

## Attitude Checklist

A positive and solution-oriented attitude is a key performance trait peers, managers and customers value. On the flip side, a consistent negative attitude is a quality which can be toxic to those around you and potentially result in termination if it's excessive. We wanted to share our top tactics for assessing and altering your attitude, which is a huge factor in your success! Here are our top suggestions for staying positive:

**1. Continuous reflection on what you appreciate.**

Positive psychology studies stress the importance of reflecting on what you like about your job. As part of your morning routine, such as your commute to work or during breakfast, reflect on what you appreciate or what you're excited about that day. Keep a journal and write down 3+ things for 21 days, and see what impact that makes.

**2. Build strong and rewarding relationships.**

One of the best parts of our job, which very much influences job satisfaction and attitude, are the relationships we have with our peers. The strength of your relationships is vital to your satisfaction and therefore attitude, so invest time and energy into making a "social investment" at work to get to know your peers if you're not already!

**3. Find the "silver lining."**

As we look back at even the most difficult and trying situations we've been in throughout our professional careers, we can identify at least one "silver lining" or "lesson learned." Anytime you encounter a tough scenario, or you make a mistake, ask yourself "what is the silver lining? What could I learn here to ensure I don't find myself in this situation, or make this mistake, again?"

**4. Hold yourself accountable.**

One of our favorite books on this topic, *The Happiness Advantage*, discusses how teams do their best work with a ratio of 6:1 positivity:negativity. Use this ratio, or the 80:20 rule, as a personal goal, and strive to achieve internal commentary/reflection and external communication that's at least 80%+ positive! This can be a challenge, but awareness is crucial and there are little things you can do to keep yourself on track.

**5. Spread appreciation and gratitude.**

What's one of the quickest and easiest ways to get out of a slump? Send a genuine "thank you!" Many of the most positive and happy people we know are continuously saying thanks, sharing appreciation, etc. Some people start off their Monday morning by identifying someone who did something great the week before, and acknowledging it!

**6. Start conversations off in a positive manner.**

You can influence the attitude and path of every conversation with your first words, as people tend to match the tones and vibes of each other. Per *The Energy Bus*, the first two minutes of a conversation can positively or negatively influence the mood and energy of others involved. So even if you are in a bad mood, attempt to "fake it until you make it" and begin the conversation with a smile and positive comments!

**7. Set and celebrate milestones.**

How good are you with recognizing and celebrating your individual, team and group successes? Celebrations when you hit milestones are great motivators, team builders, energizers, etc. Therefore, celebrate major milestones!

**8. Understand how your work contributes.**

Understanding the "purpose" behind how your work contributes to a variety of things, including attitude. When you feel yourself getting negative, reflect back on the "big picture" that your work is impacting. Ask yourself "how have my efforts impacted others? The organization? Who have I helped with my work? Why does this work matter?"

**9. Make an effort to add more of what you're good at to your responsibilities matrix.**

Simply exercising a "signature skill" can be energizing and impact your attitude and satisfaction! Do you have tasks you could ask your boss to do that you enjoy? Ask for them! For example, if you love sharing knowledge and helping develop those around you, offer to be a mentor for the next person who starts or lead a training brown bag lunch!

**10. Quick visual of your progress/achievements.**

Too often, we're so focused on what we need to do that we forget all the wonderful things we've done! Think about having an Accomplishments / Completion Board. That board can highlight everything you've done at the company which you're proud of, who it impacted, scope/extent of the impact, etc.

**11. Communicate needs that could influence your performance and attitude.**

One of our top performance suggestions was around the concept of open communication, but in the sense of explaining the "success criteria" you need from others in order to be the most effective with your job! If you have specific ideas your boss could support that would contribute to your attitude and professional well-being, such as additional training on a technology, communicate it to your boss.

**12. Take breaks and get enough sleep.** Too often, our attitudes and energy are impacted because we simply don't give our bodies what it needs, sleep and relaxation. Are you checking your email at night and on weekends? Rarely taking time to fully decompress? Taking an actual lunch break? Get enough sleep? Evaluate your work habits, and see how often you're really disengaging to take a much needed break. Remember, if you take measures like turning off your work email for a full weekend or vacation (as long as you're not on call!), you'll be more energized, and likely more positive, once you reengage when you're back! Remember that sleep contributes to body and brain growth/repair and memory consolidation, and is one of the primary contributors to quality health and happiness. If you're not getting enough sleep, you're not allowing your body to re-set and re-charge.

**13. Create 'Plans' for yourself.**

As in most aspects of your personal and professional life, improvements will happen if you engage in planning efforts. Therefore, if you notice that your attitude could use an adjustment, put together a 'Revitalization Plan' for yourself. However you want to do it, think about the things that 1.) Energize you/put you in a better mood and 2.) Relax you, and consider formalizing 'Plans' that you can execute on when needed! Here's an example 'Revitalization Plan': turn phone off and put away, drink a glass of water, eat a piece of fruit, stretch, go on a 1-hour walk or do yoga, and listen to calming music for 30-45 minutes.

**14. Learn more around attitude and finding happiness.**

We have two favorite book recommendations on these topics, [The Happiness Advantage](#) by Shawn Achor and [The Energy Bus](#) by Jon Gordon. Both are amazing reads, and provide much more advice on this topic! Also, Shawn Achor paired up with Oprah to do a 2-part training series to a happier life (Part 1) and to inspire happiness around you (Part 2).

**Want more attitude insights? Watch our 45-minute 'The Power of a Positive Attitude' workshop.**