



LIVING ABOVE THE LINE

TOP 20s CREATE AN EFFECTIVE AND HEALTHY WORKPLACE AND COMMUNITY

- Why we need to know if we are Above or Below the Line:**
 - Mental Habits develop by 'living' Above or Below the Line
 - What negative mental habits are getting in the way of my effectiveness?
 - Life looks different from Above or Below the Line
 - Making decisions Below the Line usually results in a mess.
- Invitations: conditions or situations that invite us to go BTL.**
 - What are my Invitations to go BTL (Submarines)?
Conditions do not determine Experience; Choice determines Experience: Chose to 'Keep Your Day'
- Indicators: feelings we have or behaviors we manifest when BTL.**
 - What are my Indicators?
- Submarine: maintaining dignity during our BTL visits; not passing negativity onto others.**
 - What is my strategy for protecting my workplace culture when I am BTL?
- Trampolines: means by which we can bounce back ATL and think clearly.**
 - What are my Trampolines?

_____ Exercise	_____ Music	_____ Pets
_____ Family Time	_____ Hobbies	_____ Kindness
_____ Rest/Sleep	_____ Gratitude	_____ Reading
_____ Quiet Time/Prayer	_____ Making Things	

 - Perspective: What can I do to maintain perspective and bring me back ATL?
- Our Choice:**

Bottom 80s wait for outside conditions to improve...then the inside experience gets better.
Top 20s improve the inside first...then outside conditions or the experience of them get better
- Leadership Tips:**
 - Provide a means for the group members to determine when they are Above or Below the Line.
 - Discuss conditions that are Invitations for the group to go Below the Line.
 - Have group members share their workplace Indicators and Trampolines with each other.

ABOVE THE LINE

A positive view on life and how we see the world
Positive attitudes and beliefs
Energetic moods and emotions
Hopeful and optimistic
Focused on what is important
Power to control my life

BELOW THE LINE

A negative view on life & how we see the world
Negative attitudes and beliefs
Depressing moods and emotions
Hopeless and pessimistic
Powerless victim of life
Lose focus on what is important

FOUR KEYS TO SUCCESS

1. Job #1: Help Others Succeed

How could I help others succeed in ways that I am not currently doing?

2. Communicate 'You Matter'

- Help others succeed
- Listen to understand
- Value differences

How do I specifically communicate "You matter"?

How do I communicate "You don't matter"?

3. Honor the Absent

Honor the Absent: Speak well of those who are not present.
Dishonor the Absent: Speak negatively of those who are not present.

A. Be a Problem Solver, Not a Problem Namer

B. Keep My Lake Clean:

- How do I communicate with a 'Dump Here' sign?
- How do I or could I communicate 'No Dumping Here'?

C. Treat Everyone's Name as Sacred

D. Don't Add Fuel to the Fire: Say, "OK" or "I hear you."

E. Say, "Ouch!"

F. Practice the 2-out-of-3 Rule:

- Say someone's name.
- Say something negative.
- Say it to someone else.

4. See the Problem, Own the Problem

What problem am I aware of that I need to own?

