1. When listening to your self-talk, watch out for the extremes of “always” and “never” in your thoughts because they are rarely true and can deplete confidence and stall productivity.

2. When thinking about or speaking to others, “always” and “never” can lead to harsh criticisms that rapidly escalate anger and damage relationships.

3. When you notice yourself saying “always,” try to change it to “often, sometimes, or this time” and allow that change to open your mind to opportunities for solutions.

4. When you hear yourself say “never,” try substituting “rarely, infrequently, or once in awhile,” to allow yourself the opportunity to consider exceptions to the statement.

5. The process of shifting from the extremes of “always” and “never” to more precise words challenges you to broaden your perspective and to move away from the limits set by negative thinking toward the possibilities allowed through positive thinking.

You Can Change “ALWAYS” & “NEVER” Thoughts