

52 WAYS
to
BE MORE
POSITIVE
& *Calm*

WHEN YOU'RE STRESSED

*How to Keep Your Joy, Sanity
& Relationships Intact When
Things Seem Out of Control*

 *Heather Legge*

This is especially meant for you if you know things aren't REALLY that bad, but you're feeling a bit stuck in old negative thought habits, temporarily.

You know that if you had a shortcut (or 5) as your go-tos, that you are totally capable of getting your head back in the game and being positively effective again.



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I N T R O D U C T I O N

03

A Note On The Origins & Purpose of This Guide:

I sat in a coffee shop in a blizzard, waiting for a client to arrive safely. I had decided to get there early to avoid the heaviest traffic, and figured I'd get a little work done or listen to my latest MasterMind book on Audible. My client texted that traffic delays were so bad that we should reschedule. I was a trifle miffed. After all, I could have slept in.

Yet, I had been enjoying an amazing coffee while I started a quick draft of my next blog post: a list of ways to stay positive. I figured 3-5 would be good for the blog, and that I'd feature 2-3 of them in a short video.

Imagine my delight when by the time I finished my half-caff almond milk latte, I had almost 50 totally realistic, specific things a leader can do to be more positive when they're feeling stressed. It was polished up a bit through some conversations with clients and other working professionals, and voila!

Now this guide can be used by a leader (or almost anyone!) on their own to shift into Positive Gear when things are feeling a bit bleak or overwhelming. My intention is that these tips, techniques, and other actions will help restore a broader perspective, sense of appreciation, peace of mind, and inner calm for all those willing to try.

My sincere wish is that this helps you thrive and achieve what you desire in life!

With love,

Heather

You know people prefer to be around those exuding positive energy, right? Leaders -and others- with a positive attitude are more well-liked and successful (as long as it's not perceived as naivete, so be sure to balance your leadership and communication with a good dose of common-sense and business savvy).

You can use this list as a reminder of what worked well in the past, or as a refresher. Pick a few that you like and use as needed, or make each one a weekly focus throughout the year to intentionally evolve your attitude and influence skills.

These 52 came from my own mind and life experiences to date, so this list is certainly not exhaustive. Feel free to add your own!

Also, share with me and our community what you like, what works best for you, and how you've grown!

06



5 2 WAYS

06

1. Express gratitude (i.e., list off 3-5 things you are grateful for today)
2. Revisit your mission statement (see also “Affirmations that work”)
3. Give someone a genuine compliment
4. Deal with your anxiety and stress points head-on instead of allowing a nebulous cloud to linger: ask “What am I upset about?” to identify specifics
5. Prioritize your day, or your next hour, quickly: What is actually important vs things that are only urgent?
6. Smile!
7. Ask someone, “What’s going well?” Make it a habit to express what’s going well in positive, succinct statements
8. Empower someone to do something their own way (allow them to thrive within clear boundaries)
9. Complete a small task you’ve been putting off to tip the scales toward a sense of control
10. Take a 5 minute “reset” break and do a short, guided meditation (such as the free Calm app’s Loving Kindness)

Smile!

#6

11. Take a mini vacation to get away, rest, reflect, and gain perspective (4 hours minimum, preferably 2 days+)
12. Watch a movie (or short video) that reframes reality (something heart-warming, showing the beauty of life, or a documentary that leaves you feeling inspired/uplifted)
13. Quickly list 3-5 ways to get positive results (don't overthink!)
14. Reflect on the answer to "What do I really want to see happen?"
15. Help someone else (get creative! Anything counts if it helps you feel good: Shovel a neighbor's walk or take a turkey to a food pantry, assist a fellow shopper who can't reach a product, etc...)
16. Schedule and enjoy an activity you've missed doing (something that lights you up)
17. Go for a walk and soak up some fresh air and be in a natural environment if you can
18. Follow your heart even if your analytical mind is wavering: Tell someone "Yes" even if, or especially if, you're scared
19. Ask for help (contrary to your ego's view, it is actually a sign of STRENGTH)
20. Stretch for a few minutes to loosen up tense body parts

21. Read aloud something similar to the Peace Prayer of Saint Francis
22. Have a sweaty exercise session that doesn't deplete you, but leaves you feeling strong and accomplished
23. Accept a compliment graciously with a smile and "thank you"
24. Listen to an inspiring/uplifting podcast or other audio (watch out for those in disguise, which actually leave you feeling judged or "not enough")
25. Enroll in a class for a skill on your "want to" list
26. Notice when you're being self-critical and stop the cycle with a comment similar to "I am already everything I need to be" (See also podcast "For All the Times You Feel 'Not Enough")
27. Start reading a new book by one of your favorite authors
28. Take 20 minutes to tidy up your space (double duty: do this while listening on a conference call)
29. Buy yourself flowers or a plant
30. Sponsor a child or animal in need of care

A bouquet of flowers, including red carnations, white flowers, and pink peonies, is arranged in a light blue ceramic vase. The vase has some text on it, including a crown icon and the words "LA FRANCE ES" and "DEPUIS". The bouquet is set against a plain, light-colored background.

treat
yourself.

#29

31. Take your mom or a good friend to breakfast

32. Update your CV (or resume) to remind yourself of your accomplishments

33. If you're not already working with someone regularly: make an appointment with a coach, mentor, accountability partner, or therapist to help you stay accountable to a process of self-development, achieving meaningful goals, and keep things in perspective

34. Make a donation to a cause you believe in

35. Reflect at the end of each day and identify 1-3 things that went well (your "wins" for the day)

36. Have a spiritual leader bless you or perform a clearing of negative energy

37. Salon visit: have a facial, manicure, get a new hairstyle or massage



38. Carve out 45 minutes by yourself: Brainstorm, strategize, determine 1 next action for an exciting project
39. Pay for someone else's [coffee] in the [Starbucks] drive-through & imagine how it made them smile
40. Dress up for the day as though you were in a REALLY great mood!
41. Take a retreat day (or weekend, or longer!) because you are much more valuable when you're refreshed
42. Hire someone to help you get professionally or personally more organized to reduce your stressors
43. Grab your favorite beverage and a notebook; Free-write (no filters) for 15-20 minutes on a topic that makes you feel joy
44. Close your office door and go into "Do Not Disturb" mode for 10 minutes. Lie down, breathe deeply, and relax all your muscles (See how to: Savasana)
45. Ask "What am I afraid of?" and journal your reflections (often naming your fear diminishes its power)
46. Make a decision you've been putting off, and act on it TODAY (baby steps count)
47. Draw, paint, color, dance, sing, or something else to allow your creative spirit to be fed- even if for just 20 minutes

48. Write a thank you note, and send it

49. Have your car detailed

50. Take a look at your “bucket list” (or create a “fun list”) and make plans for the next one

51. Write down 10 things you respect about someone that you have a difficult time communicating with

52. Buy a gift for someone

List your favorites (or your own ideas), and ways you can apply them for maximum results:

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15

T A K E I T
F U R T H E R !

15

My Story: If I can do it, so can you.

As I mentioned in the Introduction, the idea for this list came following a coaching session, but there is more to the story... This client, who owns a business, asked me if we could focus on ways to help her get rid of the pit in her stomach from anxiety. This was caused from uncertainty about a very big shift in her firm and her worry about being able to continue paying her employees over the next 6 months. We had a good discussion about a combination of mindset (attitude) and action leading to feeling more in control. At the end of her session, she was feeling much better and ready to take action!

This got me thinking about how priceless a skill it is to be able to shift into a positive frame of mind and move forward as effectively and efficiently as possible, especially when things feel tougher than usual. It also reminded me how much I've changed in the past 20 years. I am known professionally and by most of my friends and family to be a "glass half-full" kind of gal, and always ready to look at solutions and opportunities. People routinely rely on me to be the voice of reason with a side of optimism. Most people don't realize I worked hard for YEARS to become "naturally" effervescent.

From a place of frustrated misery, I changed my default response from that of a "Negative Nelly" to intentionally positive, habitual ways of thinking. Looking back, it took time and focus- yes--but was as simple as: re-frame, re-phrase, and repeat.

Here I've included what I do to stay positive and more calm, among other tried and true options. Am I immune to stress, frustration, or negativity? No. However, I no longer let "bad" things that happen ruin my day, week, or life. I realized that I am *ALWAYS* in control of my own response (words, actions, and emotions). My early examples were my Grandma, my mom, Helen Keller, Viktor Frankl, and hundreds of others that I started noticing as soon as I opened my mind. I've accepted that my state of happiness and peace of mind is always my own responsibility.

I have been on a mission to share these concepts and these priceless skills with others since I realized what a profound difference I experienced in my own quality of life --and how this has affected many others around me!

RESOURCES: Here are some of my current favorite resources (neverending updates!)

APPS: I like and use these currently. CALM, ASANA.

MEDITATION: Meditation pillow in my office, I often burn a candle or start an infuser with essential oils depending on my mood, open the blinds, and do a meditation before I start working. This sets the tone for my day. I try for 5 minutes daily - more if I can.

MASTERMIND: Find a MasterMind or other group that is positive & productive with like-minded members who inspire each other (and provide some accountability).

COACH and/or MENTOR: I do better with a coach, and I can say from personal experience and by how my clients utilize me. It is SO comforting to know you have someone to go to when you need a dose of perspective or a reset, and how to get out of your own head, get an action plan in place, and then hang up the phone and get back to work with a spring in your step!

FIND FORGIVENESS: Learn how to forgive others, and yourself. Find an expert, whether through a book, or online options, or a local spiritual coach, guide, pastor, priest, or other expert who will never judge you and can help sooth your soul. I often use materials by and am in membership groups from from Danielle LaPorte, Gabby Bernstein, and Rebecca Campbell.

Find More Resources at EnvisionSuccessInc.com

