



# *Essential Tips*

courtesy of Co-Op Education Centre & Job Placement Centre

*Cultivating a Positive Work Attitude*

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# CEC-JPC Essential Tips: Cultivating a Positive Work Attitude



**Have you ever felt fascinated by confident, optimistic people who always smile and are always in good spirits? These are the people who possess a positive working attitude.**



# A Positive Working Attitude is Essential

*“A positive work attitude is the key to success.”*

- **The ability to learn from negative circumstances and turn it into new opportunities:**
  - Optimism will let you view bad situations through a positive perspective.
- **The ability to cope with stress and difficulties at work**
  - This will highlight your problem-solving capabilities.
- **Higher job opportunities**
  - It shows your enthusiasm and willingness to learn to your potential employers.
- **A good motivation for yourself and others**
  - A study by the Centre for Epidemiological Studies found that “happiness is contagious” and people in a good mood can increase the happiness of others.



# #1: Identify the Counter-Productive Attitude

- Be mindful of your counter-productive attitude and always be ready to take steps to overcome this.
- Determine the underlying causes of your counter-productive attitude.
  - If it is due to tiredness, review your sleeping schedule or take power naps during breaks.
  - If it is due to lack of challenges at work, talk to your superior on the possibility of broadening your area of responsibility.

*“Be mindful of your counter-productive attitude.”*



## #2: Take Responsibility

- **“Negative people see obstacles while positive people look for changes.”**
  - Take charge and turn unfavourable situations into good ones.
  - Take the initiative to work closely with good colleagues who possess positive mindsets. By doing this, you will instinctively adopt their attitude.

*“Take control  
and make  
changes.”*





## #3: Have a Positive Mind Set

- A practice of thinking positively will help you keep a positive mental attitude at work.
  - Do your best to set the negative feeling aside.
  - Try to have a positive response to every situation you face:
    - Look for the good in other people.
    - Avoid being sarcastic or saying something that will deplete others' energy.
  - Always focus on the positive things that you can accomplish
    - Focus on the good in every challenge.

“Cultivate an optimistic mind, use your imagination, always consider alternatives, and dare to believe that you can make possible what others think is impossible.” ~Rodolfo Costa



## #4: Set Realistic Goals

*“Setting goals is the first step in turning the invisible into the visible.”  
~Tony Robbins*

- Know your strengths and weaknesses.
- Accomplish tasks that are more parallel with your strengths and goals.
- Remember that most things are possible to achieve if you put in more effort.



*Tune in next week for more*

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