



# SHIELDS UP! WARDING OFF NEGATIVITY

A Single 90-minute Webinar

*"Negativity is cannibalistic. The more you feed it, the bigger and stronger it grows."*

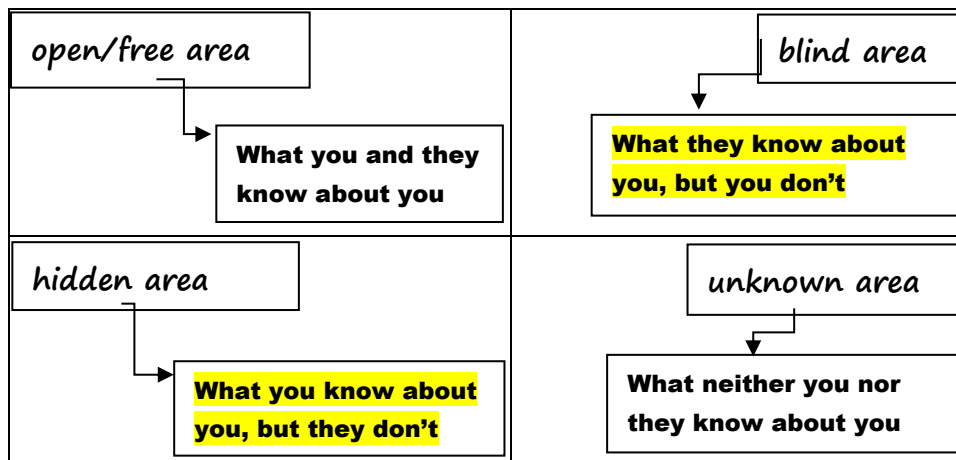
~ Bobby Darnell

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

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## 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.

**LINDA BRUNO** ~ LindasWorkshops@gmail.com  
www.LindasWorkshops.com ~ Online ~ 1.5 ~ 02.25

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 \_\_\_\_\_

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3. relational \_\_\_\_\_

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4. financial \_\_\_\_\_

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5. spiritual \_\_\_\_\_

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**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?**

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**How will you overcome those obstacles?**

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**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](http://talentsmart.com)