

WHEN YOUR OFFICE IS DRIVING YOU NUTS!



Your Cheat Sheet to Having
a Fantastic Workday No
Matter WHERE You Work!



DR. DAWN SHOPTALK
Customizable Training for Today's World of Work!

THE IMPORTANCE OF MINDSET!

- The right **mindset** is everything. So what is it? If you were to look this up in the dictionary, "mindset" would technically be defined as a mental inclination, a disposition, or a frame of mind.
- But your mindset is much more than that. Your mindset is your personal collection of thoughts, and beliefs that shape your habits. And your habits affect how you think, what you feel, and what you do.
- In other words, your mindset impacts how you make sense of the world AND the actions you choose to take, which in turn, determines your future.



Your Mindset is Kind of a Big Deal!



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MINDSET...

- An important way to tap into the power of your mindset when everyone at work is driving you batty, is to focus on **the 3 C's**. This concept, in fact, has been around for SO long and is SO effective that it's often used in recovery programs because it take the focus off of others, and instead, brings the focus back to the one thing you CAN control - YOURSELF.
- So here it is in a nutshell:
 - You didn't **CAUSE** it
 - You can't **CONTROL** it
 - And you can't **CURE** it

Translation? Whatever is going on at your office probably has nothing to do with you!



RECOGNIZE THE DYNAMICS!

- Since you now know the 3 C's, the next step is to recognize the personality dynamics in your workspace. For example, did you know that in today's workforce, you can expect to work with up to 5 different generations simultaneously?
- Why is that important to know? Because if you have a Baby Boomer trying to explain something to a member of Gen-Z, that ALONE, might drive you to the looney bin! The simple fact is that what motivates one generation, and how they communicate, can be completely different from another.

and if you recognize that fact, you're less likely to take it personally!



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NOW TAKE ACTION!

- Are you breathing a little easier now? Here comes the fun part. Take action on what you CAN control. Create an awesome morning routine for yourself. Steal a little self-care in the car on your way to the office by listening to your favorite motivational podcast.
- And if further action is required, come up with the necessary plan of action to confront the problem head-on.

And Remember, Confronting a Problem does NOT have to be Confrontational!

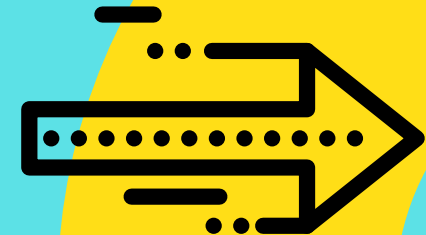


TAKE ACTION...

- Always keep your cool and remember that when your work family is making you consider filing for divorce, tips like these not only can bring back your sanity BUT can also help you see challenges like these, as opportunities instead.
- Cheesy, I know, but take it from someone who has been in management for more years than she would like to admit...it's so TRUE!

Let's Take back the Reins and Don't Just HAVE a Great Day - MAKE it One!
~ Dr. Dawn

And now, see the next page for an Extra BONUS



EXTRA BONUS!

- 1 FREE Mini-Minute Coaching Session with Me!
- If you would like to take advantage of this special offer, click the button below. Let's Talk!

[Book Your Session](#)

- For more career tips, check out our YouTube Channel @drdawnshoptalk AND our Podcast @ The Career Woman's Secret Playbook

