Definition:

Indicators:

Recognize your warning signs:

Realize the conditions that exist:

What are the outside factors?

<table>
<thead>
<tr>
<th>What can you really control?</th>
<th>Items</th>
<th>Yes</th>
<th>No</th>
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ABC’s:
A.
B.
C.
D.
E.
F.

Application to consider:
1. Touch the ________________ key
2. Play your ________________ song
3. Drive time is ________________ time
4. Change your ________________
5. Allow 5 minute ________________ time
6. Let it ________________ and enjoy your family
7. If nothing ________________, nothing ________________.

TLC De-stressors:
What is being refined in your life?

Office Culture:

<table>
<thead>
<tr>
<th>Toxic</th>
<th>Healthy</th>
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How do you “fix”?  
- It's a __________________________
- Must have __________________ involvement
- However, front line staff can __________________ the culture
- ____________ issues: do your job, may be some “cultural” references
- ____________ toxins in the bud
- ______________ the healthy attitudes
- You draw __________________________ boundary lines
- Don’t wait: ______________ be the changer

My personal action plan:  
- Start doing-

- Stop doing-

- Keep doing-