

Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C487: Maintaining a Positive Attitude

**Introduction:** What we use as conscious brain energy is as little as 6 percent of our overall brain capacity. That figure can rise to 17 percent when you factor in what occurs within the subconscious brain. Discipline your mind and brain to use that energy in a positive and effective manner while at work. Following are initiatives to take for maintaining a positive attitude:

- Be true to yourself when creating a balance between life and work. Your own definition of happiness must be created by you alone.
- Information is power. So get it. Maximize your leverage. Employ fair and objective criteria. Increase your confidence and reduce your anxiety with training. Remember that the job you do will have a significant impact on others.
- The key to winning is planning and knowledge. Find out what the outcome should be. Set aggressive goals and raise your expectations. Confidence will change everyone's perception of you.
- Stay busy and focused on the task at hand.
- Get in touch with the excitement of winning. Embrace challenges and develop a competitive fire. Reach deep inside and tap all your resources to win.
- 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 coworkers, do not take it personally. Calmly and patiently involve the decision maker and rationally discuss the issue, not the faults of your coworker.
- Employees who carry themselves with confidence have an easier time maintaining a positive attitude, than those who are constantly doubting themselves and the company.
- Express your gratitude to others when a job is well done.
- Do not lock yourself into a certain set of 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 that you are a 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 product or service be better developed or delivered.
- Leaders take 100 percent responsibility not only for their own actions, but for their fellow workers as well.
- Seek the advice of the most efficient person you know. Ask for that advice. Two heads are better than one.
- Your next great idea may be as close as the next book you read. Draw inspiration from positive sources.
- Embrace change. Think outside the box. Find a better way to do it. Commit yourself to keeping an open mind.
- Life is 10% what happens to me, 90% how I 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.

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**Conclusion:** Maintaining a positive attitude can be achieved through adaptability, achievement orientation, and passion for the work you are engaged in. Maintaining a positive attitude is key to enjoying your work and living a full life.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

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