Workplace Reset Workbook

A trauma-informed educational wellness worksheet for reflection, choice, self-care, and support.

Use this at your own pace. Skip, adapt, pause, or stop. You are allowed to choose what fits your body, culture, privacy, energy, safety, access needs, and real-life limits today.

This is a reflection tool, not a test. One honest sentence, one checked box, or one small next step can be enough.

The Workplace

Reset Workbook

Rebuilding Confidence After a

Toxic Work Experience

PROCESS THE PAST (cid:127) RECLAIM YOUR STRENGTHS

Move Forward At A Pace That Honors You

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A Gentle Welcome

Before You Begin

A difficult, hostile, unpredictable, critical, or unhealthy workplace can affect you long after you leave. These reactions deserve curiosity rather than judgment.

You may notice yourself:

Avoiding job applications Anxiety around job descriptions Expecting criticism or conflict Questioning your abilities Overthinking interviews Fear of mistakes Nervousness about supervisor messages Difficulty trusting coworkers Feeling you must prove yourself Exhaustion about starting over Staying in survival mode This workbook helps you understand what happened, challenge fear-based predictions, reconnect with your strengths, and take manageable steps toward healthier employment.

You do not have to feel completely confident before moving forward.

Go slowly. Skip, adapt, or pause any prompt. Confidence often grows after we begin taking small, supported steps.

MY REFLECTIVE COLLECTIVE | MyReflectiveCollective.com 2 PART 1 - WHAT HAPPENED?

My Workplace Story

Tell the story in your own words. It does not need to sound polished or professional.

Where did I work?

What was my role?

When I first started, I hoped this job would...

Over time, things changed when...

The hardest parts were...

I knew the environment was affecting me when...

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What Made It Difficult?

- Check anything that was part of your experience.

Bullying Walking on eggshells Gossip Inconsistent rules Favoritism Threats about my job Micromanagement Excessive workload Unrealistic expectations After-hours pressure Constant criticism Boundary violations Poor communication Feeling disposable Unclear expectations Being excluded Blame outside my control Coworker conflict Lack of recognition Leadership problems Discrimination Lack of support Harassment Ethical concerns Retaliation Unable to speak up

Being yelled at Other:

Public embarrassment

What affected me the most?

Why did that experience affect me so strongly?

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Part 2 - Naming The Messages

What Did I Start Believing?

Difficult environments can teach us beliefs that follow us into healthier environments.

Complete these without judging your answers.

Supervisors are...

Coworkers are...

Workplaces are...

Making a mistake means...

Getting feedback means...

Speaking up means...

Setting boundaries means...

Asking for help means...

Being successful means...

- My abilities are...

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Part 3 - A More Balanced View

The Fear or the Fact?

- Choose one fear that appears when you think about finding another job.
- My fear - "What if..." What evidence from my PAST makes this fear understandable?

What evidence says this will happen at EVERY future workplace?

Is my brain predicting the future from something that already happened? Yes / Maybe / No / Not sure

A more balanced thought might be:

Example: My previous supervisor taught me to expect criticism. That does not mean every supervisor will act that way. This time I can assess management style and choose.

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Part 4 - Responsibility And Release

Returning What Isn't Mine We can leave unhealthy environments carrying responsibility that was never entirely ours.

What I blame myself for:

What was actually within my control?

What was outside my control?

- I can take responsibility for...

I do NOT have to take responsibility for...

Something I wish I had handled differently is...

- I can learn from that without defining myself because...

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Part 5 - Reclaiming Strength

What I Learned & Developed

Your previous workplace does not get to write your professional identity.

Communication Creativity

Problem-solving Client care Adaptability Crisis management

Leadership Advocacy

Conflict management Boundary setting

Organization Persistence

Time management Learning quickly

Teamwork Other:

Independence

Three things I did well: 1. 2. 3.

Something difficult I handled:

Something I know now that I did not know before:

A professional strength nobody can take away from me:

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Part 6 - Remembering Who I Am

My Professional Identity

Describe yourself without mentioning your previous employer.

I am someone who...

People can rely on me to...

I am especially good at...

I enjoy work most when...

Something I would like to learn next is...

Three words I want to describe me professionally:

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Part 7 - Choosing With Intention

A Healthy Workplace for Me

Practice asking not only "Will they hire me?" but also whether the workplace is healthy enough for you.

Is this workplace healthy enough for ME?

Clear expectations Collaborative coworkers Respectful communication Growth opportunities Appropriate workload Psychological safety Supportive leadership Consistent policies

Training Recognition

Reasonable boundaries Fairness

Work-life balance Other:

My yellow flags - things I want to investigate:

My red flags - things I will no longer normalize:

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Part 8 - Gathering Information

Interviewing Them Back

A job interview is not only an evaluation of you. You are gathering information about them too.

How would you describe the supervisor's management style?

How is feedback provided?

What does training and onboarding look like?

Why is this position open?

What does success look like in the first 90 days?

How does the team handle disagreements?

How would you describe the culture?

How does leadership support busy periods?

What do employees enjoy most?

What is the organization trying to improve?

One question that would help ME feel safer accepting a position:

Part 9 - Small Steps Build Safety

My Job-Search Fear Ladder

Rate each step from 0 (no anxiety) to 10 (extremely anxious). Begin with the easiest.

Think about a job I might enjoy Anxiety: ____ /10 Browse jobs for 5 minutes Anxiety: ____ /10 Save one interesting job Anxiety: ____ /10 Update one résumé section Anxiety: ____ /10 Ask someone to review my résumé Anxiety: ____ /10 Create or update a job profile Anxiety: ____ /10 Research one employer Anxiety: ____ /10 Submit one application Anxiety: ____ /10 Practice one interview answer Anxiety: ____ /10 Schedule an interview Anxiety: ____ /10 Attend an interview Anxiety: ____ /10 Accept a healthy opportunity Anxiety: ____ /10

My easiest next step is:

I will try it on:

Part 10 - Gentle Momentum

The 10-Minute Job Hunt

Set a timer and choose ONE task. When it ends, you are allowed to stop. If you want to continue, you can.

I only have to do 10 minutes.

Search jobs Submit one application Save one job Practice one interview answer Edit one résumé section Organize job-search documents Write one cover-letter paragraph Message one connection

Research one employer Other:

What I accomplished:

Anxiety BEFORE: _____ /10 Anxiety AFTER: _____ /10

Something I learned:

Part 11 - Listening, Then Choosing

When My Brain Says "Don't Apply"

Notice the anxious thought. Thank your protective brain, then look again.

What if I know more now?

- My brain says...

Is this fear protecting me from something that happened before?

What is the fear predicting?

Is that prediction guaranteed?

What could happen if things go WELL?

What do I know now that could help protect me?

Part 12 - A Grounded Application Ritual

Before I Click "Submit"

- Take three slow breaths. Put both feet down if comfortable. Look around your current environment.

I am applying for an opportunity. I am not signing away my boundaries.

Application:

What interests me about this opportunity?

What makes me qualified?

Anxiety before: _____ /10 Anxiety after: _____ /10

Something I am proud of myself for:

Part 13 - Keeping Perspective

Reframing Rejection

Rejection can activate old beliefs. It can also reflect many factors unrelated to your worth.

Internal promotion Large applicant pool Different experience needed Schedule mismatch Position changed Another close fit Hiring frozen A job rejection does NOT automatically mean...

Instead of "They did not want me," I can practice saying...

One opportunity not working out does not determine...

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Part 14 - Before, During, After

My Interview Grounding Plan

- I can prepare while staying connected to myself.

Eat something if appropriate Limit last-minute preparation Drink water Allow travel/login time Review my strengths Bring notes

Practice breathing Remember I am interviewing them too

My grounding statement:

During: If I blank, I can say, "That is a great question. Let me think for a moment." Afterward: Did I like THEM?

Did I feel respected?

How did they talk about employees?

Did anything feel uncomfortable?

What green flags did I notice?

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Part 15 - Practicing Self-Trust

My Boundaries Are Different Now

Finish each statement in a way that feels realistic and supportive.

At my next workplace, I want to communicate when...

I want to ask questions when...

I want to speak up if...

Saying "no" appropriately does not mean...

If something feels wrong, I can...

People I can ask for perspective or support include...

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Part 16 - Compassion For Who I Was

A Letter to My Former Work Self Think about the version of you who was still working there. What did that person need to hear?

Dear Me, I know you were trying to...

You did not deserve to feel...

I am proud of you for...

I wish you had known...

What happened there does not mean...

Now I am giving us permission to...

With compassion, MY REFLECTIVE COLLECTIVE | MyReflectiveCollective.com 19

Part 17 - Moving Forward

My Next Chapter

I do not need my next workplace to be perfect. I want it to be healthy enough for me.

I want it to be...

I want to feel...

I want leadership to...

I want coworkers to...

I want my work to allow me to...

Most importantly, I want to remember...

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A Week Of Manageable Momentum

My 7-Day Gentle Challenge

This is not about sending 50 applications. It is about showing yourself you can move forward without abandoning yourself.

- I can move forward without abandoning myself.

DAY 1 - Imagine what you want from your next workplace for 10 minutes.

DAY 2 - Update ONE part of your résumé.

DAY 3 - Browse jobs and save ONE that interests you.

DAY 4 - Research that employer for green, yellow, and red flags.

DAY 5 - Practice answering ONE interview question aloud.

DAY 6 - Apply for ONE reasonably aligned position.

DAY 7 - Do something restorative and reflect.

Something I did that I was avoiding:

Something that was not as scary as expected:

A strength I noticed in myself:

You Are Allowed To Begin Again

A Gentle Closing

Healing from an unhealthy workplace is not about pretending it did not affect you. The past can inform you without controlling every next step.

Your caution makes sense. Your hope is allowed, too.

One truth I want to carry forward:

One small action I am willing to take next:

One person or resource I can lean on:

Educational Wellness Information

Please Read Before Using This Resource

This does not replace therapy This workbook is a general educational and self-reflection resource. It is not individual therapy, counseling, medical or psychiatric care, diagnosis, treatment, legal advice, or crisis intervention. It may support work with a qualified professional, but does not replace those services.

- Use choice and care Skip, adapt, pause, or stop any activity. Some topics may bring discomfort, strong emotions, memories, dizziness, or physical sensations. If overwhelmed, orient to your surroundings, take a break, and seek appropriate support.

Seek appropriate support Consult qualified professionals about your individual mental health, physical health, medications, safety, legal matters, employment rights, or treatment decisions. No outcome is promised.

Emergency and crisis needs This PDF and My Reflective Collective do not provide monitored emergency services. In the United States, call or text 988 for suicide or crisis support. Call 911 for an immediate emergency when safe and appropriate. Outside the United States, use local emergency or crisis resources.

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