

Attitude and Respect

Confidence Boosters

1. As you look in the mirror each morning, and as you walk through the office door, say to yourself, "I am somebody special! I make a vital contribution to this organization."
2. Set a goal to take a risk every day of every week.

Do something you have never done or said you would never try again.

Initiate a conversation with a stranger.
Eat dinner alone.
Do some public speaking.

3. Keep a journal of successes and risks which brought rewards.

Dig into your past and add to your journal any childhood or teenage successes you can recall.

4. Conquer unrealistic fears by learning the art of relaxation.

Relax, really relax, for ten minutes every day. Learn deep breathing. When confronted with a terrifying situation, take six deep breaths. You simply cannot feel fear and tranquility at the same time. Choose the latter.

5. Develop enthusiasm for your job. The most promotable people find something exciting about their work. Try to discover how your work really fits into the organization. If you fail in this endeavor--if you can't find one thing rewarding about the job--reevaluate your career goals.

6. Smile. Walk with your head high and your shoulders square. Look people in the eye. Shake hands and introduce yourself. Put some bounce in your stride. Put some authority in your voice. Always look your best. Your appearance influences the way you feel. Look great--feel great.

7. List positive statements about yourself, or record your short--and long-term goals and objectives on a card.

Always carry it. Read it often. Have a similar card in your desk to read during tense times.

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8. Volunteer to help somebody who cannot return the favor.
Get in the habit of giving just because it feels good.
9. Read biographies of successful people.
10. Attend self-development workshops.
11. Talk to yourself as kindly as you would talk to your best friend.
Would you call your best friend ugly, incompetent, fat, or stupid? Then don't label yourself that way either. This is a twist on the golden rule: Do unto yourself as you would do unto your friends.
12. Surround yourself with positive people.
People who care about themselves will find it pleasurable to be good to you.
13. Say good-bye to a "victim's" mentality.
Quit focusing on how others have mistreated you. Do something nice for yourself instead.
14. When faced with failure, say to yourself. "This situation didn't work out the way I would have liked." When you succeed, say to yourself, "I am pleased with these results. Good job!"
15. Give yourself power by deciding what you can do in problem situations.
Blaming and criticizing only reinforces your weakness. Build strength through constructive action.

Soft Skills @ Work

