



**Master Your Mindset**  
**How to Break Through the Bad News Blues**  
**A Personal Development Program with No Prep, No Plan, No Problem!**

These five action steps help you reclaim your power.

1. Set boundaries
2. Master yourself
3. Eliminate the “victim” mindset
4. Take responsible action
5. Master your emotions

1. Set Boundaries

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2. Master Yourself

Thought----word-----action-----habit-----character-----destiny

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3. Eliminate Victim Mindset

1. Recognize your choices
2. Look for the lesson concealed within the “drama.”
3. See the opportunities.

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#### 4. Take Responsible Action

- A. Instead of complaining, ask for what you want or make a new decision.
- B. Focus on what you want, not on what you don't want.
- C. Instead of projecting into the future, focus on the now.

#### Examples:

- A. Complaint = Why did you leave me a mess again?  
Asking = Would you be willing to pick up that area before I take your place?

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#### 5. Master Your Emotions

- 1. Separate fact from fiction and opinion.
- 2. When researching, listen to all points of view rather than being closed minded.
- 3. Become an observer versus participant.
- 4. Breathe deeply.

#### **My Action Items**

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