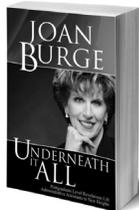


# Power Up Your Attitude!



*(Excerpt from Joan Burge's new book for assistants,  
Underneath It All)*

By *Joan Burge, founder & CEO, Office Dynamics International*

Regardless of our individual circumstances, we all have one thing in common – we choose our attitude. That is great news because it means we can change it any time. If we feel the urge to get upset at someone, we can say to ourselves, “That’s not going to help the situation any. I am going to stop, think, and then speak.”

Our attitudes are delicate and fragile. If we do not take care of them, we are sure to feel the effects--everything from the quality of our work decreasing to fading relationships. Did you know that a person’s attitude also affects their health and even longevity?

“Stress can ravage the body, unless the mind says no. A positive outlook can reduce the impact of stress on health.”  
(USA Today)

“Take this to heart: Happy people live longer than dour fuddy-duddies.” (USA Today)

“Optimists keep smiling. A study published by Mayo Clinic found that people who have optimistic outlooks live longer and healthier lives than their pessimistic counterparts.”(-mayohealth.org)

“The power of positive thinking. Decades of research by Gallup has suggested that increasing positive emotions can expand a person’s lifespan by as much as 10 years.” (Real Simple)

The challenge people face with attitude is they read books, listen to CDs, and motivational speakers on the subject but have a difficult time truly implementing it. That is because motivation is an inside job. It isn’t something that happens to us; we have to create it. So what can you do?

## Combat negativity

Listen to what you’re saying to yourself. Instead of saying, “Nothing seems to be going right today,” mentally rephrase it to; “Wow, I’m really being challenged today to think creatively.” You are in control of your own thinking. You can change that old record and stop feeling like a victim. You can get support from family and friends, but you ultimately have to take responsibility for your own attitude. Your sister may tell you that you look happy in the company photograph but if you tell yourself ... “happy” helps her avoid telling me that I gained weight! -- you sabotage a compliment. Don’t.

## Set goals and make a specific plan for your career

When you measure progress you feel in-control. If your company offers continuing education opportunities, for example, when you complete two out of four successfully; “notify” yourself that you’re half way through the program. The proverbial glass is half-full and not half-empty. Most importantly, this is a solid achievement – one that is easily measured so you can hardly argue the point.

## Don't belittle your job or employer.

Work provides you with a purpose, challenges you, puts food on your table, enables growth, and stimulates your thinking. Look at work as a gift. Be happy you have a job. It may not be ideal, but let's be realistic, no job is ideal. If you aren't feeling energy from your work, maybe it's because you aren't putting creative, positive energy into.

## Develop a strong and diverse support system at work

It's fun and comfortable to be with people who are just like us. However, it is equally important to develop strong relationships with people who aren't just like you, especially in an era when teamwork is critical to the success of a company. Push yourself out of your comfort zone. Start meeting people who are unique both in position and personality. Develop cross-functional relationships.

## Make the Right Choice

Life will always throw challenges at you. There will always be a "Nancy Negative" or "Don Dragon" trying to upset your attitude. You can make the decision every morning that you will face whatever comes your way with poise and tact.

And there's more. . .

- Take control of your life and your actions.
- Make time for introspection.
- Develop a high tolerance for change.
- Focus on today and do the best you can in each moment.
- When you can't control the external climate, control the internal climate.
- De-clutter your life. Maybe there is too much going on.

I want to share with you my favorite quote. It says it all! You may want to post this as your desk.

### Attitude

by Charles Swindoll

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than success, than what other people think or say or do.

It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home. The

remarkable thing is we have a choice every day regarding the attitude we will embrace for that day.

We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude.

I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you – we are in charge of our attitudes."

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About the Author

Joan Burge is known as the red-lipstick-wearing "Rock Star" of administrative and executive assistant training and a successful entrepreneur who created a unique niche in 1990 by founding a training company that would uniquely provide sophisticated, robust educational programs and information to administrative professionals. Joan is an accomplished author (8 books), professional speaker, consultant and corporate trainer.

She is the creator of: Annual Conference for Administrative Excellence™; World Class Assistant™ Certification course; Star Achievement Series® Certification and Designation course; 30+ customized workshops, 200+ educational videos, 150+ articles and nearly 1,000 blog posts for executive and administrative assistants.

Her company, Office Dynamics International, is a global industry leader which offers a broad range of solutions and provides high-performance, sophisticated executive and administrative assistant training and coaching.