

## Clean Up Your Act

In this exercise you will assess whether you are doing any of these behaviors more than once in a while, which may make it more difficult to resolve conflicts with others in your workplace.

**Instructions:** Using a scale of 1 to 10, rate yourself in the following behaviors. Give yourself a 1 if you NEVER do it, and a 10 if you ALWAYS do it.

Never			Sometimes				Often		Always		
1	2	3	4	5	6	7	8	9	10		

- \_\_\_1. Generalizations: always, never, all, every.
- \_\_\_2. Repeating the same negative stories or information more than once in the same conversation.
- \_\_\_3. Repeating the same old stories in response to new information.
- \_\_\_4. Assuming the worst of the people you don't like.
- \_\_\_5. Ignoring or not being able to see and hear positive change.
- \_\_\_6. First response is to criticize or say something negative.
- \_\_\_7. Telling other people off, instead of apologizing for your own mistakes first.
- \_\_\_8. Saying negative things if someone says something good about someone you don't like.
- \_\_\_9. Telling new people only the negative things about the workplace and other people.
- \_\_\_10. Spending time thinking and talking about other people's past mistakes.
- \_\_\_11. Spending encounters with other people watching for mistakes.
- \_\_\_12. Rejecting offers of help with. "Yes, but."
- \_\_\_13. Rejecting people who are positive and constructive.
- \_\_\_14. Saying that your own mistakes in communication and behavior are justified, because other people did something to you first.
- \_\_\_15. Exaggerating bad news and minimizing or discounting the good news.
- \_\_\_16. Using punishment words. Sarcasm. Wounding others.
- \_\_\_17. Trying to convince other people how bad things are.
- \_\_\_18. Distorting meaning through negative filters.

Any item for which you score higher than a "4" should be cause for concern.

**Question to consider:** Would your colleagues give you the same scores?