

**Check Your “Attitude” at the Front Door**  
**Adapted from Barbara Pachter’s book**  
**“When The Little Things Count... And They Always Count.”**

- You didn’t get the promotion you wanted.
- Your employer pulls you aside to talk to you about being late when someone else was also late.
- You stayed late last week and no one bothered to thank you for going out of your way.

All these things might happen to you on the job and might lead you to have some negative feelings and thoughts. But you can’t let that negativity stay with you on the job. In order to stop the negative feelings, consider these tips:

1. Don’t discuss negative topics at work. Even if you are attempting to put a positive spin on things, you may still be dwelling on the negative. If you are upset about something, learn from your mistake or the mistake of others, accept it and move on.
2. Disagree agreeably. Watch your tone with others, especially when they have different opinions than you do.
3. Correct other only when necessary. If someone makes a small misstatement, let it go. Don’t be known as the person who has to always be right.
4. Word thing positively. People don’t like being insulted or knocked down in front of others. Remember to put a friendly spin on things.
5. Watch your non-verbal communication. Be aware of frowns, furrowed brows and excessive sighs. How you project yourself in front of others is as important as what you say.