

Objectives



Positivity is something we could all use a little more of in our lives. However, without some helpful tools to keep us mindful of maintaining a positive mindset, it's hard to accomplish. The good news... since you are here, you're already well on your way to creating a more positive mindset. Let's begin by defining why and what you are hoping to achieve with this workbook.



Why do you want to be more positive?
How do you think being more positive can help you?
Tiew de get timit being more positive ear neip get.
What kind of person do you want to be by the time you finish this workbook?

Starting The Day With Positivity



How you start your day sets the tone for the rest of your day. If you have an unpleasant morning, chances are that it will cast a shadow over your whole day. It's important to have a routine that allows you to start your day off on the right foot. Let's go over your morning routine.



	How do	you normally	start your day?	
	Do you	feel happy w	th this routine?	
	Yes	☐ No	☐ Somewhat	
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Gratitude



Gratitude is one foundation of a positive mindset. If you can't be thankful—even for the little things—you won't see things in a positive light. Even during difficult times, being able to find things to be grateful for can be an encouragement to hold on to. On the flip side, during good times, being mindful of gratitude is a great way to not take these times for granted. Curate a list of things you have to be grateful for.



List 5 people	List 5 things
List 5	places
List 5 m	nemories
	ng else?

Improve Your Self-Image



A positive self-image can help improve a lot of different aspects of your life. When you feel good about yourself, you're less likely to blame or hate yourself for things beyond your control. For example, instead of beating yourself up for a mistake, you can simply own up to that mistake, fix it if possible, and move on—without all the negative put-downs to yourself.



	How	do you see yourse	elf?	
	Are you h	appy with your per	rsonality?	
	How do you	feel about your ap	opearance?	
	Do you spe	ak to yourself with	n kindness?	
1 (Rarely)	2 (Sometimes)	3 (Neither)	4 (Frequently)	5 (Always)
What's or	e step you can take to	o be kinder to your	rself & improve your s	elf image?

Hobbies



To:

То:

From:

There's more to life than work, eat, and sleep. Hobbies bring us joy. Whether you like to cook, paint, sew, workout, clean, or go out with friends, it's important to always set some time aside for hobbies. Without hobbies, our lives just don't have that same spark of positivity and happiness. It is not selfish to pursue them. Let's make a plan to build in time for your hobbies.

What's your hobby? If you've lost touch with your hobby, what would you love to do if you have some down time?



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Positivity In The Workplace



It's common for people to not enjoy their work. However, if you go into it with a negative attitude, it can make it that much harder to get through the days. Finding the little things to be positive about can help you make your job a better place for you—and even the rest of your coworkers. There is always something good to see as long as you keep your eyes open.



_		you enjoy your jo —		
	2 (Sometimes)			
	What about	t the people you	work with?	
_	2 (\ 6 \)		<u> </u>	_
I (INO)	2 (A few)	3 (Some)	4 (Many)	5 (Most)
Do	you often complain	or join in with co	omplaining about wo	rk?
1 (Rarely)	2 (Sometimes)	3 (Neither)	4 (Frequently)	5 (Always)
	List 5	positive things al	oout.	
	Your job.		The people you wo	ork with.
What's one th	ing you can do to sto	ay positive about	t and at work next t	ime you go in?

Positivity At Home



Home should be a place where we feel comfortable, safe, and happy. (NOTE: If you are ever unsafe in your home for any reason, leave immediately, and contact your local authorities.) You may not enjoy the city you live in, or the people you live with. However, it's important to remember to be proactive with your mindset and actions.



	Do you feel l	happy when you	re at home?	
			_	<u>—</u>
1 (Not at all)	2 (Sometimes)	3 (Neither)	4 (Often)	5 (Everyday)
	Why don	t you like being o	at home?	
How	can you change your	perspective? Is th	nere anuthina you	can do?

Productivity & Procrastination



There are probably a lot of tasks that you don't want to do. But putting these things off only prolongs the feelings of negativity. You're also making things harder for yourself because you're falling farther and farther behind. Thankfully, you can foster a positive attitude around these tasks to help you get them done faster, and save you a lot of stress.



What tasks do you keep putting off?
What would you enjoy doing or rather be doing instead?
Can you pair or do them at the same time? If not, what activity is one activity you enjoy that you can pair with this task? For example, if you don't enjoy working out and would rather watch TV, then watch TV while working out.

Say Yes To Yourself



Sometimes, out of guilt, fear, or other negative emotions, we talk ourselves out of things that bring us positivity. Don't rob yourself of that opportunity. Remember that it's OKAY to say yes to yourself sometimes.



Write the times when you talk yourself out of things that would make you happy or blocked them.
Why do you do this?
One's one affirmation you can say to yourself the next time you slip into this pattern?

Taking On Other's Emotions



Some people can feel and take on other people's feelings. This is what's known as an Empath. It can become overwhelming if not controlled. If the negative emotions of surrounding people affect you, you'll want to learn to ground yourself. It can be anything from prayer and meditation to wearing headphones. Different tricks work for different people, so don't be afraid to be creative and let's start by making a list so you are prepared.



	Grounding Tricks To Try
1.	Prayer/Meditation
2.	Headphones
3.	5 senses method
4.	Exercise
5.	Laugh
6.	Stretch
7.	Visualize
8.	
9.	
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Holding On / Letting Go



We can keep ourselves from developing a positive mindset by holding on to negativity. Holding onto grudges, petty annoyances, or other things that don't matter in the big picture keeps you from seeing and appreciating all the good that's around you. Reflect on what kind of negativity you are holding onto, ask yourself why, and then think about how you can let go of those things.



_	nabit of dwelling on			•
	2 (Sometimes)			
	Why do	you think you c	lo this?	
Research and wr	ite at least one thin	g you can remind	d yourself of when y	ou feel this way.

Relationships



Unhealthy relationships can bring in a lot of negativity into your life. Unfortunately, it's difficult to weed out these types of relationships; especially if they are family or long-time friends. It's important to remember that your mental health and overall well-being should come first. If someone is constantly bringing negativity and ill intentions into your life, you may break things off with them.



Name one person who annoys you or rubs you the wrong way.
Write one thing you can do to distance yourself.
Write one thing you do or say when they annoy you. (Remember, to be positive you also want to be kind. Being nasty only builds more negative emotions later.)
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Exercise



Exercise is not only good for your health, it can work wonders for your mental health as well. When we exercise, our bodies also release a lot of feel-good hormones that can really help us look on the bright side. Think of exercise as a kind of "reset" for your brain that will help you think more clearly and positively.



When are you doing mindless things, like watching TV or social media? Look for pockets of time to fit in some exercise. Remember, it doesn't have to be a huge hour long workout. You can take a walk for lunch or do stepping exercises while you watch TV.

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Eating Well



Exercise is great, but eating right is important too. A healthy body helps to create a healthier mind! What you eat can affect your emotions. Each person has their own needs and you should never go on a new diet without speaking to your doctor or licensed nutritionist. Let's make a plan to discuss this with your doctor.



List the programs you want to try or attempt.	
List the questions for your doctor or nutritionist about this program.	
Notes from your discussion.	
Next steps.	

Sleep Well



Without a good night's sleep, we slow your whole body down-including your brain. If you feel tired, and you can't think clearly, positive thoughts are not going to come naturally or easily. Let's develop a bedtime routine and schedule to help you get a better night's sleep.



Think about what time you want to wake up, add some room for a startup routine or time for yourself. Count backwards a minimum of 7 hours 15–30 minutes for a bedtime routine. What is your bedtime?

Are you going to sleep at this time or earlier?
☐ Yes ☐ No
Earlier, when determining your bedtime, we added an extra 30 minutes for a wind down routine. Do you have one? Yes No
If not, write a few things you can do in these 30 minutes to "close your day" and to prepare for a restful night. This can be simple things like brushing your teeth, changing into your jammies, meditating for 5 minutes.
It's easy to create a routine and bedtime. Harder to keep it. What's one thing you can do to trigger your bedtime routine above? This could be a simple alarm, or something that routinely happens around that time.
Keep yourself accountable. What happens if you do not keep your routine? Get creative and enlist the help of others. E.g. You would owe your partner a massage.

Accepting Negativity



Creating a more positive attitude does not mean that you ignore anything negative because it's part of life. It's important that while you are trying to be more positive, that you learn to accept negativity as it comes without dwelling on it.



Do you find that you are always trying to be in denial about negativity? ☐ Yes ☐ No
Why do you think you do this?
Is that the best way to handle it?
☐ Yes ☐ No
Instead of dwelling or ignoring it, what are some positive things you can say to yourself when you experience this type of negativity? Or how can you reframe it?

Making It A Lifelong Habit



Every day, we have opportunities to create, see, and allow positivity to happen. Now that you've put into practice some of these exercises, you have the tools to make it a lifelong habit. Let's condense these exercises into a habit guide you can use daily or when the need arises. For each item below, list 3 things you can do or say...



	When you wake up
1.	
2.	
3.	
	When you get to work
1.	
2.	
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	When you feel pressured
1.	
2.	
3.	
	When you start getting angry
1.	
2.	
3.	
	. When you feel sad
1	When goo reer sad
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3.	
٥.	
4	When you start dwelling on things that may or may not happen
1.	
2.	
3.	

Build Your Affirmation List



Affirmations can help when you keep your eyes on the positive when you experience negative emotions or situations. Start collecting them and write them here for easy access in the future.



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