Employability Skills

Personal Characteristics

Demonstrating A Good Attitude

Top 10 Tips for Demonstrating a Good Attitude

1. Analyze yourself
2. Know how to show a good attitude
3. Avoid judging others negatively
4. Analyze how others see you
5. Look for "half-full" glasses
6. Show up and do your job
7. Keep your personal problems to yourself
8. Build your self-esteem
9. Eliminate objectionable behaviors
10. Start low and aim high

- Assessment
- Activity

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Tip 1 Analyze yourself

Your attitude is formed from your personality and from events that occur in your life. Before you can decide whether anything needs changing about your attitude, you need to analyze your motives, thoughts, and actions.

It takes courage to examine yourself. If you are honest, you should be able to identify at least five of your character strengths and five areas that need improving.

Here are some starter questions to ask yourself:

- What is my best character trait?
- What is my weakest character trait?
- What attitude changes would make me feel better about myself?

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Tip 2 Know how to show a good attitude

You may think you have a good attitude, but others may disagree. Because most people are "nice," they may not tell you what they really think of your attitude.

Use the checklist below to determine whether you exhibit a good attitude:

- Say "good morning" to coworkers when you arrive at work and be pleasant the rest of the day, even if you don't feel like it.
- Be positive. Talk about what's right more than about what's wrong.
- Keep your mind on your job while working. Don't try to do personal activities that steal time from the company.
- Pitch in to help when needed, without being asked.

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Tip 3 Avoid judging others negatively

When you look at others, do you see mostly defects or mostly assets? Do you see strengths that you admire, or do you focus on annoying, irritating or negative traits? If people tend to stay away from you, the reason may be your attitude.

Here are some fair and non-judgmental ways to analyze others' traits and behaviors:

- Be objective when you observe people.
- Look for each person's best traits.
- Place less emphasis on the negatives.
- Select someone with an especially good attitude as a good role model.

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Tip 4 Analyze how others see you

If you could look at yourself objectively at work, what would you think about the person called "You"?

What would coworkers think? Would they see you as a businesslike person? Would they overhear you being positive, or complaining? Would they think you set a good example?

Ask yourself these questions:

- "Am I well-liked? If not, how should I change?"
- "Am I too judgmental?"
- "What are the things I like in others? Do I have these traits?"
- "Do I feel good about who I am?"

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Personal Characteristics

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Tip 5 Look for the "half-full" glass

Are you an optimist or a pessimist? Do you think about the good first, or the bad? Do you see your glass as half-full or half-empty? Do you believe life happens to you or that you influence what happens?

It's all in the attitude. A person with a good attitude thinks like this:

- "We've worked hard, and we have just a few important tasks left!"
- "When I finish this part of the project, I'm going to celebrate!"
- "This job is difficult, but I'm learning a lot I can use later."
- "I gave up personal time to work late, but my boss will appreciate it."

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Personal Characteristics

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Tip 6 Show up and do your job

Some bosses are so frustrated with worker attitudes. They say, "All I want is someone who shows up for work every day, on time, and does what needs to be done."

These are minimum expectations, so it won't take a great deal of effort for you to look good. Try these ways to show you have a good attitude:

- Offer your ideas.
- Dig into tough jobs.
- Come in early and stay late without expecting credit or complaining.

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Personal Characteristics

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Tip 7 Keep personal problems to yourself

Everyone has personal problems, and many people like to talk about them. Even though your problems may seem severe, don't bring them to work. The focus on "me" is irritating to others.

How to handle personal communication professionally:

- Leave personal problems at home.
- Keep a positive look on your face.
- When someone asks how you are, say "Good," "Okay," or a similar word.
- Don't seek sympathy or pity.
- Locate a counselor when you need to talk to someone.

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Personal Characteristics

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Tip 8 Build your self-esteem

When people act superior, cocky or overly aggressive, it's usually because they have low self-esteem. Of course, they would never admit it! The louder their voice and more intimidating their style, the lower their self-esteem may be.

Some people with low self-esteem, however, may be shy or embarrassed about themselves. In a group, they hang back.

If you have low self-esteem, try these recommendations:

- Think of one good thing about yourself and concentrate on it.
- Don't be afraid of trial and error. Allow yourself to make mistakes.
- Be patient. Confidence comes as you gain experience.

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Personal Characteristics

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Tip 9 Eliminate objectionable behaviors

Some behaviors are truly annoying, and you need to eliminate them. But, first, you have to recognize your bad behaviors.

If you show any of the objectionable behaviors listed below, get rid of them now:

- Sulking about orders you don't like
- Pouting and bad-mouthing others
- Using foul language or saying things with sexual overtones
- Complaining or defying authority
- Thinking that something is too small or unimportant for you to do
- Back-stabbing
- Picking on people

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Personal Characteristics

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Tip 10 Start low and aim high

Most everyone starts at the bottom of the ladder for their first job. Unfortunately, many first-time job seekers have an unrealistically high idea of what they are worth to a company.

Show your company that no job is too low for you — whether it's emptying the trash baskets daily or bringing coffee to coworkers. Then prove to everyone around you how much more capable you are. Also make clear that you're aiming much higher.

Ways to show your potential:

- Tell the bosses that you want to climb the career ladder.
- Be clear that you're willing to work hard.
- Start over, again and again, if needed.
- Do all jobs well, no matter how small or large.

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Personal Characteristics

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1. To understand yourself, you should talk about yourself a lot.

   ☐ True ☐ False

2. The main thing employers want is employees who show up on time and do their job.

   ☐ True ☐ False

3. You should be careful not to judge people.

   ☐ True ☐ False

4. Talk about your personal problems at work so people will know what's going on in your life that affects your work.

   ☐ True ☐ False

5. An optimist sees a “half-full” glass.

   ☐ True ☐ False

6. Some behaviors are so annoying they should be totally eliminated.

   ☐ True ☐ False

7. You should never start in a low-level job.

   ☐ True ☐ False

8. Confidence comes from knowing everything.

   ☐ True ☐ False

9. Arrogance is often a sign of low self-esteem.

   ☐ True ☐ False

10. Some people do not seem to know how to show a good attitude.

    ☐ True ☐ False

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Personal Characteristics

Activity • Demonstrating a Good Attitude

Think of a person you know who has an excellent attitude and a person you know who has a poor attitude.

What about them helped form your opinion? (Don't use any real names in this assignment.)

Characteristics of a person I know who has a good attitude:

Characteristics of a person I know who has a bad attitude:

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