

HABITS FOR SUCCESS - ATTITUDE

Who are the most successful workers on a job? These are workers who always get promotions, raises, and special opportunities at work. What do these workers know and do that creates on-the-job success over and over again? Successful workers may come from families that taught them success habits since childhood, or successful workers may have the 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. This first lesson about Habits For Success uncovers things to learn about attitudes.



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, you are physically at work and mentally at home. Practice being both physically and mentally at work when at work; and being both physically and mentally at home when at home.



TIP #2 -- Practice End-of-Work Reflection (think) Ritual (habit).

Before you leave work, take time to think of three things that went well at work today or for which you are grateful about work. Even if the day was tough and had problems, End-of-Work Reflection Ritual will steer your brain towards: a) Habits of positive emotions, and b) Habits seeing opportunities. Don't cheat by thinking of two things only because three things will better train your brain to see opportunity in bad situations.



TIP #3 -- Do Not Dwell.

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

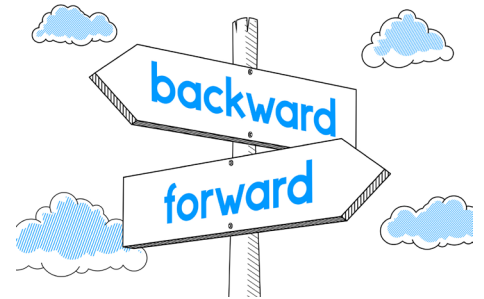


stress. If you find yourself going over a bad event again and again:

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

TIP #4 -- Pay It Forward.

This is the Pay It Forward principal: Do at least one good deed each work shift. Studies show that when you do something nice for someone, it will make you feel happy. In addition, the 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: a) You feel good. b) The coworker is thankful and happy. c) The coworker will remember to help you in the future. d) 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.**

Listening to others is one of the most important things you can do to increase your influence (importance) and likability at work. Employers seek listening skills in workers because knowing how to listen is required for leadership skills. Leadership skills lead to raises and promotions. But, listening is a lost skill today because of electronic gadgets such as smart phones. Today, listeners may be multi-tasking by listening and texting and looking at FaceBook and answering calls at the same time. Giving people your FULL attention shows that you care about the person's thoughts and opinions — and listening skills are a powerful witness to your leadership skills. Give people your full attention to prove you have a positive attitude about them! And, notice how dogs are loved because they give their owner full attention and use listening skills.

QUICK CHECK:

1. a) Successful workers may come from what type of family? b) Successful workers may have what natural ability?
2. What is the good news? (2 things)
3. a) Can emotions spread from person to person? b) What 2 things may be caused if you report to work in a down mood? c) What 2 things are caused if you report to work with a smile and greet?
4. a) What happens when you think about home problems at work? b) What should you practice at work when at work? c) What should you practice at home when at home?
5. a) Define "reflection." b) Define "ritual."
6. a) For End-of-Work Reflection Ritual, what do you do before leaving work? b) Towards what 2 habits does End-of-Work Reflection Ritual steer your brain? c) Why should you not cheat by thinking of only two things?
7. What does it mean to "dwell."
8. a) When you think of a bad event, what are you re-creating? b) Why does your body and brain feel tired and depressed?
9. List 3 things you need to do if you find yourself going a bad event over and over again.
10. What is the Pay It Forward principal?
11. a) What does it make you feel when you do something nice for someone? b) List 4 good things that happen when you help a coworker.
12. a) How do you increase your importance and likability at work? b) Why do employers seek listening skills in workers?
13. To what do leadership skills lead?
14. a) Why is listening a lost skill today? b) What 3 things may listeners do instead of listening? c) What does giving your full attention show? d) Listening skills are a powerful witness of what? e) Why are dogs loved?
15. a) Which Habit For Success tip is your favorite? b) Give a reason for your answer.