

KEEPING IT POSITIVE

Motivation and morale are two aspects of our work/life that are crucial, yet variable. Some days we have more motivation, and we feel more positive about our work, peers, manager and employer. On other days, clients can be demanding, colleagues can be cranky, managers can be unresponsive—making it tough to stay motivated. Here are strategies to recharge your battery and help you stay positive:

- **Avoid gossip:** Gossip is natural when two or more people work together, yet we all know how destructive it can be. Walk away, change the subject, or assertively explain that it's not good for the team to gossip.
- **Commit random acts of kindness:** Do something nice for others. Bring in a coffee, bagels, or donuts. Deliver printouts on the copier to your colleagues who forgot they had even printed anything.
- **Protect your positivity:** When possible, create a buffer zone between you and the negative voices in the office.
- **Smile:** It takes little effort to smile, and makes a huge impact on you and those around you.
- **Exercise:** Exercise in the morning so you can benefit from the endorphin-enhanced mood all day.
- **Learn something new:** Continue to build yourself and become more interesting by learning something new on a regular basis.
- **Connect with nature:** Get outside, and get connected with your environment and your community.
- **Forgive:** Be forgiving of yourself and others. Being judgmental and constantly comparing and evaluating others puts a strain on relationships.
- **Pause and seek to understand:** Try to understand a situation more fully. There are always two sides/perspectives.
- **Befriend someone new:** Connect with someone at work you don't know well—maybe even someone you don't particularly like!
- **Incorporate play:** Laugh when you can, and see if you can elicit a chuckle from someone else.
- **Find a mentor:** Find someone to help guide, challenge, support and encourage you.
- **Take a day off:** Recharge your batteries by spending time doing the things you like, with the people you like.
- **Find a good listener:** It only takes one! Just one good listener can make us feel sane in a situation that feels out of control.
- **Honor your peers:** Celebrate one another! Mark birthdays, accomplishments, anniversaries, etc.
- **Find purpose:** Find the meaning in your work, particularly the work you don't like.
- **Journal:** Put pen to paper and write down the highlights of your day—good, bad, or indifferent.

Employee Assistance Program

1.800.451.1834

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HEALTH