

2011 AAHPERD/NAGWS Session
SWIM, Don't tread water! Strategies for Managing Workplace Bullying
Dr. Jean Henry and Dr. Lori Dewald

PERSONAL ACTION PLAN FOR ENDING THE VICTIMIZATION OF BEING BULLIED

Step 1: List 10 examples of the bullying that you have been victim to:

Item	Rank Impact	Rate Control
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Step 2: Rank the items according to the level of negative impact/influence each has had on you (your health and well-being, satisfaction with job, etc.) 1 = the item with the most impact, 10 = the item with the least impact.

Step 3: Rate each item, individually, on a scale of 1-5, according to the amount of control you feel you have over that item. 1 = items over which you have significant control, 5 = items over which you have little or no control.

Step 4: Circle the 5 items you think are the most important for you to try to influence immediately, or in the short term.

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Step 5: From the 5 you circled, select 3 that you will be willing/able to address over the next few weeks or months. Transfer these 3 onto the table below.

Item	Strategies	Support	Time line
	1. 2.		
	1. 2.		
	1. 2.		

Step 6: For each of the 3 items you have identified as being worthy of immediate attention and time, design at least 2 concrete things you can do to reduce the negative impact the item is having on you.

Step 7: For each of the 3 items, list at least one person who can serve as part of a support system for your efforts.

Step 8: For each of the 3 items, write down how frequently you will apply specific effort to reducing the negative impact of this item, and a "deadline" for having achieved significant improvement of the situation.

Step 9: Share your 3-item list and your suggested strategies with the small group. Brainstorm additional strategies that might be applied based on your peers' experiences or knowledge.