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?

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.

352-237-8072 LINDA BRUNO lfbruno@cfl.rr.com
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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 _______________________________________
   ______________________________________________
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