

Developing People
Creating A Competitive
Advantage

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GREETINGS OF THE SEASON AND BEST WISHES FOR THE NEW YEAR

**May all the seasons of your life be filled
with joy and happiness.**

Happy Holidays!

The Importance of Attitudes

Abstracted from Carole Kanchier, PhD. author *Dare to Change Your Job –and Your Life* and *USA Weekend*

As we celebrate the holidays and begin a new year, we often take time to reflect and develop resolutions. Our attitudes matter and determine our success.

Attitude Assessment - Answer yes or no to the following.

- 1. I welcome criticism as a way to grow. Y/N**
- I do what I should rather than what I want. Y/N
- 3. I periodically assess my career and life goals. Y/N**
- I prefer activities I know to those I've never tried. Y/N
- 5. I enjoy a challenge and a sense of achievement. Y/N**
- I am too old to compete with younger job applicants. Y/N
- 7. I expect good things to happen. Y/N**
- I won't consider relocating for an attractive job. Y/N
- 9. I accept responsibility for my successes and failures. Y/N**
- I'll take a job I don't like for money or prestige. Y/N
- 11. My job gives my life meaning and direction. Y/N**
- I look forward to retirement so I can do what I want. Y/N
- 13. I make my own decisions, even swim against the tide. Y/N**
- Career success means having social standing and money. Y/N
- 15. I'll take a lower-level job. Y/N**
- If I'm laid off, I'll take the first offer in the same field. Y/N

Give yourself 1 point for each yes to a red statement and each no to a black statement. The higher your score, the more you possess positive growth oriented attitudes. If you scored less than 7, consider re-evaluating your attitudes.

- **Redefine success.** Career growth is a life-long process. When your job no longer fits your evolving personality, consider a more compatible one. Judge work rewards more by satisfaction than by money or position.
- **Know yourself and what you want.** Explore options that are compatible with your personal characteristics. Modify your goals as you learn more about yourself and the changing environment. (continued)

“Human beings, by changing the inner attitudes of their minds, can change the outer aspects of their lives.” William James (1842-1910)



- **Take control.** Develop the habit of life-long learning. Read professional literature and continuously network.
- **Enhance creativity.** Trust and value your intuition. Practice relaxation daily to slow down and hear inner signals. Keep a journal. Change routines. Try new ways to perform your job. Have fun.
- **Think positively.** View setbacks as learning opportunities. Every time you hear your inner voice criticize, think of a positive response. Begin each day with positive thoughts. Associate with optimistic people.

Think and talk about what you want, not what you don't want. Write down things you like about yourself and post the list where you can see it. Listen to inspirational tapes; read motivational books.

- **Develop resilience.** Balance tentativeness with commitment. Learn to take risks. If you don't try, how will you discover you can do it? Think of a small risk you might take. What's the worst that could happen? Break the goal into small steps.

TREASURE ASSOCIATES

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Holiday Blues ?

Sometimes changes in an employee's performance and behavior at this time of year may be linked to the burden of extra responsibilities and unrealistic expectations for the holiday's. Employers can help, consider:

1. Help to keep the cost of work-related holiday expenses to a minimum. Set low dollar limits on any departmental gift exchanges between co-workers.
2. Survey employees to determine if they would prefer a gift certificate or cash payment in lieu of a holiday party. If you have a party, minimize additional expenses to employees by having the party catered instead of asking employees for food donations. If you give door prizes, choose gift certificates that employees can use for holiday purchases.
3. Think carefully about serving alcoholic beverages; alcohol can intensify "down" feelings and stress.
4. Remind employees to submit and managers to approve requests for holiday time off, as far in advance as possible.
5. Recognize and thank employees who do work during the holiday.
5. Keep emotions at a reasonable level, distribute the company policy on holiday decorations and music well in advance. Be sensitive to employees' preference not to participate in holiday events for religious or person reasons.
6. Make sure all employee understand that holiday events are voluntary and counsel them not to pressure those who do not wish to participate.
7. If you have an employee assistance program, remind managers to bring this resource to the attention of all employees and refer those with a need.