

Location: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## TOPIC C487: MAINTAINING A POSITIVE ATTITUDE

**Introduction:** Discipline your mind and brain to use energy in a positive and effective manner while at work. The following are initiatives to take for maintaining a positive attitude:

- Be true to yourself when creating a work/life balance- your definition of happiness must be created by you
- Be grateful for all that you have and who you are-keep a record of the things you are grateful for.
- The key to winning is planning and knowledge. Know 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-enjoy your work
- Smile and enjoy a laugh at every opportunity-have a good sense of humor
- Get in touch with the excitement of winning.
- Share your positive outlook on life with your co-workers and skip the negative words and thoughts
- Workers 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
- Don’t 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
- Don’t just tell people that you’re a part of the team; show them. When you show 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’s always better to focus on the solution than to describe the problem
- Don’t sweat the small stuff.
- 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 % responsibility not only for their own actions, but for employees and co-workers as well
- Ask the advice of the most efficient person you know. 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. It is the one constant. 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 don’t dwell on your shortcomings. Use your strengths, and develop them within your job

**Conclusion:** Maintaining a positive attitude can be achieved through adaptability, achievement orientation and passion for the work you’re 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)


These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.