

# 5 Tips to Maintain Your Calm in Toxic Workplaces

## 1. Quietly Observe.

You can control what you decide to respond to, and how to feel about the behaviors happening around you.

You know the lies, manipulation and trickery exist- stop being surprised or phased- simply quietly observe.



## 2. Be intentional with your energy.

Do not give your attention, mental space, time and/or energy to anything that is abusing, marginalizing or demeaning to you.

Do not engage when abusers and manipulators attempt to get a response from you. Keep conversations focused on tasks only, and keep only give what is needed to complete your task effectively.

## 3. Let go of fear; speak the truth.

Don't be afraid to make choices for yourself that may not align with the status quo.

Connect to who you are as a person (versus what society or workplace culture says you "should" be) and always chart your course on that foundation.



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## **4. Get comfortable with saying “No!”**

Let go of fear: don't be afraid to make choices for yourself that may not align with the status quo.

Connect to who you are as a person (versus what society or workplace culture says you "should" be) and always chart your course on that foundation.

## **5. Say “No!” to emotional labor.**

When you've decided to empower yourself, don't let doubt cause you to turn back on your decision.

If others disagree with a decision you've made for yourself (which doesn't negatively impact others), that is not your concern. People will project their fears and limitations onto you, and that is something they will need to sort out.

