

## 15 Ways To Develop and Maintain a Positive Attitude at Work

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### Ways to develop and maintain a positive attitude at work

Having a positive attitude at work often takes practice, regardless of the industry or company. Here are 15 ways you can start adopting and maintaining a more positive attitude in the workplace:

#### 1. Adjust your vocabulary

Using positive language rather than negative can help you improve your overall attitude while at work. Consider replacing negative words with positive words in conversations. For example, when discussing a team member's performance, let them know what they're already doing right and provide them with advice to help them improve their performance instead of telling them what they're doing incorrectly.

#### 2. Consider how others feel

Try to practice empathy while at work by considering the feelings of others. In meetings, let your colleagues know that you care about their ideas. Practice active listening whenever possible by only speaking when others already have and by asking questions for clarification when necessary.

#### 3. Find solutions

Rather than making complaints, consider potential solutions to the issue. For example, if you have a team member who you feel doesn't contribute to the team as much as the others, consider assigning them new tasks or a new role on the team. You could also meet with them to help them improve their performance. Whenever possible, try to develop solutions and make an effort to become more conscious of when and why you complain. Doing so can help you find more positive ways to address issues while at work.

#### 4. Smile more often

Smiling more often may improve your mood. It can also help customers and colleagues feel more comfortable interacting with you and change their negative attitudes into positive ones. Make an effort to smile several times throughout your workday and practice employing humor to improve the moods of others when appropriate.

#### 5. Show your appreciation

Try doing nice things for others in your office without expecting anything in return. Selfless acts of kindness most often result in appreciation from your colleagues, which can make you both feel good and more positive. In addition, let your colleagues know you care about their lives. For example, if you have a colleague you know is about to get married or celebrate a birthday, provide them with a card and a small gift.

## **6. Interact with positive people**

Make an effort to increase your interactions with positive people, as this can help you develop a more positive mindset. Try to engage with people who enjoy their job and have new and interesting ideas to share with you rather than colleagues who gossip about others or complain frequently. While it's not always possible to decide who to interact with at work, try to encourage your colleagues to discuss topics that don't relate to work during breaks and ensure that discussions remain constructive while working.

## **7. Practice gratitude**

Be mindful of all the things you're thankful for and when your workday is over, think about the best parts of the day. Focusing on the good in both your work and personal spheres can make you react more patiently and positively to stressful situations. It can be helpful to write down a list of the things you're most thankful for on a daily or weekly basis, along with a few of the things that made you feel happy during the day or week, such as your supervisor complementing your work or a task that was especially meaningful to you.

## **8. Reward yourself**

Developing rewards for yourself can help you improve your attitude while at work and become more productive. For example, you could promise yourself lunch at a nearby restaurant on Friday rather than bringing in your own lunch if you accomplish a certain number of tasks throughout the week. Consider a slightly bigger reward for achieving a monthly goal, such as a day off to do something you love.

## **9. Develop goals**

Developing both professional and personal goals for yourself can allow you to work toward achieving something important to you and overcome setbacks more quickly, allowing you to reduce negative feelings more easily. Consider writing down a few daily, weekly and monthly goals and list your long-term goals. On days when you're not feeling as productive, you can review the goals you listed to improve your mood and determination.

## **10. Get enough rest**

You're more likely to be in a good mood and think logically if you get enough sleep each night. Being well-rested allows you to better focus on your work without feeling tired or becoming distracted. Most working professionals need between seven and nine hours of sleep each night. Develop a nightly routine to help you fall asleep more quickly and try to avoid watching television or spending time on the computer right before you go to bed.

## **11. Take breaks**

Taking breaks during the day can help you reduce potential stress and negativity while improving your mindset. Go for a short walk or do some light stretches when you have time. To ensure you have a little more time at the end of the day, consider completing more time-consuming tasks earlier in the day and leaving smaller or easier ones for after lunch. If you're feeling stressed, it may additionally be beneficial to your mental health to take a day off from work to improve your mental health.

## **12. Keep visual reminders**

Visual reminders to stay positive can help you maintain a better attitude and outlook, even during stressful events at work. Tape small notes on your computer or around your workspace with a positive affirmation to improve your mood. There are also apps that you can download to help you begin your day with a more positive perspective.

## **13. Learn new things**

Take some time each day to learn something new. This can help you become more forward-thinking and develop a more positive attitude since you're increasing your understanding. Learning something new can also help you improve your self-awareness and become more mindful of others. Consider taking an online course, watching a documentary, reading a book or participating in a discussion group.

## **14. Think ahead**

You can often work more productively, avoid stress and improve your attitude by thinking about things before they occur. For example, if you know you have a big project with a deadline that's two months away, you can begin planning for the project early by outlining the various tasks for your team to complete. Then, as it gets closer to the deadline, you can become more prepared to assign those tasks and ensure that each member completes them correctly.

## **15. Engage in self-reflection**

Self-reflection involves thinking about your own feelings and behaviors and the reasons for them. When you begin feeling negative emotions, self-reflection can help you improve your thought processes and react more positively. During busier days at work, consider finding a quiet area and practice breathing deeply. This can help you reduce stress and consider your situation more calmly.