

Contents

Preface to Series ■ v.
Introduction ■ 1
How To Be a Better Motivator ■ 1
What Is Systematic Attention and Approval? ■ 2
With Young Children ■ 2
At School ■ 2
In Industry ■ 3
Systematic Attention Exercises ■ 3
Exercise 1: Using Attention To Shift Location ■ 3
Exercise 2: Using Attention To Increase the Amount of Time a Person Spends Doing Something ■ 4
Exercise 3: Using Attention and Approval on Someone New ■ 5
Practice ■ 6
Basic Steps ■ 8
Step 1: Define and Pinpoint the Behavior To Change ■ 8
Practice in Pinpointing ■ 9
Using Labels ■ 9
Step 2: Measure the Behavior ■ 10
Measuring Products of Behavior ■ 11
Counting Behaviors ■ 11
Measuring Whether or Not a Behavior Occurs in a Given Period ■ 11
Percentage of Behavior ■ 12
Timing Behaviors ■ 12
Selecting a Measurement Procedure ■ 13
Recording the Behavior ■ 13
Graphing the Behavior ■ 14
Charting the Behavior Exercise (optional) ■ 15
Step 3: Set a Goal for the Target Behavior ■ 15
Step 4: Select the Kind of Attention and Approval To Use ■ 16
Put Variety in Your Reinforcement ■ 16

Public or Private Praise—Which To Use? ■	17
Using Specific Praise ■	17
Strengthening Praise and Approval by Pairing Them with Other Good Things ■	17
Step 5: Determine When and How Often ■	19
In School ■	19
At Home ■	19
In Business ■	19
What To Do If You Have Little or No Behavior with Which To Work ■	21
Prompting Desired Behavior ■	22
Step 6: Review ■	24
Step 7: Practice by Role-Playing Systematic Attention and Approval ■	25
Sample Recording Sheet: Role-Playing ■	26
Recording Sheet: Role-Playing ■	28
Step 8: Maintain Behavior ■	28
Step 9: Be Aware of Potential Problems ■	29
Unwanted Behavior May Increase at First ■	29
Some Persons May Reject Your Attention and Approval ■	30
Step 10: Evaluate the Results ■	31
Charting Behavior (optional) ■	34
Where To From Here? ■	34
Putting It All Together ■	35
Raw Data Sheet ■	37
References ■	39