

# ATTITUDE — SUCCESS HABITS

Who are the most successful workers? These are workers who always get promotions, raises, and special opportunities at work. What do these workers do that creates on-the-job success over and over again? Successful workers may come from families that taught **success habits**, or successful workers may have natural ability to learn **success habits** on their own.

The good news is: a) **Success habits** are not a secret. b) Every person who wants to learn **success habits** can learn. **Here is how you can learn success habits:**



## CONTROL YOUR ATTITUDE

Emotions can spread from person to person. For example, if you report to work in a down mood, your down mood may cause coworkers to feel down and cause work output (amount of work done) to go down. If you report to work with a smile and greet (“Hello”), your positive attitude will cause coworkers to feel good as part of the team, and cause work output to go up. How do you control your attitude?

### TIP #1 -- Keep Mentally and Physically Together

If you think about home problems while at work, your body is at work but your mind is at home. Practice being both physically and mentally at work when at work by thinking just of work — and practice being both physically and mentally at home when at home by not thinking of work.

### TIP #2 -- Practice End-of-Work Deep Think

Before you leave work, take time to think of 3 things that went well at work today, or things you like about your job. Even if the day was tough with problems, End-of-Work Deep Think will train your brain in: a) Habit of seeing the good, b) Habit of happiness; c) Habit of seeing opportunity.



Do not cheat by thinking of 2 things only because 3 things will best train your brain in habits of good, happiness, and opportunity.

### TIP #3 -- Do Not Dwell

Do not dwell — that is think of what is wrong over and over again. When you think of a bad event, you are re-creating negative stress chemicals (that you felt during the bad event) in your body again. Then your

body and brain feel tired and depressed from the over and over again stress.

If you find yourself going over a bad event again and again:

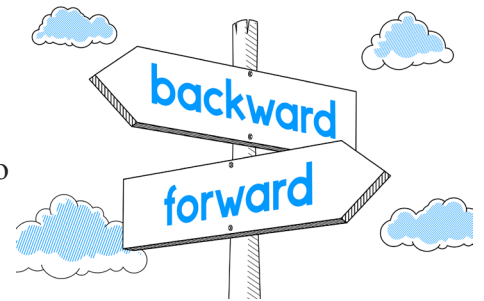
- 1) Allow yourself 10 minutes to replay the event in your brain.
- 2) Think of what good you can learn from the event.
- 3) Then close the flashback movie in your brain and quickly move on to positive and peaceful and fun thoughts.



**TIP #4 -- Pay It Forward**

Pay It Forward Rule: Do at least one good deed each work shift. When you do something nice for another person, it will make you feel happy. In addition, Wall Street Journal study found that happy workers help their coworkers 33% more than unhappy workers. When you do a simple task to help a coworker:

- You feel good.
- The coworker is thankful and happy.
- The coworker will remember to help you in the future.
- The supervisor will notice that you are a Pay It Forward worker who can be counted on to lend a helping hand to workers.

**TIP #5 -- Give Your Full Attention**

To listen to others is one of the most important things you can do to increase your influence (importance) and likability at work. Employers want listening skills in workers because knowing how to listen is required for teamwork and leadership skills. Teamwork and leadership skills lead to raises and promotions.



But, listening is a lost skill today because of electronic gadgets such as smart phones. Today, people may text and look at Facebook rather than listen when someone is talking. To give people your FULL attention shows that you care about the person's thoughts and opinions. Give people your full attention to prove you have a positive attitude about them! Notice how dogs are loved because dogs give owners attention and use listening skills.

**QUICK CHECK:**

- Successful workers may come from what type of family?
  - Successful workers may have what natural ability?
- What is the good news? (2 things)
- Can emotions spread from person to person?
  - What 2 things may be caused if you report to work in a down mood?
  - What 2 things are caused if you report to work with a smile and greet?
- What happens when you think about home problems at work?
  - What should you practice at work when at work?
  - What should you practice at home when at home?
- End-of-Work Deep Think:
  - What do you do before leaving work?
  - In what 3 habits will End-of-Work Deep Think train you brain?
  - Why should you not cheat by thinking of only two things?
- What does it mean to "dwell"?
- When you think of a bad event, what are you re-creating?
  - Why does your body and brain feel tired and depressed?
- List 3 things you need to do if you find yourself going a bad event over and over again.
- What is the Pay It Forward rule?
- What does it make you feel when you do something nice for another person?
  - List 4 things that happen when you help a coworker.
- How do you increase your importance and likability at work?
  - Why do employers want listening skills in workers?
- To what do teamwork and leadership skills lead?
- Why is listening a lost skill today?
  - Today, what 2 things may people do rather than listen when someone is talking?
  - What does giving your full attention show?
  - What does it prove when you give people your full attention?
  - Why are dogs loved?
- Which Habit For Success tip is your favorite?
  - Give a reason for your answer.