



The Personal MAP (Micro Action Plan)

The Personal MAP summarizes the key content in Scott Mautz's course Staying Positive in the Face of Negativity and helps you develop an organized, tailored plan for staying positive on a sustained basis, even in the face of pervasive negativity. Refer back to the course to review the content as needed. Then choose the areas you want to focus on and write down the specific actions you'll take and commitments you'll make.

Category	Activity	Is this a focus area for me? (Y or N)	Specific actions I'll take/commitments I'll make
Five principles for keeping a positive mindset			
How to stay positive by I	Practice any of these elements: Grindfulness Focus on what you can control The change choice The 2P plan Be forward facing reeping perspective: the 3Cs of perspective		
	Practice any of these elements: Connect with positive people Create small offsets Consider the past		





Guiding your emotions to help overcome negativity				
	Apply the FRAME acronym to properly guide your emotions: Focus on thoughts. Remember it's temporary. Activate change. Mitigate the mood. Engage to understand.			
How to stop negative se	How to stop negative self-talk			
	 Believe that you are good enough Remember that we think our differences make us lesser than, but they make us greater than Catch when you're beating yourself up, and in that moment, talk to yourself like you would a friend in need Remember the 90:10 rule 			





How to overcome fear of failure			
	 Commit not to fall into the fear of failure funnel Act on the acronym BRAVE: Burn the boats. Revisit your standards. Ask: "What am I really afraid of?" Validate your assumptions. Examine past failures. Reframe fear of failure Clarify the rules of risk-taking 		
How to avoid losing your	temper		
	Practice the PALMS-up exercise: Project. Accept. Laugh. Measure. Separate.		
How to handle criticism			
	 Practice the who, how, what model: Decide who gets to criticize you How you should react in the moment to criticism What to do with criticism afterward 		





How to handle difficult people			
	Apply the STEP BACK method: Stop wishing they were different. Take the initiative. Ego - set it aside. Proceed with curiosity, not contempt. Begin with you. Assumptions on intention must stop. Create small bridges. Keep their impact in perspective.		
How to handle negativity in the workplace			
	 Drive awareness of the behavior's impact Switch the "isms" Challenge cynics Don't let falsehoods fester Build people's self-image and redirect their energy 		
How to handle constant negativity in the world			
	Practice the turn the channel exercise: The nature channel The yeah, but channel The big picture channel		





Staying positive by staying present in the moment			
	Achieve the Presence Peak: • Stop multitasking • Catch the drift • Send signals of absorption		
How to handle complain	ing to stay positive		
	 Remember why we complain (so you can craft the right response) by remembering the acronym CAUSE: Can't solve the problem Attention Underlying insecurity Stress relief Environment If you're the one who complains too much, remember: "Nobody cares. Work harder." 		
Staying positive by choosing your words carefully			
	 Remember the Sapir-Whorf hypothesis Think about what you're going to say Pause in the moment before you speak Recall the acronym WIT: words influence thoughts 		





A morning routine for positivity				
	 Practice to achieve all-day positivity: Goals: purpose goals, process goals, pitfall goals Affirmations: positive affirmations as well as avoiding what sets you off Sparks: exercise, meditation, me time, journaling, walking in nature, etc. 			