# **Being Positive at Work**

with Brenda Bailey-Hughes



# Positivity Action Plan

You may find it helpful to take a few notes on each of the 21 tactics to help you remember each one.

### **Reducing Negative Thoughts**

- · Try playing worst, best, and most likely case
- Refute negative thoughts
- · Change the story

#### **Increasing Positive Thoughts**

- Keep a gratitude journal
- Put together a positivity portfolio
- · Find a trigger in your environment

#### **Creating a Positive Environment**

- · Change your physical space
- · Take a movement break
- Take a social media sabbatical

## **Nurturing Positive Relationships**

- Active constructive response
- Make more positive comments than negative ones
- Consider random acts of kindness

# **Building Positive Habits**

- Balance work and play
- Find joy in work
- Leverage your innate strengths

# **Responding to Negative People**

- Practice empathy
- Practice distance
- · Model and redirect

## **Navigating Tragic Times**

- Watch for extreme language
- Create space for stages of grief
- Focus on meaning, relationships, and successes

Once you've watched the course, use this action plan to record your experimentation with the various approaches.

Tactic	Dates of two-week experimentation with the tactic	Your experience while using

Our community of Positive Paulas would love to hear your experiences. Join the course discussion group.

<u>Learn how to join LinkedIn and the discussion group here.</u>