

# Mindset Practice

## INSTRUCTIONS

Take turns responding to one of the scenarios for your chosen mindset. Share:

- How would you naturally be tempted to respond in this situation?
- How would you respond to the situation using your chosen mindset?

Offer additional ideas and suggestions to one another.

## OUTGOING MINDSET

### Scenarios

- A few new workers joined your company a month ago, and you occasionally see them in passing or sitting together at lunch. You won't necessarily work that closely together, nor are you sure you'll have all that much in common.
- You're on an airplane and find yourself next to a person you recognize through one of your professional networks but whom you haven't actually met. They don't seem to recognize you.

### Discussion Points

Did the Respondent...

- Take initiative to make new connections?
- Engage themselves and others in uncovering common interests?
- Let down their guard to have a genuine interaction?

Were there opportunities to stretch further?

## EMPATHIZING MINDSET

### Scenarios

- A colleague seems unusually short-tempered today—the day the two of you are meeting for several hours to work on a project. You really need things to go smoothly so that the project can get done on time.
- One of your teammates gets visibly upset during a heated debate in a meeting. Their emotional reaction was carefully ignored during the discussion, but you wonder if you should check in with them afterward.

### Discussion Points

Did the Respondent...

- Make it a priority to understand others' needs and emotions?
- Show compassion and offer support?
- Distance themselves from judging the situation with their own perspectives?

Were there opportunities to stretch further?

## RECEPTIVE MINDSET

### Scenarios

- You're in a debate with a coworker over what to prioritize on your team's to-do list, and you just can't see the value in their argument. You want to reach a consensus, but you also want to make the right choices.
- In a meeting, your manager opens the floor to suggestions for a two-day team offsite. You have some strong opinions and are ready to jump in with ideas, but you also know that there are people on your team who have preferences, but might have trouble getting a word in.

### Discussion Points

Did the Respondent...

- Set aside their own preferences to make space for others?
- Invite other perspectives and actively listen?
- Show willingness to compromise in how they approached something?

Were there opportunities to stretch further?

## COMPOSED MINDSET

### Scenarios

- An important topic you put on the meeting agenda is getting skipped over...yet again. You've spent the last ten minutes trying to bring it up, but a coworker keeps talking over you. You can feel your frustration building, but you know you need to handle it without getting upset or defensive.
- You've been working many extra hours for the last three weeks to get a project done, and upper management just moved your deadline closer yet again. A colleague makes a comment, insinuating that you haven't been pulling your weight.

### Discussion Points

Did the Respondent...

- Avoid rash choices in the heat of the moment?
- Step back and allow themselves to reflect before moving forward?
- Promote a sense of calm in themselves and others?

Were there opportunities to stretch further?

## OBJECTIVE MINDSET

### Scenarios

- Your team has an unexpected problem and a coworker recommends a sensible course of action. Another colleague, a friend, strongly favors a different path that seems a bit flawed. But this friend is looking to you for support, and they always get behind your ideas in meetings.
- You're spearheading an initiative you fought for forever, and your team has been putting a lot of late nights into it. Only now, you're having real doubts about the project, and you need to decide whether to put the brakes on it—at the risk of hurting team morale and even being blamed for the wasted effort.

### Discussion Points

Did the Respondent...

- Step back from their and others' emotions?
- Put aside their own biases?
- Identify and prioritize the critical facts affecting the situation?

Were there opportunities to stretch further?

## RESOLUTE MINDSET

### Scenarios

- You spot an error in a colleague's report. You could just fix it yourself, but that might leave them open to making a similar mistake in the future. Your coworker is known to get a little defensive when their errors are pointed out to them.
- A coworker asks you to lend a hand with a project that's due in a few days. You're on a tight deadline yourself, but your coworker insists that you can both finish on time if you pull your efforts together. You think that diving into each other's projects at this stage will take too much time and effort, but they're pushing pretty hard for it.

### Discussion Points

Did the Respondent...

- Proactively speak up about issues?
- Stand their ground and push through resistance?
- Explain the reasoning behind their position?

Were there opportunities to stretch further?

## SELF-ASSURED MINDSET

### Scenarios

- Your manager is handing out assignments in a meeting and comes to one of the dreaded tasks that no one likes. You've taken it on in the past to help out, so your manager just assumes you'll be a good sport and do it again. You think it's time for someone else to take a turn.
- You're meeting with your team to finalize a proposed initiative and think you know a better way to move forward. However, a few of your teammates are dominating the discussion and shooting down everyone else's ideas. They've been at their jobs much longer than you, and insist that everyone should trust their experience on the matter.

### Discussion Points

Did the Respondent...

- Assert their opinions with confidence?
- State their views firmly and directly?
- Promote their own rights or capabilities?

Were there opportunities to stretch further?

## DYNAMIC MINDSET

### Scenarios

- There's a process your company uses that's been bugging you for a while. You feel like it could be more efficient and even have some thoughts on how to improve it. But it seems like everyone else either thinks it's good enough or that the company's efforts should be focused elsewhere.
- It's time to renew an annual license for a software program that your entire department uses. You've heard about a competing product that has a lot more useful features and you think it's worth trying. But your company's decision makers tend to be resistant to new ideas. Plus, everyone's already used to the existing platform and all its workarounds.

### Discussion Points

Did the Respondent...

- Seize opportunities to promote their ideas?
- Show urgency to make their goal happen?
- Communicate in a way that brought their ideas to life?

Were there opportunities to stretch further?