

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM  
ACCESSING CAREERS THROUGH EDUCATION



# Attitude is Everything

What is attitude? Attitude is the general feeling you communicate to others. While no one can actually see your feeling, you give off signals that other people pick up and interpret. What attitude do you think these speakers give off?

*It's not my fault!*

*I can't stand her/him.*

*I'm too tired today.*

*She looks terrible.*

*I'm not going to listen to you.*

*I rather be home.*

Your attitude can also show up in your facial expressions and body language. A smile may mean, "I'm an easy person to work with" while a frown may mean, "I'm angry." Attitude is rated as the most important characteristic in hiring applicants.

## HOW TO AVOID A NEGATIVE ATTITUDE

You can change these and other forms of negative thinking if you try hard enough. The results will amaze you.

- **Avoid negatives.** Negative thoughts have a way of sneaking into your mind. If you use the words "I can't" or "I won't" frequently, you may have negative tendencies.
- **Know that your thoughts start with you.** Say to yourself, "Here I go again. I'm not going to fall into this negative pattern."
- **Break the pattern.** You built your negativity over a long time, so it will take time to break the habit. For example, if you make low grades at the beginning of a course, don't allow yourself to believe you will always make low grades.
- **Resist being a victim.** If you think to yourself, "I'm always getting picked on," then you will feel picked on. Your life doesn't make you feel bad; your thinking does.

## TAKE POSITIVE ATTITUDE TO WORK

You may be able to hold on to a negative attitude in your personal life but you cannot keep a job and grow in a career with a bad attitude. Supervisors won't put up with it.

Several ways to stop negative work attitudes are described below. They may be the difference in your having a well-paying job with status and being held down to an entry-level, low-paying job. Attitude is the most important consideration in hiring!

- Focus on the good aspects of your job
- Help your co-workers
- Reduce unrealistic expectations of yourself and other people
- Think positive and make positive statements
- Expect some rejection (Nobody's perfect)
- Smile and occasionally say something pleasant
- Change negative statements to positive ones