**Overcoming Negativity – It Takes The Three Powers**

**A Fun attitude,**

**A Creative attitude, and**

**An Energizing attitude**

**Do you have the three powers?**

**1.** Can you just show up for work and have fun if you decide to?

**2.** Are you always trying to think of different and better ways to do things?

**3.** Could you create an original competitive game from the materials on your

desk?

**4.** Do your colleagues smile when they see you?

**5.** Can you motivate others to achieve their goals and dreams?

**6.** Do you not allow mistakes or failures to erode your self-image?

**7.** Are you unafraid to be measured against others’ expectations?

**8.** Do you use positive words or expectations in conversation?

**9.** Do you believe you have the knowledge, abilities, intuition, and knowhow to

handle challenging task?

**10.** Do you stay committed to finishing what you started?

**11.** Do you have a high level of interest, positive energy, passion, and personal

motivation?

**12.** Do you trust in yourself and others to provide support and guidance when

needed?

**13.** Are you willing to take risks and overcome fears even when the outcome is

uncertain?

**14.** Do you find ways of making the seemingly impossible possible?

**15.** Do you choose the “kernel” of good ideas and expand on them?

**16.** Do you listen, understand, and discuss?

**17.** Do you allow time for others to express themselves?

**18.** Are you considerate of others and their points of view, and do you avoid using

inappropriate facial expressions?

**19.** Do you want to find the best solution rather than always needing to be “right”?

**20.** Do you see obstacles as challenges to meet and overcome?

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**Getting Your Needs Met**

**Purpose**

**know what you want**

**evaluate the playing field**

**channel your activities into work you love**

**look for the opportunities to work on purpose**

**Appreciation**

**talk to your boss**

**get it from coworkers**

**get it outside of work -- volunteer, sports, etc.**

**depend on your self**

**Control**

**focus on areas of influence**

**ask for more control**

**become an expert in your field**

**just take it**

**Community**

**be a team player**

**volunteer for committees**

**move into positions that involve people**

**develop personal, expert and position power**

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**Achieving Success In The Workplace**

**Have Task Interest**

**You first -- you define success, your values, your dreams**

**Make an accurate self - assessment**

**No having boss take care of you - get into suitable job**

**Get into a job that is attainable for you**

**No rigid view of success and career -- your opinions change**

**Be The Best**

**There is no substitute for hard work -- quality pays**

**Make reading a passion -- four hours per week**

**Work talk with colleagues -- (will get suggestions and have benefit of thinking through**

**Evaluate your performance with brutal honesty (If I was a manager, would I promote me?)**

**Wear tasteful billboards - inform boss of projects going well, training, knowledge gained from reading professional magazines, etc.**

**Develop skills needed at next level of career**

**Keep Yourself Motivated**

**No gimmes - seek a job that is challenging and fully uses your talents**

**Look inside the boss -- the intrinsic rewards of the job**

**Sleep of a different side of the bed -- experiment with change -- keeps you**

**Motivated (hard to stay motivated when you engage in habitual patterns**

**Play as hard as you work -- recharge your batteries**

**Play By The Rules**

**Look it up -- what is the culture and personality of the organization**

**Pay attention to decor, behaviors, etc.**

**Be a historian -- past beliefs, values, attitudes**

**Study management practices**

**Study the reward system – helps determine behaviors, attitudes, achievements**

**Identify People Who Can Help**

**Going both ways -- give to get**

**Remember this is not an academy reward where only one person can win -- stay away from**

**competition -- think win - win**

**Focus on other departments**

**Join professional organizations and similar organizations**

**Get Results**

**Don't just sit there, do something -- look for what needs to be done**

**Don't wait to be asked -- voice your opinion diplomatically**

**When a difficult task arises, declare immediately "Why not me?" Instead of "Why me?"**

**Color outside the lines -- go beyond what is expected**

**Identify The Reward System**

**Learn the why behind the what -- why certain people get promoted**

**Observe the behavior or promotable people or those given key assignments**

**Talk to the veterans -- for rules of the road**

**Learn to read invisible ink -- watch remarks, events transpiring, management's behavior**

**Come To Terms With The Fear Of Failure**

**Failure is a part of success . . . Put a horror floor -- what is the worst . . .**

**Get the information -- prepare yourself**

**Talk to your boss about the possible consequences**

**Run your idea by a boss or role model**

**Remember it is better to try and fail than never try**

**Come To Terms With The Fear Of Rejection**

**This is a part of success**

**Rejection is a predictable result of an active person climbing**

**Don't take it personally -- your values, attitudes and beliefs have not been rejected**

**It is cheap tuition -- helps you to understand what is lacking in your background/training.**

**Keep it in perspective -- remember your other successes**

**Get Feedback**

**Don't get it, ask for it**

**Get 360 degree feedback**

**Make changes where needed**

**Take A Wholistic Approach**

**Think lateral and vertical**

**Walk in someone else's shoes -- job share**

**Attend training that focuses on lateral issues -- across dept. lines**

**Volunteer to work on committees from other departments**

**Get wired -- asked to be put on their communications look**

**Meet new people -- initiate brown bag lunches, etc.**

**Commit To Life Long Learning**

**Teach yourself -- books, tapes**

**Let others teach you -- lecture, seminars, etc.**

**Take in-house seminars, training and college courses**

**Learn to log on -- web, libraries, etc.**

**Find Role Models**

**Who are the best -- h**ave more than one

**Look for ways to get around them**

**What can you offer**

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