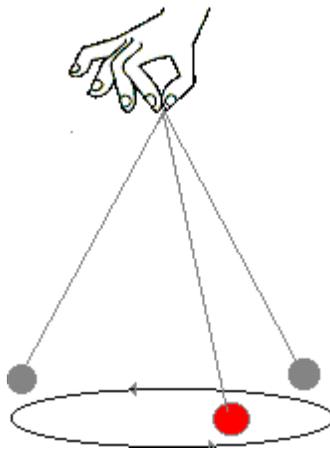
This experiment can be performed while you are in any comfortable position. Just hold the end of the string so that the weighted end can swing freely. One way to do it is to sit at a table. Rest your left forearm in your lap or along the edge of the table. Rest your right elbow with your right arm lifted almost vertically, a little forward of your left arm. Hold the end of the string between your index finger and thumb. Position yourself so that you are comfortable. If you are sitting as described, the pendulum should hang in front of the center of your body (median plane). The bob should be about 1/2 " from the top of the table. Actually none of these instructions are crucial, if you approximate them the experiment is virtually certain to succeed.

After you have assumed your position, the bob will probably be swinging freely in some direction. With your left hand bring it to a standstill (if you are left-handed, reverse hands). Put your hand back into position. If the pendulum is not perfectly still don't worry about it, it's not that important. Now fix your gaze on the bob and imagine that it is the pendulum on a grandfather's clock. Imagine that it is swinging from side-to-side just like a pendulum on a clock. The more you can see the pendulum swinging from side to side in your imagination, the greater the response will be. Follow with your eyes an imaginary pendulum on a clock moving from side to side. Try not to think

about anything else and do not try to analyze what is happening. If you followed the above instructions, the pendulum will do exactly what you imagine.



Once you have the pendulum swinging from side to side, without stopping it, imagine that the bob is sitting on the edge of a phonograph record and the record is going around and around. As you imagine the bob going around on the outer edge of the disk, you will find that the side to side motion changes into a rotary motion. Once the bob starts going in circles, imagine that the record is spinning faster and faster. The bob will begin to make a larger circle and pick up speed.



Some individuals when first trying this experiment tend to tense their muscles. This should not be done and will only serve to

lessen the response. Try to be relaxed when you try this experiment. The only people that this experiment will not work for are those individuals that "know" before they start, it will not work. However, if they are thinking, "this will not work, the bob will not move." The experiment is working for them, they are getting exactly what they are thinking, "the bob will not move" and it will not.

The **Chevreur pendulum experiment** is a demonstration of the phenomenon of **ideomotor** action. That is, the tendency of thoughts or ideas to be automatically translated, reflex like, into specific patterns of muscular activity. Probably many hypnotic suggestions act purely through ideomotor action. As stimuli they trigger corresponding thoughts and images that act as cue-producing responses, evoking actual motor responses. The repeated elicitation of an ideomotor response increases the intensity of the response.

Ideomotor actions tend to be weak responses, particularly in their initial phase. If there is present another strong muscular action or tension involving the same muscles it will tend to mask or block the weak pattern induced by thoughts. The probabilities are that you will succeed with this experiment as very few people fail to get a response. If you do not get any results, do not give up. Try again on several consecutive days or try using a lighter or heavier bob. You might try a different length of string. In general, a longer string will give a greater response.

If you have performed the experiment as outlined above, you should begin to understand why the Semantic-Relaxation Exercise works. Instead of imagining that a pendulum is swinging, we imagine that all the muscles in our body are relaxing. This is exactly what happens. At first the response to

our suggestions of relaxation are weak, but with repetition they become more and more effective. The relaxation becomes greater and occurs more quickly. As a result of the "voluntary" muscles relaxing, the viscera, including the heart, blood vessels and other internal organs relax. It has been clinically demonstrated that if you relax your skeletal muscles, the internal muscles tend to relax also.



INSTRUCTIONS FOR THE SEMANTIC-IMAGERY RELAXATION EXERCISE

(A slow but sure way to enter the hypnotic state)

To Induce A State Of Self-Relaxation, Follow These Instructions Carefully:

Select a comfortable location where you can be sure that you will not be distracted by the telephone or other unnecessary noises or interruptions.

Subdued lighting and a quiet atmosphere are helpful but not essential. The area should be free from drafts and unpleasant odors. Clothing should be loose (tie, belt, shoes, etc.)

You may do this exercise sitting up or lying down, whichever is more convenient.

If you are seated, make sure that your back is supported against the back of the chair. Feet should be flat on the floor, or use a footrest. Knees and ankles should not be crossed. Hands should rest on the arms of the chair or on your thighs or loosely on your lap. The head should be in a comfortable forward position.

If you are lying down, your arms should be alongside your body and your head should be slightly elevated. Feet should be separated with toes turned outward.

Set a time limit for your practice session. Initially, you may want to use a timer to signal you when the time is up. With practice you will learn to respond accurately to your own internal clock.

STEP 1: Locate an imaginary spot on the ceiling or the wall. Focus your attention on the imaginary spot and remain perfectly still.

STEP 2: Vividly imagine that you feel calm, relaxed and sleepy. Your body responds to your imagination and the more you pretend, the more your body will respond.

STEP 3: As you begin to feel your eyelids becoming heavy, take three deep breaths.

After the first deep breath, slowly exhale and say or think...**"I am relaxing."**

After the second deep breath, slowly exhale and say or think...**"My body is relaxing."**

On the third deep breath, hold it and count...**"Three...two...one."** Then as you exhale, say or think the words, **"RELAX NOW"** and let your eyelids close.

STEP 4: Direct your attention to each group of muscles in your body and tell them to relax. In your imagination, see them relaxing. Start at the tips of your toes and continue to the top of your head.

Do these exercise slowly and without concern. Allow 10 to 15 minutes for the body to relax. DO NOT test the relaxation by moving.

STEP 5: At the end of each practice session think to yourself..."Each time I practice this exercise I relax more quickly, more easily and more deeply than any time before. Each time I

am more receptive and responsive to suggestions I give to myself. I look forward to practicing daily because I enjoy it.”

STEP 6: Slowly count from **1** to **5** to arouse yourself. Before counting, give yourself a suggestion that on the count of five you will be fully alert, feeling perfect in every way.

If you should have any concerns about arousing yourself at any time during your relaxation exercise, you will be reassured to know that you will always be aware of anything of significance that may be occurring at the time; and therefore, will always be in control of any unexpected situations that may arise.

If you are interrupted during a practice session, if possible, always take a moment to count from 1 to 5 before arousing.

Rules for Structuring Auto-Suggestions

1. REPETITION: This is the most important rule in making successful suggestions. A suggestion cannot be repeated too often. All advertising is based on suggestion, and advertisers know the value of repetition. Commercials of TV are repeated again and again, as you have undoubtedly noted with some annoyance.



A suggestion has the power to suppress or inhibit its reverse concept in the mind. Once a suggestion is conditioned in our nervous system, there is an impulse to carry it out immediately. That action temporarily bars any impulse to carry out the opposite impulse not to act, and vice versa.

2. BE POSITIVE: A suggestion is more likely to be accepted if it is characterized by a firm belief in the idea presented. Doubt seems to block results and negate the suggestion. You should think positively about it and feel sure the desired results will come. If you say, "*I'll try,*" you are implying doubt. You really expect to fail and probably will. Your attitude should be that you are going to do it and not try. When you say, "*I can't*" you probably mean "*I don't want to.*"

Eliminate every possible negative word. DO NOT mention what you are trying to move away from. Create a word picture of

what you wish to move toward. If you suggest, "*I am not self-conscious*" you trigger the feeling of self-consciousness, and the memory of past experiences when you have felt self-conscious. Instead suggest, "*I like people. I enjoy the company of people. When I am with people, I am calm, poised and relaxed.*"

RIGHT: "I sleep deeply, soundly, all night long".

WRONG: "I do not toss and turn for hours before going to sleep."

3. BE LOGICAL: A suggestion should be accurate and a sound reason given for its acceptance. For example, it is futile to eliminate a headache by suggesting; "*Your headache is gone,*" for the subject feels the discomfort of the headache and knows it is there. Even in hypnosis, his first thought would be, "*It is not gone, I still feel it.*" Most subjects would then reject the suggestion and the headache would continue. However, if we suggest, "*Your headache will gradually lessen and in a few moments will be gone,*" it allows time for the suggestion to take place. If a logical reason is given why the headache will go away, the suggestion is almost certain to be accepted. For example, it can be suggested that his body is relaxed, he is resting and there is no longer a reason for the headache to remain.

If your desired result is one that can be measured, such as weight or a bowling score, suggest the exact improvement you desire. Some people seem to believe, if their ideal weight is 125 pounds, they can suggest they will lose weight until they reach 115 pounds. The idea being, if they are only partially successful they will still reach their goal. You cannot fool yourself. Suggest exactly what you want.

There are circumstances where it's wrong to suggest perfection. "*I always organize my time perfectly*" is an impossibility for a mother of three children. "*I am always enthusiastic*" is a poor suggestion. Do you want to be enthusiastic at a funeral?

4. USE VISUAL IMAGES: A verbal suggestion will be more forceful if a visual image can be formed and added to it. Visual images will always aid the processes of conditioning. For example, if you are tired and wish to overcome this feeling by suggestion, visualize yourself doing something where you are active and full of energy. In your imagination see yourself playing golf or tennis. Carry this thought out for three or four minutes and the results can be quite surprising. Your visual images should always represent the desired end result.



7. USE PRESENT TENSE: Always, whenever possible, phrase your suggestions as though they were already an accomplished fact. Even suggestions for future behavior should be given in the present tense. For example, "*Next Thursday when I stand to speak at the company dinner, I am calm, poised and relaxed.*" Suggestions phrased in the future become another "New Year's resolution" easy to forget and not taken seriously.

Never refer to past conditions in your suggestions. This brings a dual image into your mind, the image of how you have been and how you wish to be. Naturally the image of how you have been is the stronger of the two. An exception to this rule is when you are dealing with a physical condition, such as a broken leg. The progressive form of the present tense is used to bypass the critical factor of your logical mind. "*Each day my leg grows stronger and healthier.*" If you were to say, "*My leg is strong and healthy*" your logical mind would reject the suggestion.

RIGHT: I am... It is... I feel...

WRONG: I will...It will...I am going to...

8. BE SPECIFIC: Choose one specific area for self-improvement and confine your efforts to that area. Do not give yourself suggestions for two or three problems all at the same time. You can work on more than one problem by alternating your suggestions. Work with repetition on one suggestion for two or three sessions then change to another. Do not suggest that you are filled with confidence, sleep perfectly every night, wear a size twelve dress, express love to your children and have given up cigarettes.

Work on one goal until you feel some change, then move on to another. You may get results with your first suggestion, many people do, but be prepared to use the same suggestion once a day for two weeks before moving on to your next goal.

9. BE DETAILED: Analyze your goal and structure your suggestion to cover every detail of your desired change of behavior.

RIGHT: "I like people. I enjoy being with people. People are aware that I like them and they return the feeling. I especially enjoy talking to people when I stand before an audience; I want to do things for them. I feel a wave of friendship and understanding flowing from every member of the audience to me.

As I begin speaking my lips are flexible, my mouth is moist, I breathe deeply from the diaphragm. My legs are strong beneath me. My hands are poised and calm. The gestures flow spontaneously and freely. I have the undivided attention of the audience and it makes me feel secure and confident. There is a smile in my heart, which comes to my lips at the proper times. I speak easily, freely and confidently. I speak with a full release of my knowledge, skill and ability. When my talk is concluded, I am gratified by the applause.'

WRONG: I will be an excellent public speaker.

10. PERSONALIZE: Structure your suggestions to change yourself, your attitudes, and your actions. Don't suggest a change in others. As you change those associated with you change. Try to describe your actions rather than your abilities.

RIGHT: "My family and my friends co-operate with me because I am interested in their welfare."

WRONG: "My children always respect and obey me."

RIGHT: "I take a sincere and enthusiastic interest in my children, their friends and I understand their point of view. I express love and approval of my children. It is easy for me to express my love for them."

One thing to keep in mind is that suggestions can and do work both ways. Negative suggestions can also be effective. We are constantly bombarded with suggestions. An unpleasant trick can be played on an individual in an office by using negative suggestions. When he arrives in the morning a fellow worker greets him with the remark, "*Good heavens, Tom, you must have had a bad night. You really look terrible this morning.*" Tom has been feeling quite well and is surprised at this statement. A few minutes later someone remarks casually, "Got a hangover this morning, Tom? You sure look bad." Another inquires sympathetically if he has a fever. By this time Tom is feeling poorly and any further repetition is likely to send him home actually ill.

One important part of self-therapy is to locate and dehypnotize yourself of negative and detrimental suggestions that may be affecting you. We all carry these suggestions with us and are generally unaware of them.

Rules for Applying Auto-Suggestions

1. WRITE out your suggestion following the rules you have been given (see *Rules For Structuring Auto-Suggestions*). Writing forces us to crystallize our ideas. It makes us analyze the problem that we are facing, and is an aid to clear thinking.



2. SYMBOLIZE your suggestion. Find a key or code word that symbolizes the feeling and content of your suggestion. Select a simple word, if possible that means to you the entire suggestion. For example, a suggestion designed to help a person to overcome feelings of inferiority could be symbolized by the word "Confidence." Finding the correct symbol is extremely important. The symbol



doesn't have to mean a thing to anyone else; it is for you and should cause a strong surge of feeling or create a picture for you.

3. EDIT your suggestion. Read the written suggestion to make sure it complies with the rules. Revise it. Reconstruct it. Expand it.



Condense it. Recopy the revised version and destroy the first copy.

4. READ your suggestion aloud before hypnotizing yourself. When in the presence of others where reading might be embarrassing or impossible, the suggestion can be read silently

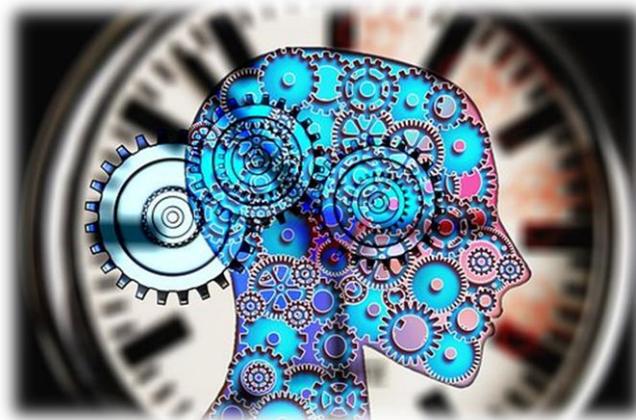


but very carefully. Reading aloud is much preferable because it forces us to verbalize every word. When reading silently we have a tendency to skip and scan. In a properly edited suggestion, every word is important.

5. HYPNOTIZE yourself. Use the master key method; "RELAX NOW," etc.



6. THINK the symbol. As soon as you feel the onset of deep relaxation, whisper or think the symbol to



yourself. Make no effort to remember the wording of your suggestion. By reading your suggestion before hypnotizing yourself you have given yourself a pre-hypnotic suggestion. You have so to speak, loaded the

gun. When you think the symbol, you are pulling the trigger on a loaded gun. Certain phrases from your suggestion will drift

into your mind, as they do, create a feeling response to the words. Visualize yourself acting in the way you wish to act, feeling the way you wish to feel and successfully doing the things you want to do.



To make a dramatic change in your life or to overcome deep-seated un-adaptive habits, it is necessary to structure a detailed suggestion, symbolize it and use the above technique to make it work.

The reason for the **pre-suggestion**, **symbolization** and **trigger release**, is that as you go into the hypnotic state your conscious, analytical mind slows down. If you try to remember long suggestions or form new detailed suggestions, you tend to lighten the hypnotic state. By just using the symbol, you release the entire concept with a minimum of conscious activity.

PROCEDURES FOR DEEPENING THE HYPNOTIC TRANCE

If you have been practicing the techniques and procedures for inducting the hypnotic state, you should at this point be able to achieve complete physical relaxation in about fifteen minutes or less. Now you should begin to practice attaining this relaxation without mentally going over your whole body area by area. After you have taken the three breaths and said mentally, "**Relax now,**" give yourself this suggestion: "*My entire body is loose, limp and relaxed.*" Now visualize or imagine any picture that means to you complete physical relaxation (*a rag doll or a hand full of loose rubber bands, etc.*). Some people get perfect results by remembering the sensation they have while practicing semantic relaxation. It is important to learn to produce this state of relaxation quickly so that you can move to the techniques for deepening your state of hypnosis, testing for depth, and programming new mental responses.



DEEPENING TECHNIQUES

One of the most elementary yet effective methods of increasing trance depth is simply **to suggest**, each time you practice, that you will go deeper the next time. This usually has an additive effect, and if you get into the habit of including this thought along with any other suggestion concept, you may be surprised to find, when you get to the point of testing, that you are going deeper than you had realized.

Another technique is to use one of the **counting methods**. As soon as you feel your body begin to relax, start counting backward from one hundred in this manner: "*One hundred, deeper asleep, ninety-nine, deeper asleep,*" and so on. The moment that you are not sure what number you thought last, "was it eighty three or eighty two," stop counting, you are now in deep hypnosis. At this point your mind has slowed down, but still able to function with little effort. This is the depth of hypnosis where you can feel an emotional response to your positive suggestions and mental pictures.

Try not to analyze or evaluate your depth of hypnosis at this point. Use any conscious energy you have at the time to think of positive concepts you wish to achieve. Remember, as you go deeper your ability to evaluate is diminished. In a way you become less "aware," even of your decreased "awareness."

Another variation of the counting method is to **picture yourself writing 100 on a blackboard**. Then mentally erase the 100 and write "deeper asleep" off to one side; then write 99 and so on until you are not sure what number is next.

Another good technique is to picture in your **imagination** that you are riding backward down an escalator. As you are slowly

drifting down, picture a red neon sign at the top of the staircase. The sign is flashing, "deeper asleep"... "deeper asleep." As you go farther and farther down, the sign becomes smaller and more indistinct.

Remember, the goal that you are working toward is NOT sleep. You are learning to achieve a state of self-hypnosis in which you are physically, and mentally relaxed to a day-dreamy like state. Your conscious mind is still functioning, but not in a rapid, alert and analytical way it functions when you are awake. This mental state is one in which your powers of visualization are increased; your feeling response is greater, and your critical powers are diminished, but not totally absent.



Note: Whenever you use imagery, try to think or imagine, SUBJECTIVELY rather than objectively. See the things and scenes themselves, rather than seeing yourself seeing them.

TESTING THE HYPNOTIC TRANCE

The only purpose of testing is to satisfy yourself as to the depth of self-hypnosis that you have reached. Some people never use tests because they easily learn to recognize the "feeling" of hypnosis and do not question or worry about depth. If you are one of those fortunate people and already realize that you have achieved self-hypnosis, do not waste time on tests. Use this time to program your nervous system with positive ideas and mental pictures. If you are still having trouble recognizing the "feeling" of hypnosis, the tests will prove to you that you are hypnotizing yourself.

There are several tests that we have used in our classes that you can give yourself. They are the **handclasp**, **arm-rigidity**, **arm levitation** and **eye catalepsy tests**. You can easily re-create these at home.

The eye catalepsy test is done as follows: After hypnotizing yourself, picture two windows with the shades drawn. Then visualize that the springs in the rollers have lost their tension and therefore it is impossible to raise the shades. When you have a good picture of this, imagine that your eyes are the windows, and your eyelids are the window shades, then relax the muscles in the eyelids so much that they would not work if you wanted them to. When you KNOW that you have relaxed them that much, roll your eyeballs up in your head as if you were going to look out a hole in your forehead, now say, "My eyelids are so relaxed they just won't work," then try to open your eyes. Now, when we say try to open your eyes, we do NOT mean that you should try and keep on trying, because if you struggle long enough you lighten your state of hypnosis. Just give a brief try

and when the thought comes, "good heavens they're really stuck," RELAX, stop trying.

The handclasp test is given in this manner: Clasp your hands together tightly and extend your arms out in front of yourself with your elbows straight. Now imagine a strong rope being looped around your arms at the elbows in such a manner that it draws the elbows toward each other. Now imagine that there is a strong liquid glue being poured over your hands and that it is drying hard and sticking your hands together into one solid mass. Think about the rope around your arms being drawn even tighter. Develop this to the point where your arms are strained and stiff. Think again of the glue as now being hard and solid around your hands. Keep this in mind as you go back once more to the rope. When you are imagining the rope vividly as getting tighter, you can try hard to take your hands apart, but you will be unable to do so. Let the thought go through your mind that the harder you try, the more firmly your hands are stuck together. You will find this is so!

Arm-rigidity test: After hypnotizing yourself, extend your arm straight out in front of you. Curl the fingers of that hand into a tight fist. Now imagine your arm as if it were carved out of wood and sticking straight out in front of you stiff and rigid! Keep thinking of your arm this way -- stiff and rigid. Now, imagine that you are writing the word "rigid" on the blackboard and that each time you write the word "rigid" your arm gets stiffer. See your arm so stiff and rigid that you cannot bend it. See yourself trying to bend your arm but the more you try the stiffer it becomes. After a few seconds tell yourself to relax and let your arm drop to your side.

This is the way you give yourself the arm levitation test at home: Hypnotize yourself and give yourself this suggestion; "I am going to count to ten, as I do a pleasant feeling of lightness moves into my hand and arm, as I continue counting my fingers begin to lift and move, then my hand begins to lift and finally my arm begins to lift and continues rising until it is touching my face. Imagine as clearly as you can a balloon tied to your wrist with a piece of strong string. Imagine that this is a big balloon filled with gas and it is so light it is pulling your arm up. Now begin counting to ten. With each count imagine another balloon is being tied to your arm. Develop this image clearly. Think about the color of the balloons being tied to your arm, think about their size and shape. As each balloon is tied to your wrist feel the pull of the balloons increasing. At the count of ten as the last balloon is tied to your arm, think of your arm floating up, higher and higher. Do NOT try to resist. This is not a contest, you could resist if you chose to, but that is not the purpose of the test.

ADDITIONAL INSTRUCTIONS

Once you have started to give yourself a test, avoid analyzing or thinking of anything else. Practice the tests with the attitude, ambiguous, as it may seem, of not caring whether or not you get results. This is far more effective than an intensive effort to succeed. Over anxiety in any form is apt to be inhibitive. In the beginning, do not try to open your eyes or separating your hands for more than a few seconds. Although it is important for you to experience this difficulty, remember it is not caused by some external force but by responses developed by your own mental processes. This is what you want to happen as a step to more important accomplishments. Except the response of your hands feeling stuck together or your eyelids stuck together for a few seconds as evidence of your effective use of suggestion and imagery in bringing about a physiological reaction.

You are learning that you must separate the conditioning of a response from the testing of the response. If during the conditioning or suggesting procedure you are thinking about whether or not it is going to work, this will lessen the effectiveness of the conditioning. If on the other hand, you "know" it is going to be successful, this will help to make it so. The systematic compounding of one belief, held even temporarily, upon another leads to conviction. It is conviction that we are seeking here.

Your attitude is a major factor in achieving good results. Each time something happens in a satisfactory way, you should let the success build confidence and belief in your ability and in the technique you are using. Magnify this in your mind as much

as you can. Try to minimize any lack of response and simply think, *"It will happen soon and will then be a better response than if it had happened too quickly."*

The proper degree of cooperation is important. This does NOT mean that you should just go ahead and perform the response consciously. It means that you should act "as if" the imagined situation were actually in existence and as if the response were actually occurring because of existing circumstances.

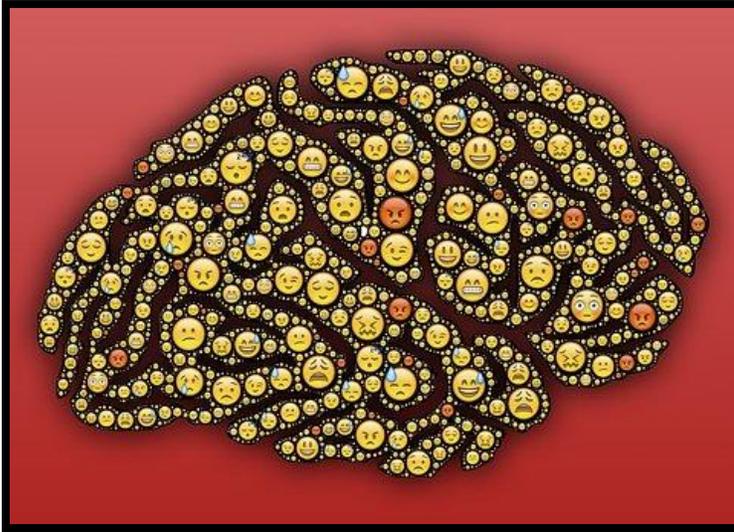
Mentally prepare yourself for self hypnosis -- think; *"Now I am going to hypnotize myself,"* NOT *"Well I suppose I better try to hypnotize myself, it probably won't work, I'm not one of the lucky ones."* This is a NEGATIVE autosuggestion! Reluctance to practice or a negative attitude about your ability to hypnotize yourself may indicate a reluctance to assume responsibility for your own life.

If you find that you fall asleep when you practice self-hypnosis, do NOT practice after you are in bed for the night. Practice during the day or early evening and use the floor, an easy chair or couch. Do NOT practice self-hypnosis behind the wheel of your car; instead get in the back seat or move over to the passenger's side.

Don't panic if you are not getting results as fast as some. Take it easy, do not pressure yourself; let your fears fade away at the speed to which you can adjust. "Slow" students invariably find once they have stopped trying so hard they suddenly have progressed to a more advanced stage without realizing it. Remember, **EVERYONE IS HYPNOTIZABLE.**

EMOTIONAL BEHAVIOR

EMOTION IS A PECULIAR WORD. Almost everyone uses it and thinks he knows what it means until he attempts to define it. Emotion is many things for many people. For some it is a mental



experience; for others it is a way of acting; for many it is a series of events occurring within their bodies. Some regard most emotion as "bad," while others regard much emotion as "good".

Those who consider most emotion as bad would probably say we should understand and study it in order to minimize the disruptive influence it has on our lives. They might point out that during such emotions as rage or fear we act irrational and our judgment becomes impaired. This is true, we would have to agree with them, sometimes emotion may do us harm and we therefore should attempt to control it.

Those that consider most emotion as good would probably point out that unemotional people are either dull or "cold-blooded" and calculating. They would claim it enriches our lives by removing apathy and motivates us to learn and plan our lives. We would have to agree with them, as we know that

anxieties for the future cause us to plan our lives. We also know, excitement, fear or rage gives us strength for acts that we ordinarily could not accomplish.

Regardless of how we think of emotion or what we think it is almost everyone considers it important to life. Recently there has been another reason for impressing the importance of emotion on us. It is the growing realization by modern medicine that many of our diseases -- whether called "mental" or physical -- are intimately related to emotion. It is now well known that any strong emotion results in a vast complex of internal changes that involve muscular, chemical, glandular and neural activity throughout the entire body. In fact it is the physiological aspects of emotion that distinguish it most clearly from other psychological processes.

It has been long common to regard the neuroses and the psychoses as associated with preceding extreme emotion. More recently science has discovered that a host of ailments termed PSYCHOSOMATIC DISORDERS (*i.e., asthma, high blood pressure, and many skin ailments*) are associated with emotion. Regardless of whether we consider emotion as good or bad, we cannot escape the conclusion that emotional behavior is important in everyday life.

During the eighteen hundreds man began to become aware of the importance of the brain. It was generally believed that the brain was the "seat" of the emotions. Today science has shown that emotion is more physical than mental. Emotion is considered a psycho-physiological response. In other words, what we are conscious of, as emotion is the sensation caused by a response pattern occurring in our viscera, glands and skeletal muscles.

criterion for judging the presence or absence of embarrassment.

One last example is **disgust** or revulsion. If this emotion is strong enough it can cause reverse peristalsis in the gastro-intestinal tract (vomiting). You have probably heard the expression, "It was so disgusting I wanted to vomit."



During and following almost any kind of increased emotional activity the tone of the skeletal muscles increase. What we call "*emotional tension*" is really our awareness of muscle tension. The more tense our skeletal muscles become, the more emotional we become. On the other hand, as we "discharge" or reduce our muscular tension we reduce emotion. This fact gives us a key to reducing or eliminating emotional behavior we do not want.

There are probably some of you that feel "emotion" is mental rather than a physical response. We wish to emphasize that we have no desire to minimize its importance in emotional behavior. We only wish to get emotion per se "out of the mind." That we all are aware of and experience emotion is unquestionable. That we become aware of external stimuli that trigger feeling of satisfaction or annoyance is obvious. That we perceive certain visceral events (i.e., stomach cramp or fast heart beat) and report them as "feelings" is also clear. What we want to emphasize is that we vaguely perceive certain other visceral, glandular and muscular changes and report them as feelings of anger, affection, annoyance, delight, dejection, depression, disgust, elation, embarrassment, fear, happiness, jealousy, shame, worry, and so on. We also wish to point out

that when one uses such words to describe a change in "feeling" when there are no muscular and visceral changes present, then there is not a change in emotion. Such reactions are ideational in nature and lack a perception or feeling of change. Many of our so-called "**pleasures**" or "**displeasures**" are solely mental reactions. For example, we say we are "happy" about something, or "displeased" at something else. We say we "hate" to lose a bet, or that we love our country or dog. Most such verbal reports are expressions of attitudes or ideas. Without muscular, visceral and glandular changes they are not reflections of emotion. Accompanied with muscular, visceral and glandular changes, they represent a mental concurrent of emotion.

It is universally recognized that muscle tension is the most common symptom of most emotional states. These muscular tensions tend to become habitual and often persist even after there is no outward evidence of emotional behavior or feeling. Embarrassments long forgotten, childhood failures and ancient disappointments, frustrations and fears that lie buried beneath the level of consciousness, persist and continue to torture us. They persist mainly in our habits of muscular tensions. Many people become accustomed to these chronic tensions and consider them normal. That many of us suffer from chronic tension is shown by the tens of millions of tranquilizers that are sold in this country every year.

The signs of chronic tension are varied. Some individuals may merely show indications of fatigue and added irritability. Some may appear to grow old, acquiring gray hair and added lines and folds in their face. Some become unable to fall asleep or else sleep through the night (there are also millions of sleeping pills sold in this country every year). The most common signs of

emotional muscular tension are upsets in digestion. If accompanied by fever, diarrhea or vomiting, as often occurs, these upsets are likely to be attributed to something that was eaten. An over tense (spastic) digestive tract cannot properly digest food.

The question that interests us the most is, what do we do to alleviate these conditions? We have to start someplace. We must begin by learning how to relax and develop habit patterns of muscular relaxation. This is always the first step to health. Its importance cannot be over emphasized. Once you have learned to relax your voluntary muscles, a tremendous percentage of your emotional disturbances will disappear. You will automatically attain a large degree of tranquility and peace of mind. Many of your superficial neuroses and their associated physical symptoms will vanish.

The reason for this is simple. Emotional disturbances cause muscular tension, this in turn increases the emotional disturbance -- and around and around we go, winding up in the vortex of a deep depression. Once you learn to relax completely, there will be no anxiety impulses coming from any of your muscles to your brain. As a consequence, your brain and nervous system will also be relaxed and at ease. You will find yourself fully relaxed physically and mentally, at peace with the world and yourself.

Practicing the method of semantic relaxation, that we have given you, you will soon find that the depth of relaxation is so deep that ten to fifteen minutes will be equivalent to hours of ordinary sleep.

There is no doubt in my mind, if you learn nothing other than the technique of semantic relaxation in this course, you will

have gained invaluable benefits. I do not ask you to believe a word of this, all I ask is that you give the idea a chance by practicing the technique, and see for yourself. Since physiological relaxation cannot be harmful and actually is as beneficial as any other hygienic practice, you have nothing to lose and everything to gain.

The method is called **semantic relaxation** because instead of trying to relax (trying is the opposite of relaxation) you will only verbally ask your muscles to relax and let nature take its course. After several weeks of practice, you will find by using the key symbol technique (relax now) you will be able to relax instantly and completely.

Each time you use this technique, you will find that your state of relaxation becomes deeper. You will find it a wonderful feeling. It is as though you were floating on a cloud, light as a feather, drifting effortlessly into a deeper and deeper state of relaxation. As your muscles relax, all tension and anxiety drop away. All worries disappear. You obtain relaxation of the mind and body to a degree that you never before dreamed possible.



Remember, as in most things, practice makes perfect. Repeat the exercises until you have mastered semantic relaxation completely. Then you will have taken a giant step toward freeing yourself from tension, toward a happier, healthier, and better life.

NEURO-DYNAMICS

As a submarine glides beneath the surface of the ocean, the only contact the crew has with the outside world is by way of instruments within the ship. The radar screen, sonic depth finder, radio receiver and other equipment tell the crew what is going on outside. This information is picked up by receptors, such as the radar and radio antennas located on the outer surface of the submarine.

As we move about in our environments, we function much as the submarine. This may seem wrong to you. For example, you may look across the way and see a red automobile. Actually this is not true. The automobile is not "red" and you do not "see" it. What takes place is this: All the light "falling" on the automobile is absorbed by the surface of the automobile, except the light we call red. The red light is reflected by the car. This reflected red light strikes your eye, resulting in an electro-chemical reaction in that sense organ. Neurons are excited which transmit electro-chemical messages to the visual centers of your brain. A neural pattern is set up that represents "red car."

In a similar way, you react to changes in your other sense organs and not to external objects. This may sound like "splitting hairs" to you, or you may feel its true, but so what? As we continue, you will see how important it is.

Sense organs, such as your eyes, ears, skin, etcetera that are found on the surface of your body are known as "receptors." They are "receivers" of information from the outside world. Each receptor is connected by a nerve to your high nervous system, the spinal cord and brain.

All around you is your environment; it is full of objects and people. They all affect you in some way. The person next to you may spill something on you, or she may give you a pleasant smile. These things that affect you are called "signals." The liquid spilled on you, is a signal. The pleasant smile is a signal.



A signal brings about a change in one or more of your receptors. The change in your receptors is called a "stimulus." This term is easy to remember because the change in your receptor "stimulates," or starts, a nerve impulse on its way to your brain.

As we encounter all kinds of stimulus situations, messages (nerve impulses) are received, evaluated, integrated and stored by our higher nervous system. Other messages in turn are sent out to various muscles and glands of your body. These muscles and glands are called "**effectors.**" The change brought about in your effectors is called the "**response.**"

All observable mental responses, without exception, can be reduced to a single phenomenon -- muscular movement.

Whether it is a child smiling at its mother, a young lady trembling at the first thought of love, or Isaac Newton discovering universal laws and writing them down on paper -- the ultimate reaction in all cases is muscular movement. But, you may say, most cerebral activity is expressed in words. But words are only combinations of sounds produced by muscular movements of the larynx and mouth cavity. Thus, all external manifestations of mental activity can be reduced to muscular movement.

This stimulus-response (S-R) action is the foundation of all your behavior. Everything you do is a matter of stimulus and response. Suppose you hear your name. The sound of your name (the signal) brings about a change (the stimulus) which sends a nerve impulse to your brain and on through your brain to your muscles. Your muscles (the effectors) then turn you toward the sound. This turning is the response.

If you bite into something good and ask for more, this is what takes place: The food (the signal) causes a change (the stimulus) in your tongue. The change (the stimulus) sends nerve impulses to and through your brain and out to your jaw, lips, lungs, and vocal muscles. These function to say the words, *"Please give me some more."* This is the response.

The action from stimulus to response is automatic. Most of what we do is done for us automatically. The majority of the business of living has little to do with what we call "thinking." In deciding to lift a cup of coffee, this is all we do consciously. The rest is done for us automatically by reflex action. We do not decide what muscles we need to use to lift the cup of coffee. We do not consciously regulate the exact degree of tension need by

the muscles involved. All this is done for us at an unconscious level.

Your stimulus-response arcs account for all of your behavior. In order to form new responses or alter old ones, we must change our stimulus-response arcs. Ivan Pavlov was the first to make a scientific study of our stimulus-response arcs. In his original experiment it was found that a dog salivated as he ate meat, but did not salivate when a bell was rung. However, when the bell was rung just before the dog was fed, and this procedure was repeated a few times, an unexpected thing took place. The ringing of the bell alone could cause the dog to salivate. The sound of the bell had become the signal for food. In other experiments a square figure became the signal for a fear response or the flashing of a light became the signal for food.

It was also discovered that these signals tend to generalize. For example, if a square paired with a shock produced a fear response, a rectangle would also produce the same response.

From a physiological point of view what was happening is this: If some signal -- food or a chemical -- is brought into contact with the mouth a nerve impulse is transmitted by afferent nerves to a receiving center in the brain and analyzed. From this analyzing center a nerve impulse is sent by way of an efferent nerve to the salivary glands causing them to salivate. If at the same time, or just before the above, some other sensory nerve is stimulated, the impulses are for some reason attracted also to the salivary center in the brain. In other words, from other excited regions of the body, neural pathways are opened up to the salivary center in the brain. However, these "accidental" stimulus-response arcs are unstable and will usually disappear if

not reinforced. If the accidental or conditioned pathways are strengthened through repetition, or by some strong emotion, they can become permanent.

While Pavlov's experiment may sound simple, we have learned many things from it. We now know that it is through the process of conditioning that we learn. In order to better understand how the effects of conditioning responses lead to learning, let's take a hypothetical example. Let's see how a child might learn or be conditioned to avoid a painful or dangerous situation.



Perhaps somewhere in the child's environment there is a large black stove. Not having experienced the sensation of "hot" the child has not learned that to touch hot things may be painful. If he should touch the stove and it were hot, the painful stimulus may be so severe that he is conditioned, once and for all, to avoid touching it again. On the other hand, he may try touching it several times before the avoidance response becomes conditioned.

Let's see how this can lead to situations that affect the child in later life. Suppose the child accidentally falls against the stove

and is severely burned. This may so strongly condition the child he cannot be made to go near the stove again. The big black stove signals pain, and the response is avoidance. The signal may become generalized to the extent that the child avoids anything big and black. Conditioning may also occur from other signals present at the time; the color of the walls, the sound of the teakettle, even people in the room. In later life the child may have grown into an adult who feels anxious upon seeing a big black automobile. This may be true even though the incident of the burn has long since been forgotten and the fear of stoves extinguished.

An adult may dislike, or feel anxious, upon seeing a certain color or hearing a certain sound without being able to understand or explain why. Such responses are undoubtedly due to past conditioning that he can no longer recall.

Such conditioned nerve pathways are not all negative or unadaptive; fortunately most are positive or constructive and make living much easier for us. The negative ones cause such human ailments as fear, anxiety, guilt, tension and pain.

Sensory information reaching the nervous system as the result of objects that man and other animals can see or feel are the primary signals of reality. Through the process of conditioning we learn to respond to them in certain ways. The conditioned stimulus-response arcs that the primary signals trigger and determine the behavior of man and animal alike.

Habits are reactions and responses that we have learned to perform automatically without having to "think" or "decide." We are conditioned to carry them out by our stimulus-response (S-R) arcs. More than 95 percent of our behavior is habitual. The

typist does not "decide" which finger to put where or what key to strike. The reaction is automatic and unthinking. In much the same way our attitudes, emotions and beliefs tend to become habitual.

Most habits, can be modified, changed or reversed, simply by practicing or "acting out" the new response or behavior in our imagination. Decide what you would like to be and have, then picture yourself acting and feeling that way. Dwell upon them - - keep going over them in your mind. Generate enough emotion, or deep feeling and your new thoughts and ideas will form neural pathways. Once these new S-R arcs are formed these new ideas will be automatically carried out without any conscious effort on your part.

An inner speech stimulus is a statement you make to yourself. The statements that we will make to ourselves in order to change our behavior are called auto-suggestions. The words you say to yourself tend to make you act in certain ways, according to your words. Your auto-suggestions can and do form S-R arcs.

Try it for yourself. Start now. Every day, several times each hour say these words to yourself over and over: "*Each day I will practice the Semantic Relaxation Exercise.*" Remember; just say these words over and over to yourself throughout the day. Also say the words to yourself as you go to sleep tonight, and as you awaken in the morning. Then see how you are inclined to carry out this suggestion. Don't assume it works, actually make the experiment. This is very important. You must get the "feel" of these methods.

S-R arcs can be conditioned by implicit kinesthetic movements. Try this: Close your eyes and then open and close your hand.

What you feel is the movements of the muscles, tendons, and joints of your hand. This "muscle sense" is known as kinesthesia. It is through this sense that you know the position of your arms and legs without looking at them.

Your muscle movements are of two kinds: (1) **Explicit** and (2) **Implicit**. Your explicit movements can be seen; your implicit muscular movements cannot be seen. However, the implicit movements create a stimulus. The stimulus, in turn, brings about a S-R arc inside you.

You can easily experience the effect of your implicit muscular movements. Go where you will not be disturbed. Sit down and relax. Now close your eyes and for five minutes concentrate all your inner implicit muscle movements on the activity of writing a letter to a certain friend. Without moving, feel yourself writing the letter. Do this for five minutes. Now -- do you feel inclined to write a letter? As a matter of fact, you may actually write it. These implicit kinesthetic movements are important stimuli. They condition S-R arcs just as do visual images and verbal suggestions. The more of these mechanisms you can use at one time the more quickly and strongly will your desired responses become conditioned.



Select any act you wish to perform. Visualize everything you should see when you perform the act correctly. Learn to say the words to yourself that describe the perfect performance of the act. Learn to feel your muscles, on the implicit level, perform the act correctly. Then while you are comfortable seated, or lying down, and without appearing to move a muscle, put the three activities together. Carry out all at the same time.

We always act, feel and perform in accordance with what we imagine to be true about ourselves and our environment. We act and feel not the way things really are, but according to the image our mind holds of what they are like. We have certain mental images of ourselves, the world and people around us. We behave as though these images were true, reality, rather than the things they represent. It does not matter if these ideas and images are self-induced or come from the external world, the mental image we hold of ourselves becomes the blueprint, and our nervous system uses every means to carry out the picture. In short, we will "act like" the sort of person we conceive ourselves to be. Not only this, but we literally cannot act otherwise, in spite of all our conscious efforts or "will power." The man who conceives himself to be a "failure type person" will find some way to fail, in spite of all his good intentions. Even if opportunity is literally dumped in his lap he will not see it. The person who sees himself to be a victim injustice, one "who was meant to suffer" will invariably find circumstances to verify his opinions.

Many people suffer from chronic anxiety, which is simply a subconscious mental expectancy that something terrible is going to happen to them. On the other hand, we all know people who seem to have the "magic touch." Life seems to

shower them with blessings for no apparent reason. We call them "lucky." What seems to be luck is in reality, **POSITIVE MENTAL EXPECTANCY**, a strong belief that they deserve to be successful.

Our physical health is largely dependent upon our mental expectancy. Physicians recognize that if a patient expects to remain sick, lame, paralyzed or helpless, the expected condition tends to be realized. Self-hypnosis and autosuggestion can become the tools with which to remove negative attitudes and replace them with positive expectancy.

Once an idea has been accepted, it tends to remain. The longer it is held, the more it tends to become a fixed habit of thinking. This is how habits are formed, both good and bad. First there is the thought and then the action. We have habits of thinking as well as habits of action, but the thought or idea always comes first. Therefore, if we wish to change our actions we must begin by changing our thoughts. We accept as true certain facts. For example, we accept as true that the sun rises in the east and sets in the west. We accept this even though the day may be cloudy and we cannot see the sun. This is an instance of a correct fact conception that governs our actions under normal conditions. However, we have many thought habits that are not correct and are fixed in the mind. Some people believe that at critical times they must have a drink of whisky or a tranquilizer to steady their nerves so that they can perform effectively. This is not correct, but the idea is there, and is a fixed habit of thought. We need to alter ideas or use them. No matter how fixed the ideas may be or how long they have remained, they can be changed with self-hypnosis and autosuggestion.

There is an abundance of experimental evidence demonstrating that thinking is accomplished by muscular contractions. These are so slight that they can only be detected by sensitive electronic instruments. It has been demonstrated (*Totten, 1935*) that a person thinking of a geometric design will move his eyes to correspond with the outline of it. Of all the indications of emotion, the most easily measured are the visceral changes that take place throughout the body. The external responses to anger may be consciously controlled by an individual; his visceral responses however are not subject to voluntary control. If you could look directly into his blood stream you would find an excessive amount of adrenaline present. His liver would have released stored sugar into the blood. Chemical changes would have occurred in the blood causing it to clot more quickly. The blood pressure will have risen and the heart will beat more rapidly and vigorously. The air passages into the lungs will have enlarged. The pupils of the eyes will have enlarged. Sweat will have broken out all over the body, particularly on the palms of the hands. The temperature of the skin may have risen or fallen several degrees.

Other emotions will cause different visceral changes in the body. Sorrow will cause the actions of the heart and lungs to decrease while that of the gallbladder will increase. Fear will cause the activity of the stomach to stop. The adrenal glands become very active. During feelings of joy the whole body functions well, with the stomach very active.

Ideas that have a strong emotional content almost always tend to form S-R arcs. Once these arcs are formed, the ideas will continue to produce the same physical reactions over and over again. In order to eliminate chronic negative ideas that

cause harmful physical reactions, we must replace them with positive ones. This is easily done with self-hypnosis and autosuggestion.

Stress and tension may serve to lower the body's natural resistance to infectious diseases and in this sense it could be said that all illness has an emotional background.



Some of the more common bodily ailments which result from sustained emotional tensions are: alcoholism, most allergies, asthma, bronchitis, Buerger's disease, common cold, constipation, colitis, coronary heart disease, diarrhea, drug addiction, diabetes mellitus, emphysema, eczema, enuresis (bed wetting), epilepsy (some forms), frigidity, gallbladder disease, goiter, hives, hay fever, hemorrhoids, high blood pressure, hiccups, hyperthyroidism, hypoglycemia, habitual abortion, infertility, impotence, migraine, multiple sclerosis, myasthenia gravis, obesity, premature ejaculation, paroxysmal tachycardia (sudden rapid heart beat), Reynauld's disease, sinusitis, tic douloureux, trigeminal neuralgia, and urticaria.

PSYCHOSOMATIC DISORDERS

Many illnesses have for some time been recognized as "nervous" or functional disorders. That is, disorders for which there is no known organic bases. Many of you have probably experienced "nervous headaches." The relationship of insomnia to worry is well known. What is perhaps not so well known is that worry is one of the greatest causes of illness and fatigue. Some people have chronic illnesses or have loved ones that are ill or away at war. We can hardly expect such people to stop worrying. However, there are many people that have developed a habit of worrying. They constantly worry over needless or foolish things, and as a result make themselves sick. Many people worry about something every day of their lives. If they can't find something real to worry about they will usually make up something.



A wealthy woman of 55 with an affectionate family, a beautiful home and perfect health worried herself sick. She felt since good fortune had smiled on her all her life, it was about time some disaster befell her or one of her loved ones. As a result, every time the telephone rang she went all to pieces for fear it would bring news of some disaster that had overtaken her husband or one of her children.

I have seen hundreds of very unhappy people who feel because of bad judgment on their part; they have contributed to the illness or death of a parent, husband or wife. They keep saying over and over, *"If I had only called another physician, or refused to permit the operation, the disaster would not have happened."* They do not seem to realize that the Good Lord only expects us to do the very best we can. He does not expect us to have the ability to look into the future.

Many people will worry for years over some problem that could be solved in a few minutes by their physician, lawyer or banker. People can and do literally worry themselves to death over nothing. Such chronic worrying is a conditioned response that can easily be changed with self-hypnosis and autosuggestion.

Many psychosomatic disorders are well known. Some of you may know people who at some time or another have suffered from psychogenic varieties of diarrhea, asthma, hives, constipation, hay fever, peptic ulcer, or high blood pressure. The list is long and growing day by day. Less generally appreciated is the manner in which mental activity can influence the course of an organic disease such as tuberculosis or cancer. Well known, but less understood is a wide class of diseases known as hysteria. A person suffering from this disorder can become suddenly blind, paralyzed, or deaf. As suddenly

as the symptom may disappear only to be replaced by another hysterical symptom.

It is through the autonomic nervous system (ANS) that the physical dysfunctions are initiated and aggravated by our mental activity. In order to better understand how this comes about we will take a closer look at some of the specific functions of the two branches of the ANS and at the phenomenon of parasympathetic overcompensation.

If we were to examine each psychosomatic disorder individually we would find the ANS involved in each of them. The following three examples are presented in order that you may gain some understanding of how the ANS is involved in psychosomatic disorders. The three examples are: (1) Activity of the sweat glands, which are innervated solely by the sympathetic branch. (2) The secretion of hydrochloric acid in the stomach, which is under the control of the parasympathetic branch. (3) The mucous membrane lining of the lungs, which is under the control of both branches of the ANS.

It is very well known that sweat changes are very reliable indicators of ANS activity and can readily be measured and recorded electronically. Some individuals due to past conditioning have extremely reactive sweat glands. Even in the resting state the electrical resistance of their palms is low and with any emotional situation which activates the sympathetic nervous system (SNS), it drops even lower as they sweat more profusely from their palms and soles of their feet, armpits and some facial areas. Sweating from the hands is particularly noticeable. If such a person should find himself in an intense emotional situation he sweats so profusely from his hands that it

becomes intolerable to him. The beads of perspiration appear almost immediately at the onset of any emotional situation that affects the SNS, and will remain as long as the emotional tension lasts. Such an individual may only have dry hands while asleep.

This condition of *hyperhidrosis* is typical in many individuals that are hyper-emotional. Such a condition may be helped by drugs or surgically by cutting the nerves that supply such areas. However, this will not change other SNS activity that accompanies such a condition. Nor will it greatly alter the emotional reactivity of the individual. The ideal way to correct such a situation is to change the conditioned emotional response. This can be accomplished through relearning. Then, and only then, will total SNS activity be reduced. Such relearning of emotional responses can be greatly facilitated through hypnosis.

Our second example, the secreting of hydrochloric acid, was selected because it is one of the few functions of the body that is solely under the control of the parasympathetic nervous system (PNS). Alone it is of little interest, together with other functions innervated by the PNS it is of tremendous importance. In certain emotional situations there can be an excessive amount of hydrochloric acid secreted.

Generally this excessive secretion of hydrochloric acid is accompanied by increases in other PNS activity. There is often hyperactivity of the stomach and an increase in the amount of blood supplied to the viscera. In some cases there is a decrease in the mucous lining of the stomach. Let's combine these events and see what happens.

Typically during fear or anxiety the above conditions are inhibited. The secretion of hydrochloric acid is decreased, less blood is supplied to the stomach wall and the stomach becomes less active. However, during some emotions, such as chronic resentment, the situation may be reversed. There is an excessive secretion of hydrochloric acid, an increase in stomach activity and blood supply. Minute hemorrhages may occur in the walls of the stomach. If there is a decrease in the mucous lining of the stomach during such a state, we have an ideal situation for the production of ulcers. There is a rich blood supply to an over active stomach which, with or without minute hemorrhages, becomes more sensitive to the action of hydrochloric acid. Under such conditions hydrochloric acid begins to consume the lining of the stomach and an ulcer is born. While it is known that emotions, such as resentment, can directly trigger the PNS, more profound emotions seem to be followed by over PNS activity after some time has elapsed. It is suspected that initial SNS activity is sometimes followed by a period of increased PNS activity which is regarded as over compensatory in nature.

However, more research is needed before this phenomenon can be understood. It is certain though; the events leading to the development of a stomach or intestinal ulcer are the result of over activity on the part of the PNS. As with the case of hyperhidrosis, the symptoms can be treated by drugs or surgery. But again, re-education is the method of choice. By learning new conditioned responses not only will the ulcer-tendency be reduced, but also the tendency to develop other psychosomatic disorders. Again, hypnosis is probably the quickest and least expensive method available today.

Among the psychosomatic diseases we listed was asthma. The asthmatic tends to have great difficulty breathing at times. Sometimes he is described as allergic to pollen or other substances. Sometimes no evidence of allergy can be found. Always there is excessive enervation of the PNS leading to the lungs. The mucus cells are forced to over secrete and the blood vessels supplying the lungs are dilated accompanied by swelling of tissues. In other words, the air passages become congested and breathing becomes difficult. The classic method of treating acute cases is an injection of adrenalin. Adrenalin acts a powerful stimulant on the SNS. A dramatic change takes place. The mucous secretion stops, the blood vessels and the tissue around them constrict. The individual can then breath. Anyone that has ever used a "*benzedrine inhaler*" has experienced the same thing in the mucous tissues of the nose.

In the above case, surgery is ruled out as the branches of the vagus nerves that enervate the lungs are easily confused with those supplying the heart. Again, the most effective therapy is re-education. The individual can be reconditioned so that his PNS will no longer over react to stressful situations.

MUSCULAR TENSION

Muscular tension plays a large part in our emotional states and psychosomatic conditions. Smooth muscle, the type of muscle found in the organs of the body is under the control of the ANS. These muscles are generally not considered to be under voluntary control. These muscles are in a state of more or less constant activity. Their general pattern of activity is one of slow increase or decrease of muscular tone.

It is possible for skeletal, or voluntary muscles, of the body to maintain various states of tension. This is typical of the antigravity muscles (those muscles that help us maintain our posture). They are called antigravity muscles because they oppose the force of gravity when one is in an upright position. During most of our waking hours, some or all of these muscles are in a state of tension. However, there is a marked difference between individuals.

We are all familiar with the person that is tense most of the time. His movements seem to be jerky, his face expressive and sometimes contorted. He rarely seems to relax and take things easy. Not quite as often we see the opposite extreme. He is the individual who seems so relaxed he gives the impression of being almost asleep. His arms swing freely and loosely from his shoulders. His movements are often rather lethargic, his facial muscles seem to hang loose or to be sagging. He seldom, if ever, goes into quick action. Most of us lie somewhere in between the two extremes, and some of us are capable of optimum differential relaxation.

Differential relaxation is a condition that is worth considerable effort to learn. In some individuals it seems to occur naturally.

That is, without any conscious effort or learning. In many others however, it does not seem to occur naturally, and a great deal of practice is necessary in order to achieve it. That it can be achieved has been demonstrated by anyone who has studied yoga.

The lack of differential muscular reaction is obvious in the act of writing. Tension in certain muscle groups is necessary for the act of writing. We must exert enough tension to hold the pen or pencil we are using. Tension is involved in the upper arm muscles in order to move the hand that contains the writing instrument. Of course, the antigravity muscles must maintain a degree of tension to keep us in an upright position.

Most of us go beyond this necessary minimum amount of muscular tension. While it is only necessary to maintain a tight grip on the pencil while writing, most of us continue the pressure between words or while thinking what to write next. Sometimes we start the grip before we actually start writing. Often we maintain it once we have completed a sentence for a long time.

This lack of differential relaxation is not confined to the hand and arm muscles. The person that does not relax between actual writing will probably not be relaxed in other portions of his body. He is apt to be sitting on the edge of his chair. He is often observed to be engaged in restless movements with the legs, the feet, the unoccupied hand, and the head and neck muscles. In other words, he is tense throughout his body. Usually such individuals find it difficult to relax when they retire. They often complain of difficulty in falling asleep or of tenseness in various parts of their body.

The most important fact we wish to emphasize is that whenever we experience profound emotion, tension in the skeletal muscles also increases. Whenever you become angry or frightened, not only is your ANS activated but your skeletal muscles as well. The increase of muscular tension in turn facilitates the emotional experience. In general, as our emotional state increases, our muscles become more tense, but also, with increased muscle tension we become more emotional. Therefore, any factor that will increase muscular tension will also increase emotional behavior and other psychosomatic functions. This is why some psychotherapists (including the Yogis) concentrate upon techniques for inducing muscular relaxation. How often have you told a friend, "Just relax, everything will be alright?" Muscular tension and relaxation are important in human behavior. Any factor that will decrease tension in skeletal muscles will alleviate psychosomatic problems.

As many experiments have shown, practically any function of the body can be conditioned to practically any stimulus. Muscular tension is no exception. We have mentioned the tendency of some people to grasp a pencil firmly before they even start to write. In other words they are "set" to begin to write. The word "set" is commonly used for the runner. For him the signals "On your mark" and "get set" have a different meaning. He has learned through practice the most efficient kinds of neuro-muscular responses to such stimuli. They are conditioned muscular tension patterns. The first are less intense, less intensive. The second are more intense and extensive.

The term "get set" is used under all kinds of situations. We are set to throw, we are set to run, or we are set to talk. You can picture yourself in anyone of these situations and actually set

yourself for each of these reactions. In each case you will realize that there are changes in the tone of the various striate muscles throughout your body. Each of these changes represent a conditioned response to different stimuli and each prepares you for a definite type of activity that you have learned. In fact, when we say we are set for a specific activity, we are implying that we have learned that act, and that we have learned a preparatory muscular tension pattern that is effective in carrying out that act. Through conditioning (a form of learning) we say we may get "set" to carry out many types of reactions -- for running, for walking, for listening, for sweating, for ulcers or for asthma.

RULES OF THE MIND

RULE I

WHAT IS IMAGINED OR EXPECTED TENDS TO BE REALIZED

Dr. Maxwell Maltz, in his popular book "Psycho-Cybernetics," describes the subconscious mind as a "goal-striving mechanism." This term means that when the mind perceives a goal it automatically works to achieve that goal.

The individual, who strongly believes in success, subconsciously strives to bring about favorable circumstances leading to success. When advantageous conditions arise, he is able to recognize the opportunity and take the steps necessary to complete his success plan. We all know people who seem to have a "magic touch." Life seems to shower them with blessings for no apparent reason and we call them "lucky." What appears to be luck is actually nothing more than POSITIVE MENTAL EXPECTANCY -- a strong belief and mental image of success.

On the other hand, the person who conceives himself to be a "failure type" will find some way to fail, in spite of all good intentions. The student who believes he is poor in arithmetic must make poor grades in that subject to justify his own convictions. His original negative belief is reaffirmed by his poor grades and a vicious cycle is set in motion.

Expect good things to happen and good things will occur. Vividly imagine yourself successful and you will achieve success.

RULE II

EVERY THOUGHT OR IDEA PRODUCES A PHYSICAL RESPONSE

An abundance of experimental data on thought processes has revealed that thinking is always accomplished by some physical response. Many scientists believe that muscular movements are an integral part of the thought process. For example, whenever we think of a word, our vocal muscles react and become part of the thought. To convince yourself of this phenomenon, try the following exercise: Holding your mouth wide open, try to think the word "bubble." Upon first trying this you may find it very difficult to think the word, or the thought may at first seem slurred, as though you were attempting to pronounce the word aloud with your mouth held open.

Thoughts and ideas with strong emotional content produce physical responses in the body characteristic of the emotion. Anger and fear thoughts stimulate the adrenal glands that in turn affect the activity of most body functions. Recent studies have shown that the body's natural resistance to disease can even be affected by one's thoughts and emotions.

In order to adapt successfully to the stresses of life and eliminate or change chronic negative physical reactions, we must first learn to change our THINKING HABITS. We must learn to accept situations positively. We must learn to change fixed negative ideas into strong positive attitudes. This can be done with autosuggestion and self-hypnosis.

RULE III

LAW OF REVERSED EFFECT

This law was first formulated around the turn of the century. Emile Coue, the father of autosuggestion referred to it as the "Law of Reversed Effort." Coue stated, "whenever there is a conflict between the will (conscious effort) and the imagination (mental imagery), not only do we not do that which we wish, but we do the exact opposite." When one thinks that he would like to do something but feels he cannot, then the more he tries the more difficult it becomes.

A common example of this rule is seen in people troubled with insomnia. They go to bed with the thought "I suppose I'll not be able to sleep." Then they try and the harder they try the more wide-awake they become. Sometime later, thoroughly fatigued, they stop trying; begin to think of something else and drop off to sleep within a few minutes.

A second example of the Law of Reversed Effect is the forgetting of a name. The more you consciously try to remember the forgotten name the more impossible it becomes. Later, when you have stopped trying and are thinking of something else, the name easily comes to mind. The attitude reflected in the Law of Reversed Effect is: I want very much to do it, but I **know** that I cannot. What is expected then tends to be realized (Rule I) and you obtain the opposite of that which you seek.

RULE IV

NEW HABIT PATTERNS CAN BE FORMED WITH VISUALIZED IMAGES

When you look at an object, light reflected from the object enters your eyes causing an electrochemical change to occur. This change produces nerve impulses that are transmitted to the visual center of your brain where they are interpreted as visual images. It is these mental images in the brain that you react to and not the actual object itself. For this reason, visualizing some object or action in your imagination can have the same effect as the real event.

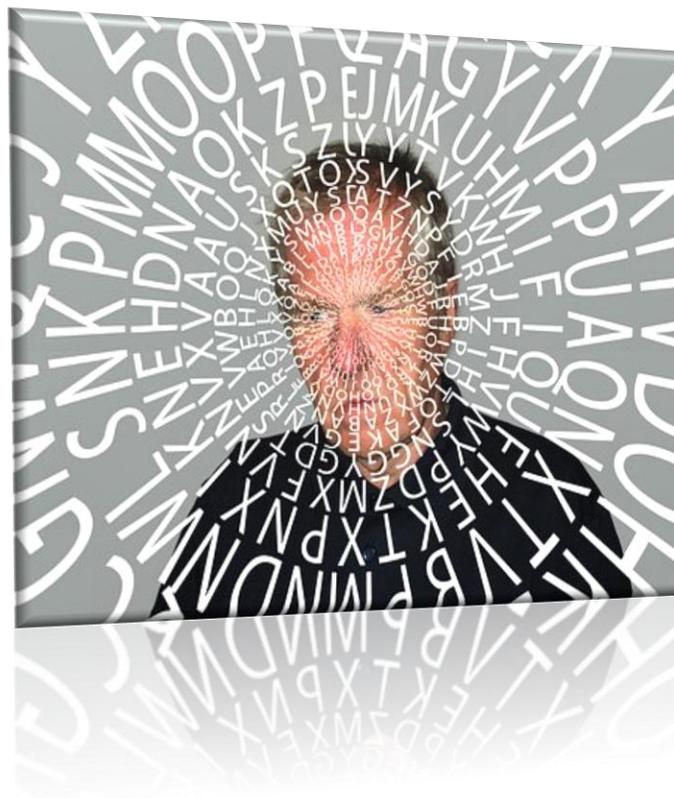
Realizing that our nervous system cannot tell the difference between an actual experience and one that is vividly imagined opens a new door to self-improvement. It offers the opportunity to practice, without effort, new skills, traits and attitudes until new habit patterns are formed. Habit patterns can be modified and even reversed simply by practicing or "acting out" the new response or behavior in your imagination. However, this rule can work for or against you. An imagination preoccupied with negative images will only serve to hinder your improvement.

Successful living starts with a picture held in your imagination -- a picture of what you want to be and of what you want to accomplish. Decide how you want to act, then picture yourself acting and feeling that way. Dwell upon those ideas -- keep going over them in your mind and new habit patterns will begin to form. Once the habit patterns are established, the desired result will occur automatically without conscious effort.

RULE V

HABIT PATTERNS CAN BE FORMED WITH AUTO-SUGGESTIONS

Words, whether spoken or unspoken, are symbols that convey certain images and thoughts to the mind through previous associations. When we think the word "HOT," for example, an image immediately comes to mind relating to some experience of being hot, of being burned by something hot, or of a hot object. Once a word becomes associated with a specific image (object or action), the word alone then becomes a signal to the mind representative of that image and can act to elicit the same responses that the image itself would evoke.



Kimball Young once said, "*words are an expansion and creation of total reality.*" Through the use of words, in the form of autosuggestions, we are able to create "real" situations corresponding to the goals we seek to achieve. Repetitious use of autosuggestions then act to form new patterns of behavior.

Because repeated use of words and thoughts can act to form new habit patterns, we must be careful in our everyday life to repeat words and thoughts that result in productive responses and avoid negative words and thoughts that evoke destructive responses. It is also important to realize that when someone else says something it becomes your thought for the moment. Therefore it is equally important to avoid situations in which you are continually exposed to negative words, negative thoughts, and negative goals.

You will be given specific rules for structuring positive autosuggestions (see Rules for Structuring Autosuggestions) and you will learn how to effectively administer these suggestions in a scientific manner (see Rules for Administering Autosuggestions).

RULE VI

ATTITUDES AND HABITS ARE BEST LEARNED OR CHANGED WITHOUT EFFORT

Out currently held beliefs, whether good or bad, true or false, were formed without effort, with no sense of strain, and without the exercise of "will power." Habit patterns whether good or bad are formed in the same way.

The late Dr. Knight Dunlap made a life-long study of habits and learning processes. His findings revealed that effort was the one big deterrent to either breaking a bad habit or forming a new one. In many cases, effort to change an undesirable habit may actually serve to reinforce the habit. His studies proved that the best way to break a bad habit is to form a clear mental image of the desired end result, and to practice without effort toward reaching that goal.

Instead of trying hard by conscious effort and "iron-jaw" will power to change undesirable habits, simply let yourself relax, mentally picture yourself as you want to be and allow the new habit patterns to form automatically. Once the new habit pattern has started, it will automatically strengthen itself with each repetition and each successful performance.

RULE VII

ONCE A HABIT PATTERN HAS BEEN ESTABLISHED, IT TENDS TO REMAIN UNTIL REPLACED WITH A NEW PATTERN OF BEHAVIOR

Starting at birth, and from then on, every individual is continually exposed to a variety of situations requiring some degree of adaptive behavior. Similar situations occurring repeatedly soon begin to establish certain conditioned responses. Once this happens, each repeated occurrence serves to reinforce the responses, until they become so strongly established that we are unable to exercise much voluntary control over them. If all habits, attitudes and emotions were beneficial there would be no problems. Unfortunately, often they are not.

To change a habit pattern, we begin by forming new conditioned response patterns for the habit situation. We then practice the new responses, using techniques found here (Self-Hypnosis Center's Home Page), until they become so strongly associated with the habit situation that a new pattern of behavior is formed. A person with stage fright, for example, can easily learn to associate feeling of confidence, poise and success with situations requiring his performance in front of an audience. As the new response pattern becomes stronger with each repetition, the old responses are permanently replaced.

RULE VIII

HABIT PATTERNS CAN BE FORMED WITHOUT REPETITION

Many reflexes are present at birth and others are acquired through repeated experiences. However, reflexes and behavior patterns can be formed from a single experience. When any strong emotion is present there is an intense focusing of mental activity and undesirable reflex responses may develop accidentally. For example, a child who is barked at, chased or bitten by a dog rapidly learns to fear dogs. Only one such encounter may cause the child to subsequently fear all dogs, even harmless pictures of dogs.

A similar condition of focused mental activity can be brought about intentionally to form desirable behavior patterns with little or no repetition. The process occurs most easily when the body is completely relaxed and all competing or conflicting thoughts and ideas are held to a minimum. Carefully structured auto-suggestions and mental imagery can be used during this time to rapidly develop new habit patterns.

LANGUAGE

There are many similarities between man and the lower animals. They are both capable of learning to various degrees. It has been demonstrated that some animals are able to reason to some extent. For example, if food is placed outside the reach of a caged monkey that has been provided with sticks when joined together will reach the food, the monkey will soon join the sticks and retrieve the food. This is possible because of the monkey's ability to think creatively. Man and animal learn in the same way; through sensory information reaching the nervous system as a result of objects and events that can be seen or felt. Through a process called conditioning (classical or operant) all animals learn to respond to these objects and events in certain ways. The way we learn to respond to these objects and events in the real world outside of our skin determines the behavior of animal and man alike.

There is however one great difference between the human animal and all other animals. This one factor has made it possible for man to rise supreme over all other animals on this planet. This single factor is his ability to use **WORDS**. The invention of speech is man's greatest discovery. The importance of semantic or articulated language cannot be over emphasized.

There are many books and classes dealing with self-help available, but in all systems, the most important factor is overlooked. The language we use! We depend on language for thoughts, for ideas, and for the most part we think in words. Yet we tend to overlook their influence on us.

While it is possible to think without using words, this type of thinking is very limited and very primitive. Although we can only

guess what an animal experiences, it is probable that a hungry dog has a mental image of the meat he would like to eat. In this sense he is "thinking" about the piece of meat. But he does not have a symbol (word) for meat, or for the general category food. Man does not require words to decide how to dress himself in the morning. A series of mental pictures is sufficient for this purpose. But thinking without the aid of verbal symbols is limited to the simplest of matters.

We need words to deal with abstract ideas -- ideas such as "justice", "happiness" and "success," which unlike such words as "chair", "ball" and "dog" stand for entities that cannot be seen or touched.

Words are symbols that stand for objects, actions or ideas. For example, the word "table" is a symbol that stands for that article of furniture we sometimes eat from. The advantages of a thinking system based on symbols or words are tremendous. We do not have to see a table to deal with it mentally. The word "table" stands for all the characteristics and functions we observe in that article of furniture. Once it is tagged with a name, we know without studying a table what it has in common with other objects like it. Words therefore shorten and streamline the learning process.

As great as this system of human thought may be, if we are not very careful there can be serious and disastrous disadvantages. As we have learned to react to objects and events in the real world at a subconscious level, so we learn to respond to words at a subconscious level. The difficulty is this: We tend to respond to words as though they were what they symbolized. However, words are not the things they stand for. For example, the word "steak" cannot be eaten. The word "chair" cannot be sat upon. On first hearing this most people respond by thinking, "That's

obvious, everyone knows that." However, it is not as apparent as you think.

Let us give you a simple example to illustrate how we subconsciously respond to words as though they were what they represent. If the word "fire" were shouted when you were sitting in a crowded theater your reaction would most likely be instantaneous -- a panic response. You would experience fear; you may tremble and feel your heart pounding violently. Your mouth may feel dry. You may experience a sensation of hollowness in your stomach. Your blood pressure will either fall or rise. Your face may turn white. Your legs and arms may feel weak and helpless. In this paralysis of fear, action may be impossible.

Now stop and think. To what did your body react to with such profound changes? Your entire body responded to a single word. The word "**fire**." You did not see any flames. You did not smell any smoke. You did not feel any pain. You did not feel the warmth of the fire. Your reaction was to a word.

Because there is a symbol or word called "bad," many people make the subconscious assumption there is something that exists in the real world called "badness." It does not. "Badness" cannot be tasted, touched, weighted or measured, it is an abstract concept.

Man is the only animal that makes war on members of his own species in the name of such abstract concepts as "justice" and "patriotism," or in the defense of political and economic philosophies. The ape and lion will fight ferociously to defend their property rights, but only if his territory is in immediate danger of attack. On the other hand, one needs WORDS to convince people who live half a world away to fight for a

territory they cannot see and with which they are not directly concerned. Only through language can man be convinced to leave his home and family in order to defend, not the mountains, plains and waterways of his country, but the principles for which that country stands.

Very few of us are aware of the degree to which we are controlled by the words we use and hear. We become conditioned to respond in set ways to some words so that our responses to them are completely predictable. Mr. Jones will never vote for a "democrat" no matter how untrustworthy the other candidates may be. Mr. Smith always disapproves of strikes and strikers, without bothering to find out if a particular strike is justified or not. Mr. Thompson sympathizes with all strikers because he hates all bosses.

Our prejudices are fixed reactions that are triggered by words we have been conditioned to respond to in set ways. Mr. Smith fears and distrusts all people that are called "Catholics." Mr. Jones is a Catholic; he fears and distrusts all non-Catholics. Mr. Wilson is such a rabid republican that when L. B. Johnson was president, he not only disliked the Democratic President but also his wife, children and dogs. Mr. Miller, a rabid democrat, gave up golf during the Eisenhower administration (he resumed it after Kennedy took up the game). Such people treat all democrats, republicans, bosses, and strikers as if they were all the same -- they are not. As well as seeing the similarities between things it is also important to realize that there are differences and that no two things are ever exactly alike. Ham and eggs (Ritz Hotel) are not ham and eggs (Joe's Bar and Grill). Private enterprise (Bill's Garage) is not private enterprise (General Motors). Wendell Johnson summed it up when he said. "To a mouse, cheese is cheese -- that's why mousetraps

work."

Words have meaning far beyond the meanings given to them in the most extensive dictionary. Therefore, they have no "general meaning," in spite of the dictionary. We are interested in words as they affect us subconsciously; affect our nervous system and our entire body.

When you are not feeling too well, or when you think you might be ill, you are apt to say to yourself, "I am sick." Simple words, aren't they? However, their power can drive people into the depth of despair and disease. As soon as you say, "I am sick," your nervous system relays the message to your entire body, which responds with a letdown. This letdown may first be felt as a lethargy or depression, and if you feel this way, you can imagine what is happening to the cells and organs of your body. They too get depressed. That is, their normal function is interfered with, and when this happens, the individual is on the road to true illness or a more serious ailment than he or she ought to have. What you believe, what you think, more than you realize, actually is so -- or soon can be. Our own words can make us well or sick, a failure or a success. What is the difference between the man that has failed in business three times and says, "I am a failure," and the man that says, "I have failed three times?" The difference is that between self-destruction and sanity.

THE POWER OF YOUR CREATIVE IMAGINATION

It is being realized more and more by big corporations, as well as by individuals, the value of a fertile imagination. It is the fountain of all creative thinking. Most men and women in the higher salary brackets are there not because of hard work, but because they have active creative imaginations. One of the primary reasons most people are unsuccessful is because they have never learned to use their imagination. We are all born with very active imaginations. Every child has a very active imagination. In fact most children live in a fantasy world for a number of years. It is a normal phase of personality development. However, as the higher reasoning powers begin to rapidly mature, the child progresses into a world of realism. This is a critical development period as far as the imagination is concerned. Many young people almost completely quit using their imagination at this phase of their lives. Others (i.e., those interested in the arts) begin to make use of their imagination in a constructive way. Parents play an important role at this point. Some will give their children some creative outlet for their imagination; others will stifle or inhibit the child's imagination.

Often the imagination flourishes during the later adolescent years until the individual has a collision with the hard cruel world of adult reality. When this happens, many young people cease using their imagination. If they have been hurt and disillusioned by the realities of the world, they feel if they allow their imagination to function it will create new experiences where they are hurt and discouraged. At least this is what they subconsciously tell themselves.

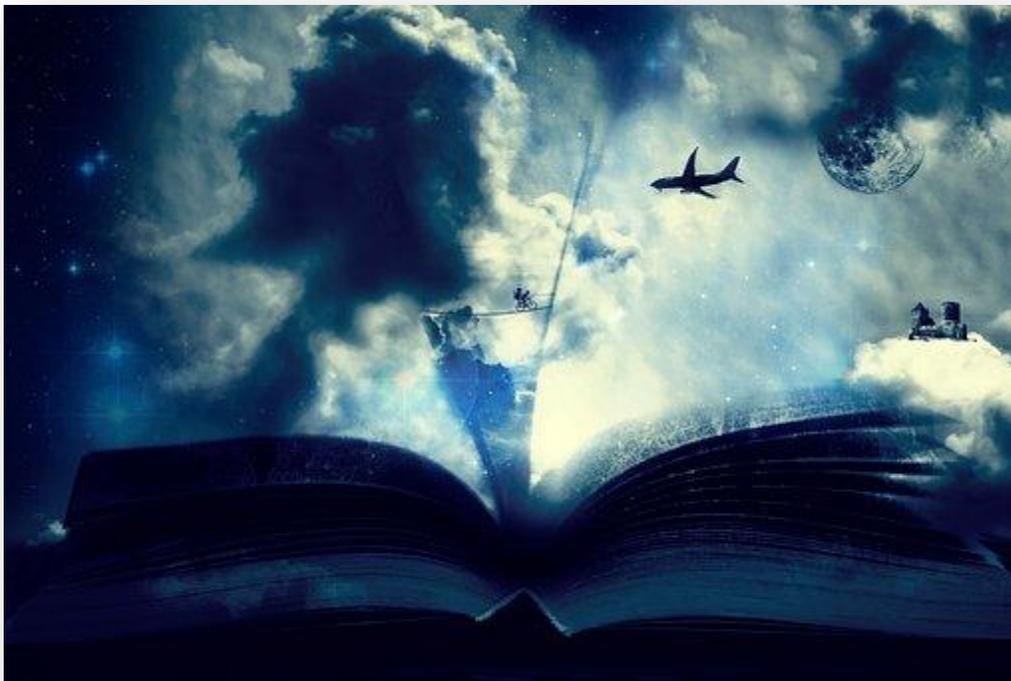
In reality, every human being has an imagination. It may be repressed, inactive, or distorted, but it exists. When many people are asked if they have a good imagination, most will reply that they have no imagination (40 to 50 percent). Others claim they have too much imagination; they lost their imagination years ago, or ask, "*what do you mean by imagination?*" The important question is not if you have an imagination (you do), but what are you doing with it?

If we were to ask you, "What is more powerful, your imagination or your will-power?" what would your answer be? The reality is, your imagination is far more powerful than your will-power. Emile Coue answered this question during the last century (See *Rules of the Mind*). He demonstrated that when there is a conflict between the imagination and will-power, the imagination wins every time. You can use your will-power all you want to keep on a slimming diet, but when you begin to imagine how good that dessert tastes, all your iron-jawed will-power will not help you.

All the great concepts and inventions of mankind were born in the imagination. Before Beethoven, Bach or any of the great composers wrote a musical composition, they first heard the music in their mind. Rembrandt saw his painting in his imagination before he put them on canvas. Every architect sees his creations in his head before he puts them on the drawing board. Every great writer writes his stories in his imagination before putting them on paper. How can you be a successful inventor without an active imagination? First, in your mind you must see a need for your invention. You must then visualize a way to fulfill that need. Then you must design the product in your imagination before actually creating it.

The constructive use of the imagination is important to everyone. No matter if you are an artist, engineer, physicist, or businessman, the way you use your imagination will determine the future course of your life. America is still a land where a man can begin with nothing but an idea and turn it into multimillion-dollar corporation.

If you do not use your imagination constructively, it can inhibit you and work against you. If you imagine that something you want to do is too difficult you may not even try to start a project. Most difficulties that people face in life exist more often in their imaginations than in actual fact. These negative thoughts created in your imagination generate fear, and if it is great enough, it will prevent you from even trying to achieve anything.



The improper use of your imagination can undermine you. Probably everyone is familiar with the proverbial daydreamer.

This is the individual that is always building "pie in the sky." In reality he never produces anything. He spends his time waiting for his ship to come in, but it never does. When your imagination prevents you from engaging in productive activity, it is being misused. People that sit around fantasizing and daydreaming, but who accomplish nothing, are not creative thinkers.

Individuals with creative imaginations produce! Their goals are realistic. Alexander Graham Bell didn't just fantasize about talking to someone over a great distance. He used his imagination to create an instrument to make it possible -- he invented the telephone. Today we can talk to anyone anywhere in the world thanks to his creative imagination. The light bulb was born in Thomas Edison's imagination. In his day there were no light bulbs, except in his mind. He believed it was a practical idea and set about to prove it. Can a man fly? They could in the imaginations of a couple of brothers named Orville and Wilbur Wright. They proved it at a desolate place called Kitty Hawk on December 17, 1903.

You have to make a distinction between idle daydreaming and creative, productive thinking. The former can destroy you, and the latter can lead you to a happy successful life. Daydreaming is just a form of procrastination; it is a misuse of your imagination that will get you nowhere.

If you use your imagination in a positive, constructive way, you can improve all aspects of your daily life. People tend to create mental pictures of everyone they know. The image is based on the knowledge you have about your acquaintances, and associations you make with them and other people you have known. You seldom see them as an individual, but as a

composite of others that fit into a certain image category. Your imagination plays a large role in how you feel about an individual therefore it plays a major role in your human relationships.

Your imagination, when used wisely, can be a valuable tool in helping you realize your full potential in life. It can play a vital part in increasing your income, your self-confidence, improving your human relationships, school grades, and your creative abilities. You will discover abilities and talents you didn't know you had.

Here are some pointers on how you can immediately begin to increase the power of your creative imagination:

You should recognize and understand the power of your imagination. If you don't fully understand this fact, you will never realize your full potential in life.

Learn to control your imagination. Take a few minutes each day to practice seeing visual images in your mind.

Form a habit of always using your imagination as a preparation for constructive activity. Avoid using it for idle daydreaming. Learn to control and direct it in constructive channels.

Develop the creative dimension of your imagination. Visualize new products and concepts that would benefit mankind. Think of new ways to approach old problems.

When you have your back against the wall, let your imagination run wild. This technique is called "brain-storming." Wild thoughts often produce new solutions to difficult problems.

Keep practicing these techniques until you can effectively use your imagination to your benefit.

REMEMBER THESE IMPORTANT IDEAS:

- The real secret of success is a creative imagination.
- Everyone was born with a good imagination. You still have one, even though it may be dormant and inactive.
- The imagination is more powerful than "will power."
- All great accomplishments were born in the imagination.
- Your imagination, if misused, can undermine your accomplishments.
- You must distinguish between idle daydreaming and constructively using your imagination. A creative imagination is always constructive.
- Your imagination can help you increase your income and improve your relationships with others.
- Your imagination can be a big help in developing your self-hypnosis skills.
- The sub-conscious is very responsive to your imagination.
- Your imagination and self-hypnosis can work together to help you realize your goals.

HOW TO SET REALISTIC GOALS

In order to achieve a goal you must first have a goal. Many people really have no goals in life; they just seem to drift along with the tide. Their lives lack direction and as a result, they don't achieve much. People that know them often recognize that they are very capable people and lament the tragedy that they are not more goal directed and more successful. At the other extreme are people who constantly set their goals so very high that it is impossible to achieve them. Such people are chronically tense and miserable, because they are continually failing. Every unrealized goal is a failure. Even if they should achieve a goal, they feel it took longer than they had planned, and is therefore another failure. Such people are unable to relax, they constantly drive themselves. They may accomplish a great deal, but they never enjoy it. The fact that they were unable to achieve as much as soon as they wanted prevents them from enjoying their achievements. They become old before their time, their energy and vitality sapped by tension and anxiety. Their disillusionment turns to cynicism and depression.

Both of the above types suffer from the same basic problem. They are both unable to set realistic goals to guide them through life. Quite often the person who drifts with the tide sets very low goals or no goals at all. Usually this is due to the fear of failure. He has learned that failure causes him to become anxious and depressed. If he does not set any goals, he can't fail. However, both types end up in defeat.

In addition to setting goals that are too high or too low, you can set goals that are so vaguely formulated that you have no

way of knowing if you have achieved your goal or not. Since such people are unable to really define their goals and are therefore unable to recognize them even if they should reach them, they automatically assume they have failed. Such a person may decide that his goal in life is to become successful. He expends all his energy and time trying to achieve "success." Ask him to define success and he can only give you a vague idea of what it is, but he "knows" that when he finds it he will recognize it. Success is just a word that symbolizes an abstract concept; there is no such thing as success in the real world, yet this is the one thing he wants -- success. Since it does not exist he can only fail. All anyone can hope to achieve is a series of relative successes and not some mysterious thing called success.



Your task, if you have not already done so, is to set good, realistic goals for yourself. They give direction to your life; give you a feeling of accomplishment and success as you achieve them.

In order to understand the process of setting realistic goals, you need to realize that there are LONG-TERM and SHORT-TERM goals. Long-term goals refer to major things we wish to accomplish eventually in our lives. Short-term goals refer to things we must do more or less immediately. Long-term goals are generally achieved by accomplishing many short-term goals. For example, say a person wants to become a chemist. This is a long-term goal. In order to achieve this long-term goal many short-term goals, such as, entering college, selecting the proper courses, passing tests, completing assignments, accumulating a sufficient number of credit hours, obtaining a college degree, and finding employment must be accomplished.

The Following Rules Will Help You Set Good Long-Term Goals

Decide if the goal is an appropriate one for you. Watch out for goals that are too high, too low or too vague. It helps to talk to others and learn from their experiences. Get advice from friends and/or professionals about whether this is a good, realistic goal for you. However, in the end, you will have to make the decision.

Make your long-term goals general rather than specific. If they are too specific you are inviting failure. If they are more general they can be achieved in a number of different ways. For example, it is better to set a goal of being a good contributor to the welfare of the community than deciding to be voted the most outstanding citizen by some organization and being elected the youngest mayor the city has ever had. Goals that

are too specific almost end in frustration and lead to feeling of failure.

Once a long-term goal has been selected, analyze it in terms of the short-term goals that must be achieved to get there. Determine what path your short-term goals should take. There is almost always more than one way to achieve a long-term goal. You don't have to do it the way someone else did. Go about it in the way that it is most likely to succeed for you.

Start NOW! Begin working systematically on the short-term goals. Set up a time schedule that is realistic. Remember, things that are worthwhile take time. Most people underestimate the length of time it will take to accomplish a goal. Be patient with your goals, otherwise you set yourself up for frustration, tension and anxiety.

The Following Rules Will Help You Set Good Short-Term Goals

As with long-term goals, they should be realistic. They should be small, discrete steps leading toward the long-term goal. They should be things you can do more or less immediately.

They should be more specific than long-term goals. They should be specific enough to allow you to determine what you need to achieve next and where you are going.

Your approach to accomplishing these short-term goals should be organized and planned in such a way that you have a high probability of getting them done.

If you fail at one of your short-term goals, do not magnify it out of proportion. One failure or mistake does not mean that you will never reach your ultimate destination. If you should fail a short-term goal, back up and try again or figure out an alternate route that will get you around the obstacle.

When you achieve a short-term goal, celebrate it. Praise yourself liberally as you go along. Psychologists call this reinforcement or rewarding yourself for desired behavior. It is very effective. The reward does not have to be something big. For example, if you are studying for a test, put some nuts or candy on the table. Divide the material you are studying into small units, such as pages, sections of a chapter or basic concepts.

As each unit is completed reward yourself with a piece of candy or a nut. It is important to keep the units small and reward yourself frequently. Massive rewards after large amounts of work are less successful.

If you try this, you will find studying goes much faster and is more enjoyable. This basic idea can be applied to any task. It is a simple technique that is very effective. This does not mean that you cannot reward yourself for a more major accomplishment. If you complete a course or a semester, treat yourself to an expensive dinner, a short vacation trip, or a gift of some kind. This approach makes getting there half the fun. People who arrange their lives this way enjoy themselves and what they are doing.

Once the long-term and short-term goals have been established, program them into the subconscious using your rules for formulating autosuggestions. After this has been accomplished, do not concentrate on your goals (see Rule VI

of Rules of the Mind). If we fix our attention on our goals too firmly, we will find ourselves too future oriented to enjoy the present -- always going somewhere, but never arriving.

Looking forward too much to future goals leads us to be unhappy with the present and to make excessive sacrifices to reach our goals. The person that is always concentrating on his future goals is preparing to enjoy the future, and the future never comes.

Goals are for direction and planning. After they have been formulated, we need to put them in the back of our mind and begin to concentrate on the present. Remember, a subconscious that is properly programmed can carry out your goals much better than you could ever hope to carry them out consciously.



SELF-INVENTORY

THE OLD ADMONITION, "**Know Thy-self**," is of the utmost importance. The following list of twenty questions is given to you as a guide only. The aim and purpose you have in learning self-hypnosis may be different than those of someone else. For this reason it is impossible to give specific questions to fit the needs of everyone. None of the following questions may apply to you; they are given to give you an idea of what to look for in yourself.

Self-knowledge is not won without effort. The habits and attitudes you have acquired over many years cannot be changed overnight. Some things can be accomplished very quickly and ordinarily the time in self-therapy will not be long. The natural tendency on the part of most students will be to attack their worst problems or conditions first. This is what they are most concerned about. This is a mistake! It is very important to begin with minor matters first. The reason for this is, minor conditions are easier to correct. Success with them encourages you and doubts are eased. As you develop a more positive way of thinking, you will meet less resistance in changing more important conditions.

1. WHAT KIND OF PERSON AM I? You should write a thumbnail sketch of how you see yourself. After you have done that, you should outline that others say you are. For example, if people are always telling you, "My you are moody," write it down. If they say, "You have a nice voice, you should be on radio," write it down. Also, write out how you see yourself physically. Then do the same for how others see you. Do you think what they say is true?

2. WRITE OUT WHAT YOU CONSIDER ARE YOUR GOOD POINTS. "I never lose my temper," or "I am kind to children," or "I always try to help others." If you should feel discouraged while answering any of the following questions, you should refer back to this list. You will find you are really not so bad!

3. DO I GET ALONG WITH MOST PEOPLE? If you are always feuding with others it is a sure indication that you are not getting along with yourself either. You may be projecting the blame on other people, or trying to change other people instead of yourself. Also, you may be over sensitive. When you learn to radiate tolerance, understanding and forgiveness, you will be amazed at how quickly other people's attitudes toward you will change.

4. AM I TOO SHY? Every person is somewhat shy. Even a king. There is a certain normal shyness. It is excessive shyness that is a liability; it blocks you from being yourself as soon as someone else is around. The shy person is afraid he will not be well received and accepted. Shyness is a form of self-protection. If you don't stick your neck out, you can't be hurt. Consequently the shy person becomes uncommunicative and cannot relax around other people. A person that is not overly shy is not too concerned about whether the new person he meets likes him or not. He is realistic. He knows he cannot be liked by everyone. If he experiences situations where he is not liked, he does not necessarily blame himself. He may come to the conclusion that the other person is difficult or expects too much.

Many shy people have handicaps. A stutterer is shy. Somerset Maugham had a stutter, yet it did not stop him from producing some of the greatest literature of his time. If you accept your physical handicaps, others will too. Self-confidence is the antidote to shyness. Structure your suggestions accordingly.

5. AM I SARCASTIC? Sarcasm usually represents over compensation for feeling of insecurity. If you are sarcastic, you are over defensive. You are afraid of being insulted, rejected or disliked by someone, so you beat them to the punch. You act toward a person as you think he might act toward you. You insult the person you think does not like you, as if to say, "Look, I don't like you either." If you are sarcastic, you are acting out of insecurity. Your job is to build up your own self-image so you will not need to be sarcastic.

6. AM I OVERLY CRITICAL? You are overly critical if you are stingy with your compliments, or are afraid to approve of something, or to say something nice about someone's achievements. Also, you feel you have become a more important person by having something critical to say. If you are overly critical of others, you may have a tendency toward perfectionism. If everything is not just right -- that is, the way you want it -- you are uncomfortable. You are unable to tolerate anyone else doing a thing less perfectly than yourself.

7. DO I POSSESS A DISTORTED SENSE OF VALUES? We are living in a time when emphasis is placed on material things. We are more concerned about being considered successful financially than successful in character. Not that material things are insignificant, but if they have been your major emphasis and you feel unhappy, cheated by life, or as if something is missing, it is a good indication that you need to begin to develop an appreciation for things of the mind. When did you last read a good book, or go to an art gallery?

Sometimes a woman's distorted sense of value may take the form of too great an emphasis on beauty. Becoming more beautiful or staying young can become an obsession. This does

not mean that it is not important to look as good as you can, but beauty, when it becomes the end-all of life to the exclusion of improvement of the mind and spirit, leaves the person miserable in spite of beauty. When a man works excessive hours and worries excessively about his business until he has a heart attack, he becomes a victim of his distorted sense of values.

8. DO I SUFFER FROM AN INFERIORITY COMPLEX? To have an inferiority complex is understandable, but to remain inferior is unforgivable and needless. This is one of the easiest conditions to change through self-hypnosis and autosuggestion. Study something that makes you an expert. Gain confidence by doing. Learn to take pride in what you do.

9. AM I ADRIFT WITHOUT GOALS IN LIFE? The saddest people in the world are those who have no goals. They are constantly asking, "What is there to live for?" The woman who is struggling in a poorly paid job to help her son through college will never commit suicide. She has a goal. She is happy and proud. The man or woman who has no responsibilities, who is well paid, and whose only concern is what entertainment he or she can find for the evening, is much more apt to have a mental break down.

There must be a goal -- a realistic goal that can be obtained. Richard Nixon had a goal; to be President. He failed in it, yet he kept trying. He failed again in a lesser goal, the governorship of California. But the goal still fascinated him, and after years of thinking, planning, and being sustained by his goal, he tried again and won. It had seemed impossible, yet he did it. Most people's goals seem impossible. Who thinks he can write the

great American novel? Yet every year books are written by improbable people.

The worst thing that can happen to you is that a little failure makes you so timid you are afraid to dream, afraid to have goals -- big goals. This minute write down the goals that would mean the most to you. Make a list. As many as you like.

What ever your goals are -- start now -- not tomorrow! Study what you need to know, look into problems of going into business for yourself, etc.

10. WHAT WOULD I DO IF I LOST MY JOB? This may seem like a strange question to ask, but you should have an answer. Most people worry now and then -- and some worry excessively -- about what they would do if they were fired or if their job was abolished.

Usually the worst does not happen. But, the response to fear is to have an answer, an alternative. Write down what you would do if you did receive that pink slip. Make out a list of the places you would go to find another job and perhaps a better job. Jot down things you could do to earn some money while you were waiting for a job to come through. If you do not have any side skills, isn't it time that you developed some?

11. AM I OVER SENSITIVE? If you are, you probably feel that no one should disagree with you. That is, no one has the right to be careless of your feelings. In other words, you are vain. You have to be practical. Even a rose comes to you with thorns on it. So does life, full of thorns. You cannot say the rose is no good, or life is no good because of the thorns. To be practical, you must

tell yourself that people are going to be careless of your feelings, sometimes intentionally and sometimes unintentionally. What can you do about it? You can desensitize yourself and promise yourself that no one can demoralize you or make you lose confidence in yourself.

12. AM I TOO CONCEITED? People who are conceited are covering up for an inferiority complex. A person who has achieved great things has no need to feel conceited. Almost without exception, great people are humble and modest. People who are conceited lose friends rapidly. They make themselves obnoxious. They are always pointing out subtly or bluntly how much better they are than other people. They tend to display all kinds of prejudices that are their way of pointing out how superior they are.

13. AM I IMMATURE? The immature person has the traits of a child who has not learned to control his or her desires, emotions and thinking. They are selfish, lack emotional control and wise judgment. They want everything their way. They sulk and pout. In other words, they do what you would expect a very young child to do.

Being mature, on the other hand, is synonymous with being wise, acting with wisdom, exercising self-control, and thinking things through without too much emotion. It means showing tolerance and understanding -- knowing how the other person feels and explaining why you are taking the position you are.

14. AM I A CHRONIC COMPLAINER? The chronic complainer is sabotaging both his physical and his mental health. He becomes a hypochondriac. He believes everyone is against him or perhaps the world has singled him out for all its bad luck. The chronic complainer will find justification for each complaint.

He will finally conclude, no one understands him and no one is on his side. Chronic complainers are unhappy people. They will overlook a multitude of good things to find one flaw. This is not to say, there are not situations in life when it is necessary to offer constructive suggestions. But you must distinguish between normal complaining that is reasonable, and neurotic, excessive and unreasonable complaining whereby a person complains for the sake of complaining.

15. DO I ACT LIKE A SPENDTHRIFT OR A STINGY PERSON? If you are either, you are suffering from insecurity. Persons who are frustrated, who have not found love, may be reckless with money. They buy whatever they see and like, whether they can afford it or not. People who are always in debt are disorganized in their thinking. They handle money like they handle their emotions.

Borrowers of money want something from other people. They want others to support them, as if they were entitled to it. They do not want to assume the responsibility of earning their own way through life. They like to involve other people in their problems. This is a substitute for their search for love.

Persons who are over generous to a fault may be inspired by a desire to buy the love of other people. They want to be well thought of. They want everyone indebted to them in an effort to keep their friendship.

The person who cannot give anything to anyone, who is called a skinflint by those who know him, cannot give anything else of value either, especially love. He cannot get over the hurt he has suffered, generally in childhood, of not receiving enough love himself. Now he is bitter and will not give love, or material things.

16. DO I HARBOR STRONG PREJUDICES? What has been said about people that are conceited applies to persons who are prejudiced. It is evidence of their own insecurity. Individuals that have strong prejudices achieve a false sense of superiority by believing they are better than some other person or group of people. Prejudice is also a cover up for fear and jealousy. We become prejudiced against people we fear, people whom we believe may threaten our own sense of security.

Prejudice leads to hatred, which in turn causes a person to become emotionally disturbed. You become the victim of hate, much more than the thing hated. Prejudice is the product of false thinking. You can have likes and dislikes without making blanket prejudices of them that are unreasonable and only hurt yourself.

17. DO I WORRY TOO MUCH? Worrying to excess is a habit that is learned. Habits are not inherited. You were not born to worry. Like all bad habits, the worry habit can be de-conditioned. Develop a feeling of emotional self-confidence, a belief in yourself and any worry will disappear.

The rest of the questions are given without comment. Think about them and decide if they are problems that are keeping you from achieving happiness. You may have other areas you would like to work on. If so, write them down.

18. DO I DRINK TOO MUCH?

19. AM I LIVING IN THE PAST?

20. DO I HAVE MORBID FEARS?

YOU CAN LEARN TO RELAX

This is a tense world, as many of us well know. We talk about "tension" and we read about it. It is discussed on the radio and on T.V. It is written about in books, newspapers and magazine articles. There is a growing realization of something excessive in our way of living that can lead to disorder and malady.

As the pace of modern living continues to increase, almost every individual is obliged to meet demands on their nervous energy that would not have been made many years ago. As a remedy we are told to "take it easy, relax." However, most people are so busy living their daily lives that they rarely, if ever, allow themselves the opportunity of experiencing total relaxation. Many people claim that they "relax" by driving, playing golf, collecting stamps or by some other hobby. But, what they mean by relaxation is vague even in their own minds.

The real problem is that most people simply do not know how to relax. This is very unfortunate because the ability to relax in any situation is a tremendously valuable skill that anyone can learn in a very short period of time. Once the skill is developed, it is possible to remain calm and at ease in situations that normally produce anxiety or tension. For example, many individuals become tense or anxious when they meet new people, when they are in a strange or new situation and when they feel that they are being judged by others. Individuals who drink excessively, or who may be trying to quit smoking, become very tense and anxious when they have not had their usual drink, snack, or cigarette. Some individuals experience great anxiety in certain specific situations such as riding in

airplanes, being in closed areas or in high places, etc. If these individuals could just learn to relax in the stressful situations, they could control or completely eliminate their anxiety.

Modern research has shown that "inner tension" depends for its survival on existing in a vicious circle. The circle may begin with fear, anxiety, or over stimulation and can build to include such elements as frustration, sleeplessness, fatigue, talkativeness, anger, etc. But one part of the circle that is always present is muscle tension. Relax those tense muscles and you break the circle. It is absolutely impossible to feel angry, fearful, anxious, insecure or "unsafe" as long as your muscles remain perfectly relaxed. Tension in muscles is a "preparation for action" -- or a "getting ready to respond." Relaxation of muscles brings about "mental relaxation," or a peaceful "relaxed attitude."

Tension is a rather vague word when it is used to describe inner feelings and emotions. But, muscle tension is a definite physical thing. Make a tight fist and note the tension. That is muscle tension. Now let your hand slowly turn limp. That is relaxation. The more slowly you loosen the fist to final limpness, the more surely you may identify the feeling of limpness, the more surely you may identify the feeling of relaxation happening -- and your control of it. Squint your eyes tightly shut and compress your lips. Slowly let them go limp. Get the feel of it.

If you train yourself over a period of time to repeat these simple exercises, first with the large, easily controlled muscles, then with the smaller ones whose tensions are subtler, you will find it possible to relax at will, all the way down to a repose quieter than normal sleep.

Thousands who have learned to calm "uncontrollable" tensions by relaxing controllable muscles find it works every time. But it

takes practice, a willingness to keep at it. The process is progressive, not instantaneous. For every minute that you keep the larger muscles relaxed, more of the smaller ones will let go - - even if you haven't yet the skill to relax the small ones voluntarily. If you are either exceedingly or subtly tense, or as yet unskilled in the fine points, you are not likely to be wholly calm after five or ten minutes of partial relaxation. The process is like turning off all the lights -- the house won't be dark until the last switch is thrown.

Here are some things that you can begin to do immediately to help you to achieve a "relaxed feeling" and "relaxed attitude" while going about your daily activities:

Keep your hands and arms limp when not in use.

Keep your face -- especially your lips and brows -- placid when not talking and no more activity than necessary when talking.

Let your shoulders hang on their bones unless they have a load to bear.

Let go any needless rigidity in your legs and feet when they aren't carrying you.

If you do these four things, you will find a pleasant change toward serenity creeping up on you.

Try this: catch yourself, if you can, in moments of pressure, excitement, hurry, argument. Notice the muscle tension that always goes with them. Now relax every one of those muscles that you can without falling down or looking ridiculous. Maintain all the muscular relaxation you can while still playing your role in the situation. Try it 40 times, not just once. Then you

be the judge of what seems to happen to your part of the tenseness of the situation.

No matter what you do in daily life, you will do it better, with less fatigue and better judgment, if you "hang loose." As you habitually relax needless tensions in your voluntary muscles, this state of relaxation will spread even to muscles that are not directly controllable, such as those involved in stomach tensions (Which is something to think about if you work under pressure that has your stomach "tightening up in knots").

As a part of this course you will be taught a method for inducing a very profound state of physical relaxation using words and visual imagery. As you continue your daily practice, begin to form a habit of mentally remembering the pleasant relaxed feeling that you induced. Stop occasionally during the day, it need only take a moment, and remember in detail the sensations of relaxation. Remember how your arms felt, your legs, back, neck and face. Sometimes forming a mental picture of yourself lying in bed, or sitting relaxed and limp in an easy chair helps to recall the relaxed sensations. Mentally repeating to yourself several times, "I feel more and more relaxed," also helps. Practice this remembering faithfully several times each day. You will be surprised at how much it reduces fatigue and how much better you are able to handle situations. In time, your relaxed attitude will become a habit, and you will no longer need to consciously practice it.

GLOSSARY OF TERMS

Abstraction: Process of developing concepts; that is, grouping objects in terms of some distinguishing common property.

Acetylcholine: A neurotransmitter. In the brain it helps regulate memory. In the peripheral nervous system, controls the actions of skeletal and smooth muscle.

Action Potential: An electrical potential that occurs when a neuron is activated and temporarily reverses the electrical state of its interior membrane from negative to positive. This electrical charge travels along the axon to the neuron's terminal where it triggers or inhibits the release of a neurotransmitter.

Afferent Neuron: Neuron that carries messages toward the central nervous system from a receptor cell. Also known as a sensory neuron.

All-Or-Nothing Law: Principle that if a nerve fiber responds at all, it responds with full strength.

Alpha Rhythms: The electrical rhythm typical of the brain during normal wakefulness. About 8 to 12 oscillations per second.

Amino Acid Transmitters: The most prevalent neurotransmitters in the brain, these include glutamate and aspartate, which have excitatory actions, and glycine and gamma-amino butyric acid (GABA) which have inhibitory actions.

Amnesia: Loss of memory; it can be total or partial.

Analgesia: Absence of the sense of pain.

Aphasia: Disturbance in language comprehension or production.

Auditory Nerve: A bundle of nerve fibers extending from the cochlea of the ear to the brain, which contains two branches: the cochlear nerve that transmits sound information and the vestibular nerve that relays information related to balance.

Auto Rotatory Movements: The impossibility to stop a rotatory movement (generally of the forearms) once it has been started by the hypnotist.

Automatic Writing: The unconscious action of writing, performed in a state of trance.

Autonomic Nervous System (ANS:) That part of the nervous system that regulates bodily activities not ordinarily subject to voluntary control. Its activities are divided between the sympathetic and parasympathetic divisions.

Autosuggestion: The action of giving oneself suggestions.

Axon: The fiber like extension of a neuron by which the cell sends information to target cells.

Behavior: The activity of organisms.

Beta Rhythms: Rhythms in the EEG of a frequency of about 25 per second.

Bodily Image: The person's perception of himself.

Brain: The central nervous system above the spinal cord.

Brainstem: The major route by which the forebrain sends information to and receives information from the spinal cord

and peripheral nerves. It controls, among other things, respiration and regulation of heart rhythms.

Broca's Area: The brain region located in the frontal lobe of the left hemisphere that is important for the production of speech.

Catalepsy: A state in which the subject has no external sensitivity and cannot perform voluntary movements. It is usually manifested by a rigidity of the body or certain parts of the body. In this condition the body and the limbs will keep any position in which they are placed.

Central Nervous System (CNS): That portion of the nervous system that lies within the skull and spinal column; the brain and spinal cord.

Cerebral Cortex: The part of the brain associated with conscious experience and higher mental processes. A grayish rind of tissue covering the cerebrum.

Cerebral hemispheres: They are symmetrical halves of the brain. There are two occipital lobes, two parietal lobes and two frontal lobes. These two hemispheres are in continual communication with one other. Each functions as an independent parallel processor with complementary functions.

Cerebrum: The main part of man's brain, divided into right and left hemispheres; also known as the new brain.

Cognition: The process or processes by which an organism gains knowledge of or becomes aware of events or objects in its environment and uses that knowledge for comprehension and problem-solving.

Conditioned Reflex (Response) (CR): A learned response to a stimulus not originally capable of arousing the response.

Conditioned Stimulus (CS): A stimulus, ordinarily ineffective, which by association with an unconditioned stimulus becomes effective in eliciting behavior.

Conditioning: Basic form of learning in which conditioned responses are established.

Cone: A primary receptor cell for vision located in the retina. It is sensitive to color and used primarily for daytime vision.

Consciousness: A term used to describe an individual organism while it is perceiving, remembering, thinking, imagining, etc.

Cornea: A thin, curved transparent membrane on the surface of the front of the eye. It begins the focusing process for vision.

Cortex: This is where most high-level functions associated with the mind are implemented. Some of its regions are highly specialized. For example, the motor cortex helps coordinate all voluntary muscle movements. The occipital lobes located near the rear of the brain interprets visual stimuli.

Covert: An adjective applied to internal activities of organisms that ordinarily can be observed only with the aid of special instruments.

Delta Rhythms: Rather slow rhythms in the EEG, characteristic of light sleep.

Dendrite: A tree-like extension of the neuron cell body. Along with the cell body, it receives information from other neurons.

Dissociation*: Normally the recalling of memories is a result of the association of ideas. If there is a failure in the ability to recall events, which normally should be remembered, it is termed "dissociation" -- an interruption of the memory.

Dissociation of Awareness*: A selective constriction of awareness, which excludes all sources of stimulation, except for the suggestions of the hypnotist.

Effectors: The organs (muscles or glands) that perform the actual response functions of adjustment.

Efferent Neurons: Neuron that carries messages from the CNS to an organ of response. Also known as motor neuron.

Emotion: Internal or visceral activity.

Emotional Behavior: Behavior that is activated by the ANS.

Endorphins: Neurotransmitters produced in the brain that generate cellular and behavioral effects like those of morphine.

Epinephrine: A hormone, released by the adrenal medulla and the brain that acts with norepinephrine to activate the sympathetic division of the autonomic nervous system. Sometimes called adrenaline.

Evoked Potentials: A measure of the brain's electrical activity in response to sensory stimuli. This is obtained by placing electrodes on the surface of the scalp (or more rarely, inside the head), repeatedly administering a stimulus, and then using a computer to average the results.

Excitation: A change in the electrical state of a neuron that is associated with an enhanced probability of action potentials.

Forebrain: The largest division of the brain, which includes the cerebral cortex and basal ganglia. It is credited with the highest intellectual functions.

Frontal lobes: Located behind the forehead. They are most closely linked with making decisions and judgments.

Galvanic Skin Response (GSR): Increase in voltage and/or change in electrical resistance of the skin occurring during emotion as a result of action of the ANS on the sweat glands.

Gamma-Amino Butyric Acid (GABA): An amino acid transmitter in the brain whose primary function is to inhibit the firing of neurons.

Gastrointestinal Tract: The digestive tract, from mouth to anus.

Glia: Specialized cells that nourish and support neurons.

Glutamate: An amino acid neurotransmitter that acts to excite neurons. Glutamate probably stimulates N-methyl-D-aspartate (NMDA) receptors that have been implicated in activities ranging from learning and memory to development and specification of nerve contacts in a developing animal. Stimulation of NMDA receptors may promote beneficial changes; while over stimulation may be the cause of nerve cell damage or death in neurological trauma and stroke.

Hallucination: Sensory impression of external objects in the absence of external stimulus.

Hetroaction: A progressively increasing tendency of an individual to respond to other suggestions after being made to respond to a number of previous suggestions. A generalization of suggestibility.

Hippocampus: This area plays a crucial role in processing information involving long-term memory. Damage to the hippocampus will produce global retrograde amnesia, or the inability to store information.

Homoaction: The tendency of an ideomotor response to increase in strength if it is elicited a number of times within a certain interval of time. Homoaction accumulates with multiple repetitions of a suggestion.

Homeostasis: The tendency of organisms to maintain internal equilibrium.

Hormones: Chemical messengers secreted by endocrine glands to regulate the activity of target cells. They play a role in sexual development, calcium and bone metabolism, growth and many other activities.

Hyperhidrosis: Excessive perspiration, usually from the hands, feet and armpits.

Hypnosis: A normal state of the nervous system that is characterized by increased suggestibility.

Hypnotic Regression: Process, by which a subject vividly relives, under hypnosis, experiences which he has forgotten or repressed.

Hypnoidal: The state in which the first effects of hypnosis are felt.

Ideomotor Response: A muscular or motor response to an idea held in the mind.

Imagery: Includes responses in all sensory classifications. Imagery is not all visual. It is possible to imagine, in varying

degrees, other kinds of sensory impressions (sounds, odor, taste, touch, etc.).

Immediate Memory: A phase of memory that is extremely short-lived, with information stored only for a few seconds. It also is known as short-term and working memory.

Inhibition: In reference to neurons, it is a synaptic message that prevents the recipient cell from firing.

Kinesthesia: Muscle, tendon and joint sensitivities.

Left Cerebral Hemisphere: This part of the brain is most closely associated with consciousness. The left hemisphere usually manages the right side of the body, controls language and general cognitive functions. It plays a predominate role in deciding what responses are made to incoming stimuli.

Limbic system: Contains a number of interconnected brain structures which are linked to hormones, drives, temperature control, emotion, and, to memory formation. Neurons affecting heart rate and respiration are concentrated in the hypothalamus and direct most of the physiological changes that accompany strong emotion.

Long-Term Memory: The final phase of memory in which information storage may last from hours to a lifetime.

Neuron: Individual nerve cell.

Neuro-Semantics: The science of the effect that words have on the human nervous system.

Mania: A mental disorder characterized by excessive excitement. A form of psychosis with exalted feelings, delusions

of grandeur, elevated mood, psychomotor over activity and overproduction of ideas.

Memory Consolidation: The physical and psychological changes that take place as the brain organizes and restructures information in order to make it a permanent part of memory.

Monoideism: The domination of the nervous system by one single idea.

Motor Neuron: A neuron that carries information from the central nervous system to the muscle.

Myelin: Compact fatty material that surrounds and insulates axons of some neurons.

Neuron: Nerve cell. It is specialized for the transmission of information and characterized by long fibrous projections called axons, and shorter, branch-like projections called dendrites.

Neurotransmitter: A chemical released by neurons at a synapse for the purpose of relaying information by way of receptors.

Overt: An adjective applied to behavior that can be observed without the aid of special instruments.

Parasympathetic Nervous System (PNS): That portion of the ANS that controls most of the ordinary vital functions of life, such as digestion. Its action is antithetic to that of the sympathetic division in most cases.

Parietal Lobe: One of the four subdivisions of the cerebral cortex. It plays a role in sensory processes, attention and language.

Perception: The interpretation of sensation. Process of becoming aware of objects, events, and qualities that stimulate the sense organs and of determining the relationship between them.

Peripheral Nervous System: A division of the nervous system consisting of all nerves not part of the brain or spinal cord.

Placebo: A sham drug having no physiological effect, used in research to avoid the factor of suggestion.

Post-Hypnotic Suggestion: Suggestion that becomes or remains active after the hypnotic session is over.

Psychosomatic disorder: A physical disorder believed to be of psychogenic origin.

Receptor: A cell differentiated from others in terms of its increased irritability to certain stimuli.

Receptor Molecule: A specific molecule on the surface or inside of a cell with a characteristic chemical and physical structure. Many neurotransmitters and hormones exert their effects by binding to receptors on cells.

Reciprocal Innervation: The balance of impulses leading to the relaxation of one of a pair of antagonistic muscles as the other contracts.

Reflex: A relative simple, innate response to a particular stimulus.

Reflex Arc: Simplest neural link from receptor to effector involving the CNS. Consists of a receptor, afferent neuron, sometimes a connection neuron or neurons, efferent neuron and effector.

Regression: The state induced by hypnosis in which a subject relives a previous period of his life.

Right cerebral hemisphere: Controls the left half of the body. In most people it manages nonverbal processes, such as attention, pattern recognition, line orientation and the detection of complex auditory tones.

Rod: A sensory neuron located in the periphery of the retina. It is sensitive to light of low intensity and specialized for nighttime vision.

Semantics: Technique for sharpening the accuracy of thinking; emphasizes the need for operational definitions of words and the importance of avoiding the tendency to regard words as things rather than as mere names for concepts.

Semantic Conditioning: Refers to the formation of conditioned responses to the meanings of verbal stimuli rather than their physical attributes (i.e. the sound of a word).

Sensation: The un-interpreted experience accompanying afferent activity that reaches the cortical level.

Sensitization: A change in behavior or biological response by an organism that is produced by delivering a strong, generally noxious, stimulus.

Short-Term Memory: A phase of memory in which a limited amount of information may be held for several seconds to minutes.

Stimulus: A change brought about in a receptor by a signal from the environment.

Symbol: An image, object or activity that represents and can be substituted for something else. For example, words and numbers.

Sympathetic Nervous System (SNS): Division of the ANS that is active in emergency conditions of extreme cold, violent effort or exercise and states of fear or rage.

Synapse: A gap between two neurons that functions as the site of information transfer from one neuron to another.

Suggestion: An idea conveyed to the mind by an action or through the spoken word.

Temporal Lobe: One of the four major subdivisions of each hemisphere of the cerebral cortex. It functions in auditory perception, speech and complex visual perceptions.

Thalamus: A structure consisting of two egg-shaped masses of nerve tissue, each about the size of a walnut, deep within the brain. It is the key relay station for sensory information flowing into the brain, filtering out only information of particular importance from the mass of signals entering the brain.

Trance: A particular state of the nervous system obtained in hypnosis. By extension, every hypnotic state: light trance, medium trance, deep trance, etc.

Unconditioned Reflex (Response) (UR): A response that occurs to appropriate stimulation without prior conditioning.

Unconditioned Stimulus (US): A stimulus that affects behavior without prior learning.

Wernicke's Area: A region of the brain responsible for the comprehension of language and the production of meaningful speech.

*The concept of dissociation is widely used, but poorly defined. By "dissociation of awareness" we mean a separation or segregation off from awareness of a group of mental processes. In the induction of hypnosis there is apparently a stage during which consciousness is highly constricted, that is dissociated from that which would normally constitute its content.

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