

DISCOVER, DEFINE AND DEVELOP YOUR POTENTIAL

Maintaining A Positive Attitude In The Workplace

If you want to remain or become a positive force in the workplace, you need a strategy. Follow the suggestions below to get yourself on your way:

Ask three people you consider positive forces how they maintain their attitudes.



Survey your use of language, and change it when necessary. This includes inner talk and outer talk. Change your negative words and thoughts into positive ones.

Surround yourself with as many positive people as possible.

Appreciate yourself. Accept yourself for who you are, not who you ought to be.

Don't worry about something that has already happened. If there is a lesson to be learned, learn it and move on.

Accept that you are going to make mistakes.

For one entire day, commit yourself to using all of your energy to be positive.

Realize that how you feel about something is your choice.

Take charge of your life, and give yourself credit when you do.

Adapted from *The 6 Success Strategies for Winning at Life, Love & Business* by Wolf J. Rinke

There will come a time when you believe everything is finished. That will be the beginning.

Louis L'Amour

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Employee Loyalty

To get loyal employees employers must:

- ✓ Select employees carefully so they match the job and the company environment
- ✓ Pay fair market value wages and salaries
- ✓ Provide training in safety and job skills

Often when speaking to organizations or talking with clients, the subject of employee loyalty comes up. The questions asked are usually the same: "How come employees aren't loyal any more?" or "How can I find employees that will be loyal to me?" The questions are the same and so is my response. Employees today are as loyal as they were years ago. Today's employees, like many employers have lost the ability to define and recognize loyalty in the employee-employer relationship.



Employers are looking for employees that will express their loyalty by doing what is expected of them, going the extra mile when really needed, follow the company rules, be reliable and remain a good employee (that is, "don't leave us").

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One Minute Ideas



ONE MINUTE IDEAS

Communication

Remembering these six words – clear, mean, honest, feel, direct and want – can help you communicate better. Be clear by saying exactly what you mean. Be honest by saying what you feel. And be direct by saying what you want.

– Author unknown

Projects at a Glance

Color-code your calendar so you can tell at a glance the status of projects or assignments. **Examples:** Red ink for high-priority items that day; blue for anticipated project deadlines; green for following up on other people's work; black for daily scheduled work.

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Employees on the other hand want a place to work that is reliable, safe, pays fairly, has good co-workers and is free of discrimination.

One would think that it would be pretty easy to match the two. But often it's not. The primary reasons employers are not able to find loyal employees is they don't invest enough time looking for loyal employees, and they don't invest enough effort in creating a work place that employees want to be loyal to.

Employers often fail to recognize that the employee loyalty of the past did not walk in the door with the employee as a part of the recruitment process. It was developed over time, as a part of the employment process. Loyalty, after all is a relationship. It is very similar to love. When we give love we expect love in return – so too with the relationship of loyalty.

The first and most important step in any relationship is finding the right person – a match. That person must be able to do or learn how to do the job, and they must be able to fit into the culture of the company.



Finding the right person for the job means clearly defining the requirements of the job and matching it to a person that has the required skills and work habits. Finding a loyal employee is finding a mate for your work place.

After hiring the right person for the job, the relationship must be nurtured. Clearly define expectations. Pay employees the market value of their skills. Be a fair, consistent employer - not fairly consistent, but consistently fair. Continuously train employees to work safely and efficiently. Teach them that you cannot give them lifetime employment, but their increased skills will provide them lifetime employability should they need to transfer their skills.

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Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish.

– John Quincy Adams

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