



# Facts, Not Feelings Summary



## Why Do Facts Matter?

Focusing on facts reduces conflicts and misunderstandings.

Facts provide a clear picture of what is true.

Make decisions based on logic, rather than feelings, and personal opinions.

## What Is A Fact?

The truth about events as opposed to interpretation.



**Facts become feelings when personal opinions and biases are involved.**

## Self Awareness

Conduct a self assessment at the end of everyday.

- Communicate with empathy.
- Recognize your strengths and weaknesses.
- Be aware of how you interact with others.
- Be able to self regulate.



**Be self aware of feelings and their effect on others.**

Feelings impact communication, teamwork, and work environment.

## Gather All The Facts

Use the four W's to identify key details and essential elements; avoid opinions of interpretations.

- Who: Identify the individuals in the situation.
- What: Describe the specific situation that took place.
- Where: Specify the location where the situation took place.
- When: Specify the time, day, month, and year the situation occurred.

**Embrace the power of facts while acknowledging and managing emotions to create a thriving workplace culture.**

Feelings are crucial when building a team and creating a positive work environment.

## Focus On What We Can Control

Feelings are subjective; they are an emotional state or reaction.

We cannot control what happens, but we can control our reactions.

