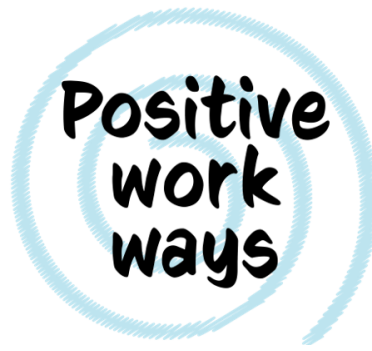


Positive Work Ways Introductory Toolkit

Practical tools to support clearer thinking, calmer teams,
and better conversations.



L.Thomas
www.positiveworkways.com



Positive Work Ways Toolkit

This resource is designed to be used alongside the Quick-Start Guide. You can dip into it as needed – or work through the tools in any order that suits your role or context.

It includes six simple, powerful tools designed to shift workplace conversations from pressure and reactivity toward focus, clarity, and positive momentum – all rooted in brain-friendly practice.

Each one can be used independently or combined to create a practical, repeatable communication style across your team, function, or organisation.

 Haven't read the Quick-Start Guide yet?

Download to explore the framework these tools are based on:

 www.positiveworkways.com

Included Tools

- 1. What Does Good Look Like?** – A reframe to shift focus from problems to possibilities
- 2. Gratitude Snapshot** – A quick mindset shift to build perspective and connection
- 3. Grounding Breath** – A practice to support calm, clarity, and presence
- 4. Pause & Pharmacist Check** – A reset to notice brain state and choose intention
- 5. Implementation Guide** – A 3-step model for applying these activities in real contexts
- 6. How to Lead a Positive Work Ways Conversation** – Guidance in a 5 step approach


Want to go further?

These tools are just the beginning. If you'd like support embedding Positive Work Ways into your team, leadership practice or culture, there are a few easy ways to start:

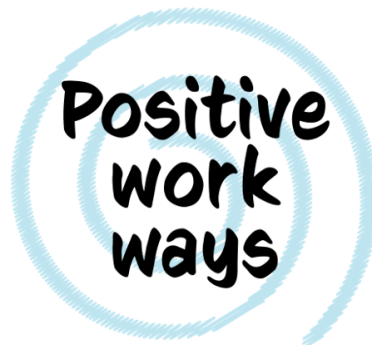
 Book a Lunch & Learn session

 Dive deeper with a workshop or consultancy session

 Read the Positive Work Ways book on Amazon

 Or simply reach out to start a conversation

 Visit www.positiveworkways.com or email support@positiveworkways.com



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

What Does Good Look Like?

Why This Works



This tool helps shift attention away from what's wrong and toward what's possible. When the brain can picture "good," it calms down, engages creatively, and begins moving toward it.

Use this tool with individuals or teams in moments of tension, misalignment or transition to unlock clarity, hope and direction.



The Core Question

What does 'good' look like — for you, for your team, or for this situation?

Let people define "good" in their own words.

Facilitation Tips

- Hold the silence.
- Allow people to think.
- Don't reword or reframe their answer.

Prompts to Deepen the Conversation



- If things were going a bit better — what would you notice?
- What would others be doing differently?
- What would you be doing more or less of?
- How would it feel to work in that version of "good"?

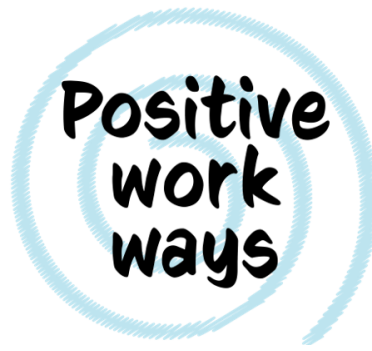
Facilitation Tips

Using prompts that build detail and encourage exploration of what good looks like adds more power to the exercise!

When This Works



- 1:1 coaching or development conversations
- Project kickoffs or retrospectives
- Rebuilding expectations after change or conflict
- Strategic reflection or realignment work



Positive Work Ways Tool

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Real-World Examples

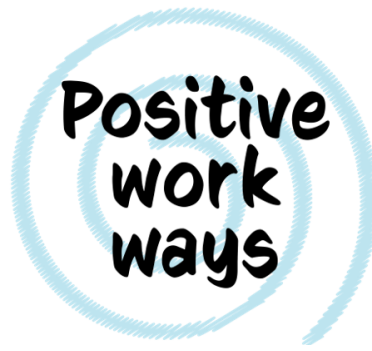


- "What would good look like for your next meeting with your manager?"
 - "What would good look like if this project went to plan?"
 - "What would good feel like during our weekly check-ins?"
 - "What would good look like between your team and theirs?"
-

Want to take it further?



Pair this with a scaling question to help define where you are now — and what one small step forward might look like.



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

Gratitude Snapshot

Why This Works



Gratitude helps the brain shift out of a reactive, defensive state and into a more open and creative mindset.

Even brief moments of appreciation can reduce stress, boost engagement, and increase collaboration — especially under pressure.

Use this tool to build reflective habits in teams or create space for personal clarity and calm.

The Core Question



What is one thing you feel grateful for right now — about yourself, your team, or your work? (And why?)

Facilitation Tips

Encourage people to go beyond surface answers. Gratitude doesn't need to be grand — but it does need to be genuine and felt as an emotion.

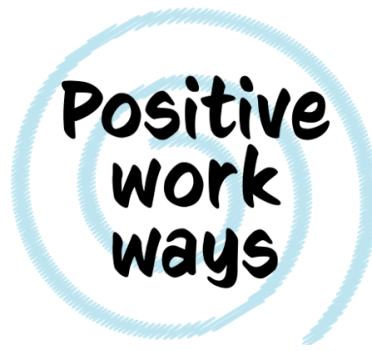
Prompts to Deepen the Conversation



- What recent moment brought a sense of meaning, connection, or energy?
- Who helped make your day easier — and how?
- What challenge are you glad to have moved through?
- What feels steady or supportive, even when things are hard?

Facilitation Tips

- Model it: share a small, real gratitude of your own
- Allow silence — avoid rushing the moment
- Invite people to reflect privately first, then share
- Use “why does that matter?” to deepen the impact
- Don't judge or compare answers — gratitude is personal



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

When This Works



- Start or close team meetings
- Individual check-ins or coaching sessions
- End-of-week reflections
- After periods of stress, tension, or big effort

Real-World Examples



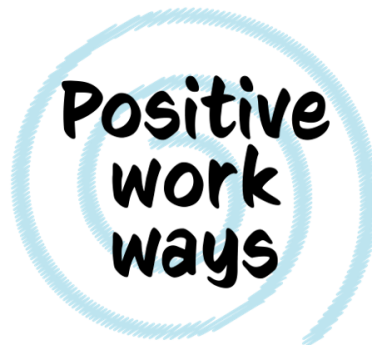
- "I'm grateful for a colleague who spotted something I missed — it saved us time."
- "I appreciated a moment of calm before a busy week — it helped me reset."
- "Grateful that the team kept a sense of humour, even under pressure."
- "I feel thankful that I could ask for help and not be judged."



Want to take it further?

Try pairing this with a question like:

"What's something you'd like to show appreciation for — before the day's done?"



Positive Work Ways Tool

A simple, science-backed breathing practice to reduce reactivity and restore focus

Grounding Breath

Why This Works



When we're under pressure, our breathing often becomes short, shallow, or even pauses altogether — sending a signal to the brain that we're under threat.

Intentional breathing helps calm the nervous system, restore clarity, and reset the brain for more resourceful thinking.

Just 60 seconds can change the tone of a conversation, meeting, or moment.

The Core Practice



Try the 4-2-6 grounding breath:

- Inhale for 4 seconds
- Hold for 2 seconds
- Exhale slowly for 6 seconds

Repeat for 3-5 rounds, or until you feel yourself settle.

Facilitation Tips

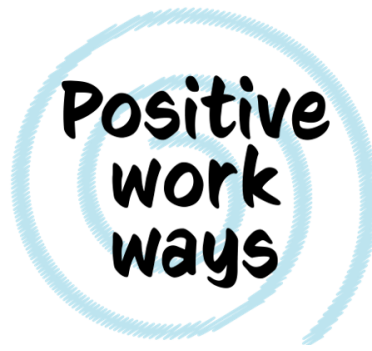
(for use in teams, groups, or 1:1s)

- Always offer, never force — some people prefer to reflect silently
- Guide one or two rounds out loud, then let people find their own rhythm
- Use relaxed tone and pace — slower speech encourages slower breath
- Give a moment of silence afterwards before continuing
- Avoid making it overly "wellbeing" — frame it as a reset for performance and clarity

Prompts to Deepen the Practice



- What do you notice in your body as you breathe?
- Where are you holding tension — and can you let it go?
- What would it feel like to enter the next moment with a calmer brain?



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

When To Use



- Before high-stakes conversations
- At the start of meetings or feedback sessions
- Mid-day or mid-stress reset
- Anytime you want to shift from reactivity to intention

Real-World Examples

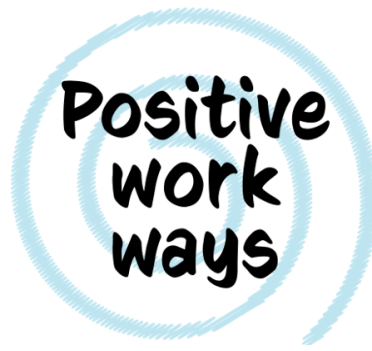


- "Let's take one grounding breath before we dive into this."
- "Want to reset for a moment together? Try this with me..."
- "Before we move forward — let's just breathe."
- "I use this before difficult conversations or presentations — it helps shift my state."

Want to take it further?



Try pairing this with the What Does Good Look Like? prompt to turn calm into clarity.



Positive Work Ways Tool

A reflection prompt to shift mindset and influence performance with intention

Pharmacist Check-in

Before You Start



If you haven't read the Quick-Start Guide to Positive Work Ways, take a moment to review it.

This activity builds on the idea of the primitive vs intellectual mind — and the impact our words and actions have on the brain states of others.

Why This Works

Every conversation, comment, or decision influences how people feel, think, and perform.



Our internal “pharmacist” influences our state by responding to the signals we send and receive. The more we think, speak, or act from a reactive, primitive mind state, the more we disrupt focus, productivity, and collaboration — in ourselves and others.

The Pause & Pharmacist Check helps you notice what effect you're having — and shift it.

The Core Prompt

Pause

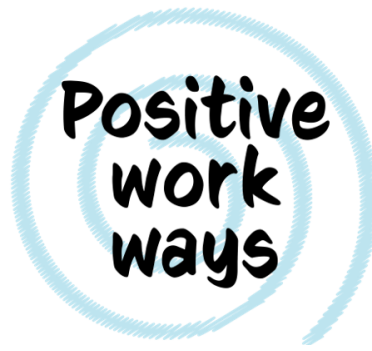
Take a breath. Notice your tone, pace, posture, and emotional state.



Pharmacist Check-in

Ask yourself:

- “What is my internal pharmacist doing right now?”
- “Are my actions or tone triggering a primitive mind response or supporting an intellectual mind state?”
- “How might these words and actions be affecting others' pharmacists in this moment?”



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

Prompts to Deepen Reflection



- Is this response fuelling distraction or supporting focus?
- Is it encouraging defensiveness or enabling collaboration?
- Am I speaking from frustration — or from intention?
- What subtle shift would help engage the intellectual mind — in me or them?

Facilitation Tips

(for coaching, leadership, or team check-ins)

- Keep it simple: just name the likely impact, no diagnosis needed
- Don't frame it as "good/bad" — frame it as "useful or less useful"
- Invite people to self-check, not check each other
- Use shared examples to normalise reflection (e.g., "I think my pharmacist was dosing out pressure — I needed to step back.")

When To Use



- In the middle of meetings, emails, or tension
- Before giving feedback or reacting under pressure
- In 1:1 conversations that feel stuck or emotionally charged
- As part of a regular debrief or team reset

Real-World Examples

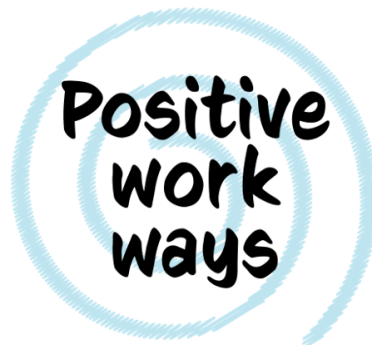


- "I could feel I was triggering a reactive mindset — I paused."
- "My pace and tone were spiralling. Probably not great for anyone's pharmacist."
- "I reframed what I was going to say — so it supported clarity, not control."
- "Even just acknowledging it helped me shift state."

Want to take it further?



Combine this tool with the Grounding Breath — pause your system, then choose your next step with clarity.



Positive Work Ways Tool

A simple roadmap for applying brain-friendly thinking to leadership, meetings, and change

Implementation Guide - A Simple 3-Step Framework

Why This Works



Change isn't about adding more, it's about shifting how people think, feel, and respond.

By embedding simple, brain-friendly habits into everyday practice, leaders can create ripple effects that strengthen engagement, performance, and culture — without overhauling everything at once. This guide gives you a focused place to start.

Start Small: Shift 1 Habit



Choose one meeting, conversation, or moment where you can show up more intentionally.

- Replace reactivity with reflection
- Use a grounding breath before speaking
- Ask “What does good look like?” instead of “What’s the problem?”

💡 *One shift, repeated often, builds new brain pathways.*

Spark Curiosity: Share 1 Tool



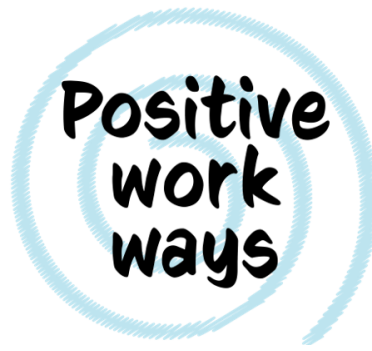
Don't teach theory — spark curiosity and maximise impact by sharing a tool. Use it together in real time.

- Try Gratitude Snapshot at the end of a team check-in
- Use the Pause & Pharmacist Check mid-discussion
- Ask a scaling question during a tricky 1:1

💡 *People learn from experience. Share the tool in action, and let it speak for itself.*

Implementation Tips

- Don't overexplain — let the tools do the work
- Invite curiosity, not compliance
- Use real language, not models or diagrams
- Reinforce that these are mindset shifts, not wellbeing add-ons
- Reflect regularly: “What’s feeling different already?”



Positive Work Ways Tool

A practical mindset activity for individuals, teams, and leaders

Strengthen Culture: Embed 1 Practice



- Pick one thing to make regular — even if informal.
- Add a reflective pause to team meetings
- Start performance reviews with “What does good look like?”
- Introduce “brain state check-ins” after busy sprints

💡 *The brain learns through patterns. Small things, done consistently, shape how people think, connect, and perform.*



Where to Use

- In 1:1s, team meetings, strategy sessions
- When onboarding new leaders
- During retrospectives or post-project reviews
- As part of culture, leadership, or change initiatives

Want to take it further?



These tools are just the beginning. If you’d like support embedding Positive Work Ways into your team, leadership practice or culture, there are a few easy ways to start:

- 🧠 Book a Lunch & Learn session
- 🎯 Dive deeper with a workshop or consultancy session
- 📖 Read the Positive Work Ways book on Amazon
- 💬 Or simply reach out to start a conversation
- 👉 Visit www.positiveworkways.com or email support@positiveworkways.com