

How to Adjust Your Workplace Attitude

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Your attitude toward your work and colleagues has a lasting impact on your performance and motivation, as well as how other people perceive you. If you're having issues with productivity, conflicts with coworkers or are feeling dissatisfied with your career, changing your attitude towards your work could help. Altering thoughts and behaviors can be difficult, as it requires conscious effort and willpower at first. However, it could make all the difference to your experience at work and help other people experience you in a different way, too.

Difficulty: Moderate

Instructions

1. **Watch your colleagues.** Every workplace has employees who are more popular than others are, and while this is frequently linked to skill, often this popularity is due to their attitude. You can learn from colleagues who take an upbeat and proactive approach to work by watching them, noting their body language, identifying positive behaviors, and trying to imitate these. Their positive behaviors could range from maintaining eye contact during conversations to always handing in work before the deadline. Try introducing one behavior at a time and see if it makes a difference to your attitude.
2. **Talk to yourself.** While it might not be appropriate to do this out loud, developing a positive inner voice to keep your workplace attitude in check can help you stay constructive through tough times. If you are using positive self-talk to overcome negative ideas or attitudes, your communication with others will also be more positive.
3. **Take responsibility.** While it's important to have boundaries at work and let everyone do his fair share, you will make a more positive impression if you shun the "it's not my job" attitude and go the extra mile to support colleagues and clients. This doesn't mean you should start working weekends or letting coworkers delegate their tasks to you, it's about keeping an eye open for opportunities where you can reasonably help someone with a task.
4. **Offer solutions.** If you are having problems with a particular project or client, it's a good idea to talk to your boss. However, both you and your boss will feel much more positive about the situation if you go with the problem and offer a solution at the same time. Don't just wait for your boss to do all the problem solving, use your own skills to come up with suggestions.

5. **Watch out for conclusions and assumptions.** Negative thoughts can arise from false conclusions, so it's important to catch these and question them to change your workplace attitude. If you are having a conflict with a colleague, try to see the conflict from their point of view and empathize with their situation. You are working with everyone in the company, not against them. Short remarks, snappy comments and harsh words might hurt and shouldn't be ignored. However, don't take it personally.

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