



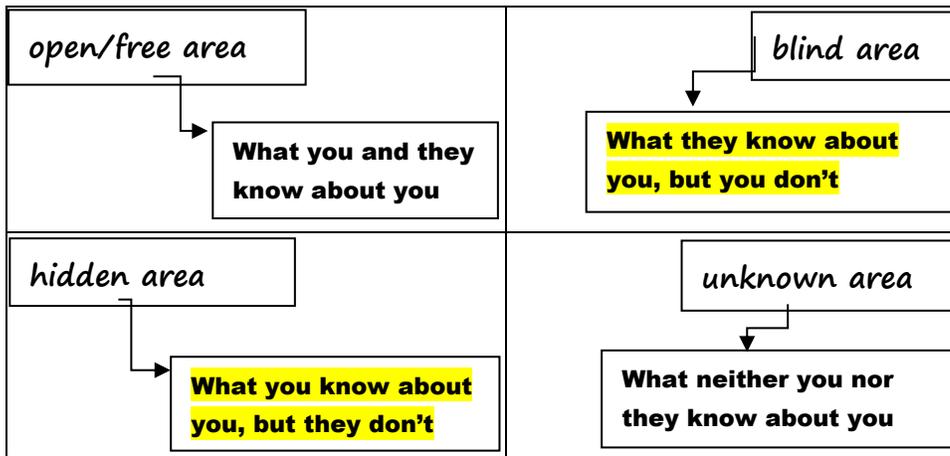
SHIELDS UP! WARDING OFF NEGATIVITY

A Single 90-minute Webinar

“Negativity is cannibalistic. The more you feed it, the bigger and stronger it grows.”
~ Bobby Darnell

1. Why is it important to **you personally** to learn to put up your shield against negativity?

LOOKING THROUGH THE JOHARI WINDOW



USING EMOTIONAL INTELLIGENCE TO DEAL WITH NEGATIVITY

2. **Self-awareness** is...your ability to **recognize your own emotions** _____
_____ and understand your tendency in various conditions.

3. What are some aspects of self-awareness?

a) Knowing which emotions I'm feeling and _____.

b) Realizing the connection between my feelings and what I _____,

_____, and _____.

4. **Self-management** is...when you act – or don't act – on your emotions. It's your ability to use your awareness of your emotions to _____ your own behavior in a positive way. In other words, it's managing your emotional reactions to situations and people.

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5. Some aspects of self-management are:

- a) Managing _____ emotions and impulses.
- b) Staying _____ in upsetting situations.
- c) Thinking _____ under pressure.

6. What are some areas that need special attention when trying to ward off negativity?

a) _____

i. physical _____

ii. mental _____

iii. relational _____

iv. financial _____

v. spiritual _____

b) _____

WHAT CAN I DO TO KEEP MY SHIELD UP – REGARDING MY HEALTH?

1. physical _____

2. mental _____

3. relational _____

4. financial _____

5. spiritual _____

WHAT CAN I DO TO KEEP MY SHIELD UP – AT WORK?

1. _____ not to engage.

2. Trade _____.

3. Refuse to _____.

4. Find ways to take a _____.

5. Remember that your work environment doesn't _____.

6. Use your _____ wisely.

7. _____.

8. Fill your environment with _____.

9. Limit your _____.

10. Don't give away your _____.

11. Find the _____.

12. Develop your _____.

13. Practice _____.

WHAT CAN I DO TO STAY POSITIVE – AT HOME AND/OR IN RELATIONSHIPS?

1. _____ your _____.

2. Have an _____.
3. Acknowledge if you are _____.
4. Try not to get _____.
5. Don't _____.
6. _____ the positive.
7. Don't build _____.
8. Honor your _____.
9. Recognize your _____.

WHAT CAN I DO TO STAY POSITIVE – MYSELF?

1. _____ the positivity in your life.
2. Don't _____.
3. Watch your _____.
- _____
4. _____.
5. _____.
6. _____ a friend.
7. Hold yourself _____.
8. _____ someone else.
9. Develop your _____.
10. Practice _____.
11. Be careful of your _____.
12. Listen to your _____.
13. _____ when necessary.
14. Consider how you _____.
15. _____ your thoughts.
16. Be _____ about **what you feed your mind**.

Ask yourself (and **answer yourself!**), “**What can I control?**”

1. What I _____.
2. What I _____.
3. What I _____.
4. My _____.
5. The people _____.
6. My basic _____.
7. The environment I _____.
8. My _____.
9. My _____.
10. My _____.
11. _____.

What obstacles do you think you personally will face in trying to keep your shield up to ward off negativity?

How will you overcome those obstacles?

Of the nearly 50 tips we’ve discussed, which **THREE will you use...and **HOW?****

At work: I will _____.

How? _____.

At home and/or in relationships: I will _____.

How? _____.

With myself: I will _____.

How? _____.

Resources: *The Emotional Intelligence Quick Book*, Travis Bradberry and Jean Greaves and talentsmart.com