

Maintaining a Positive Attitude

Overview: Each day can bring new surprises, joys, stresses, problems and situations to your life. By focusing on the positive things in both your personal and professional life, you can make a difference in the way you see the world. Following are initiatives to take for maintaining a positive attitude:

Be true to yourself when creating balance between life and work. You alone must create your own definition of happiness.



Information is power, so get it! Maximize your leverage. Increase your confidence and reduce your anxiety with training. Remember that the job you do will have a significant impact on others.

Stay busy and focused on the task at hand.

Share your positive outlook on life with your fellow employees and skip the negative words and thoughts.

When you run into conflicts and challenges with co-workers, do not take it personally. Calmly and patiently involve the supervisor and rationally discuss the issue, not the faults of your co-worker.

Employees who carry themselves with confidence have an easier time maintaining a positive attitude, than those who are constantly doubting themselves.



Express your gratitude to others when a job is well done.

Do not lock yourself into a certain skills or a rigid idea of what you can do. Be inquisitive, optimistic and ready to try new things. Expect changes and the ups and downs.

Maintain a good sense of humor.

Do not just tell people you are part of the team- show them. You are showing people that you have respect for what they do, and it multiplies the respect they have for you.

Mirror the behavior of the positive role models in your life.

It is always better to focus on the solution than to describe the problem.

Do not sweat the small stuff. Do not take on more than you can handle- ask for help.

Compassion can be demonstrated on the job in words, actions and even thoughts. Try to put yourself into another person's shoes. Remember, you have no idea what others are going through.



Think of your job as your own private business. How can your service be better developed or delivered.

Seek the advice of the most efficient person you know. Ask for advice! Two heads are better than one.

Embrace change. Think outside the box. Find a better way to do it. Commit yourself to keeping an open mind.



Remember... Life is 10% what happens to you, and 90% how you react to it.

Understand your strengths and weaknesses. Work on the areas of your life that are a weakness, but do not dwell on your shortcomings. Use to the fullest your strengths, and develop your strengths within your job.

