

THINK POSITIVE

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TIPS TO MAINTAIN A POSITIVE ATTITUDE AT WORK



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There are several benefits to maintaining a positive mindset in any work environment. A positive thought process helps to reduce stress, boost productivity, improve problem solving skills, etc.

Here are some ideas to help create and maintain a positive mindset that can help you overcome occasional low points in your workday/week.



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PRACTICE GRATITUDE

Make a habit of saying thank you to someone everyday. Acknowledge your efforts and the good things around you. Find something and someone to celebrate daily.

Focus on:

- ✓ What is right vs what is wrong?
- ✓ What you have vs what you don't?
- ✓ What is left vs. what was lost?



Studies have shown that you can increase your long-term wellbeing by more than 10% by keeping a gratitude journal.

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MAINTAIN BALANCE

Happy and healthy relationships outside of work is vital to your mental health. It is crucial that you create and maintain a balance between your professional and personal life. Proper management of the time spent between work and home is the key to creating such balance.

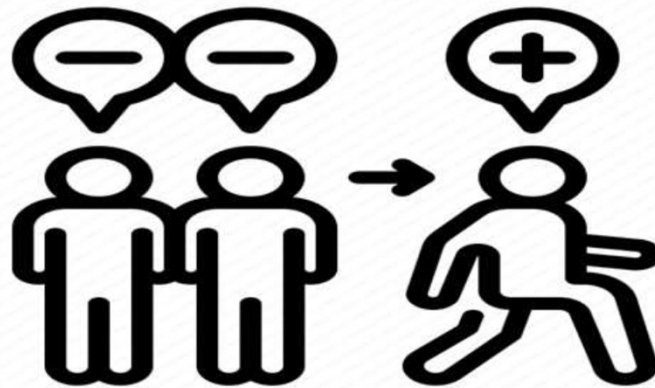
Quality time must be spent with family, hobbies or pursuing pleasant and relaxing personal interests.



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AVOID NEGATIVE PEOPLE

Attitudes and mind sets are contagious. You are who you hang around. Be careful not to spend too much time with disgruntled, gossipy and overall pessimistic people. This may require setting limits, creating boundaries and/or limiting social media use.



Negative energy is draining because it is heavy enough to drag you down.

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PERSONALIZE YOUR WORK AREA

Always keep an item that triggers a pleasant thought visible while at work. Surround yourself with images that remind you to be happy and positive. This increases productivity, creativity and overall job satisfaction. Something as simple as a small picture frame at your workstation with a pet or loved one can help to maintain a positive mindset while at work.



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SET REALISTIC GOALS

A series of accomplishments can boost morale and contribute to a positive outlook. Give yourself small consistent wins by setting realistic goals. While you wait to eat the elephant, celebrate the 1st bite. While you wait to climb the mountain, celebrate the 1st step. This practice allows for the building of self confidence and the feeling of self satisfaction.



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FIND THE POSITIVE/ASSUME THE BEST

There are two sides to every coin, you choose the side you focus on. Choosing to find and focus on something positive during a negative situation can be difficult. However, having the ability to make such choice have proven to lower depression, improve one's coping skills and overall health. This concept reduces stress and tension between coworkers when practiced in the workplace.

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MAKE YOUR COWORKERS YOUR FRIENDS.

How many times have you heard “I am here to do a job, not to be your friend?” or, have you made such statement? You may be surprised how much you have in common with some of your coworkers. Treating someone with compassion, common courtesy and kindness in the work environment may lead to the discovery of similar interests outside of work. One of the most rewarding aspects of your work beyond your paycheck can be the friendships and relationships that are forged from simply working together.

Working with your friend makes the day shorter!

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Having a positive attitude in the workplace isn't about ignoring the bad and hiding what you really think behind a smile. Instead, it's about choosing to focus on the good.
(BambooHR.com)





THANK YOU



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