



Navigating Toxic Work and School Environments

Exercise: Putting it all Together

As you reach the end of this course, it is time to put together and continue practicing everything you have learned in order for you to realize this transformation.

In [Chapter 1 and 2](#) you reflected on your skill level in navigating difficult situations at work and school before taking this course. You reflected on your previous experiences, and took inventory of how you navigated those situations.

In [Chapter 3](#) you learned all about bias, harassment, and discrimination. You learned the definitions of harassment, and your legal protections. You identified people who are working to dismantle systems of oppression and help people with these issues. Perhaps you even read a recommended book related to these topics. Overall, you equipped yourself with knowledge of the current state of bias, harassment, and discrimination in schools and workplaces.

In [Chapter 4](#) you reflected on your own self-care and tried methods to develop your self-awareness. You practiced forming the basis of the mindset you use to navigate any situation in life, including difficult situations in your school or work environment. After all, work and school are not separate from life. You also reflected on the fact that you are not alone; oppression affects not just you. You are simply part of a bigger picture, and likely not the exception to the rule.

Once you understand the definitions and context of bias, harassment, and discrimination, it was time to dive into looking at real-life situations in [Chapter 5](#). You learned the Resilience Mindset and the Reporting Framework and how to apply those to any situation involving bias, harassment, or discrimination.

[Chapter 6](#) is when you realized that in order to reach justice, or at least a resolution where you feel safe and comfortable, you need to build a strong support system inside and outside your school or workplace. You learned methods to develop healthy relationships, and that finding the balance between vulnerability and setting boundaries while centering your own self-care is key.

In [Chapter 7](#) you learned all about gaslighting and the ways in which organizations fail to address internal issues with bias, harassment, and discrimination. You realized that being able to recognize ineffective practices for creating healthy workplace or school environments is important for your own self-care, so that you do not fall victim to these schemes that will not help you reach justice or thrive in your career, as they often promise.



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At this point, you might feel like you just learned the tip of the iceberg when it comes to navigating bias, harassment, and discrimination. And you are correct to feel this way. It is important to realize that navigating bias, harassment, and discrimination is not a simple 5-step method; **it is a mindset and practice that you must develop and master.** This course is intended to provide the mindset and framework on which to build your practice.

The self-care practice you outlined previously can be developed and adapted to suit whatever work or school environment you are in. Experiencing bias, harassment, and discrimination is outside of your control, as you learned in the Resilience Mindset. Therefore, it is important to focus on what you can control, which is your own self-care and mindset.

In your school or work environment, it is important to:

- Practice the Resilience Mindset and your self-care daily to ensure that you feel safe and comfortable.
- Reflect on and identify what positively and what negatively serves you, and set boundaries with or eliminate what negatively serves you.
- Surround yourself with supporters and allies who want you to succeed, to reach your goals and thrive in your career and life.
- Prepare for instances in which you experience bias, harassment, and discrimination:
 - Keep information about how to document harassment and your local legal protections accessible.
 - Know who to report harassment to, and develop positive, supportive relationships with these people.

Please take advantage of the following exercises to put together everything you have learned, and progress in your transformation.

Exercise 1:

I encourage you at this point, if you have not done so already, to organize all the information you have learned from this course.

- Save the documents and your reflections.
- Gather the materials you need so that if you need to document or report an incident you have the resources you need in an accessible location (preferably in a printed and not a digital form so that it can be kept secure and private from your company or institution).
- Make your own accessible self-care kit if you are prone to anxiety or panic attacks when you are in a difficult situation.



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Exercise 2:

Put together one or both of the following action plans for the next month (or longer if you wish):

- If you are currently experiencing bias, harassment, or discrimination from one or more sources, create an action plan based on the Reporting Framework to address the issue and reach justice.
 - Tip: Remember to treat this situation as an opportunity to practice addressing bias, harassment, or discrimination.
- If you are not currently experiencing bias, harassment, or discrimination, create an action plan to develop an area in which you feel like can be improved. For example:
 - Your support system – build and develop relationships with potential supporters, allies, and who you report harassment to
 - Your self-care practice
 - Your emotional intelligence
 - Your health

Note: For your action plans, I encourage you to start small and remember that you can always add on more once you feel like you have developed one area. Also, remember that if you slip up and forget to practice, you can always begin again.