

Management Brief

Essential Tips for Personal Growth



Be Positive, in **any** situation...

Research reveals that positive thinking is about much more than just being happy or displaying an upbeat attitude. Positive thoughts can actually create real value in your life and help you build skills that last much longer than a smile.

In other words, negative emotions narrow your mind and focus your thoughts. At that same moment you might have the option to climb a tree, pick up a leaf, or grab a stick - but your brain ignores all of those options because they seem irrelevant when a tiger is standing in front of you. This is a useful instinct if you're trying to save life and limb, but in our modern society we don't have to worry about stumbling across tigers in the wilderness. The problem is that your brain is still programmed to respond to negative emotions in the same way - by shutting off the outside world and limiting the options you see around you.

For example, when you're in a fight with someone, your anger and emotion might consume you to the point where you can't think about anything else. Or, when you are stressed out about everything you have to get done today, you may find it hard to start anything because you're paralyzed by how long your to-do list has become. Or, if you feel bad about not exercising or not eating healthy, all you think about is how little willpower you have, how you're lazy, and how you don't have any motivation.

You may think you lack the resources to affect levels of happiness and success within your workplace, but you have more ability to do so than you might have ever imagined. Research in the area of positive psychology has revealed the inherent power of a positive mind set has far-reaching potential to enhance not only psychological well-being, but the achievement of valued performance outcomes.

As a theory, positive psychology explores what is "right" within our lives-emphasizing the role of positive experience to help us "broaden and build" our psychological power base. Research has shown that building four key psychological resources, hope, self-efficacy, resilience and optimism, can influence how we approach our daily work lives. These resources, which form the construct of psychological capital, can be integral in affecting our behavior. Developing them can help us to effectively meet and master challenge in the workplace.

Traditionally we might believe the external manifestations of career success bring work-life happiness, but in fact, the reverse mechanism may be operating. First enhancing your overall happiness quotient can actually help you to learn, excel and capture success.



Benefits of Positive Attitude

Less stress

To begin with, it's healthier for you and everyone around you. More and more studies are showing that stress can bring about a host of physical and mental problems, from insomnia, fatigue, and loss of concentration to more serious ailments like severe depression, bodily aches and pains, hypertension (high blood pressure), digestive disorders (as severe as ulcers), and even heart attack and stroke. You need to nip it in the bud now to avoid both short-and long-term side effects.

Happy peers

Your stress level will certainly effect those around you, whether you are so scattered that you can't organize your thoughts enough to send a coherent email, or you lash out in anger and frustration at a startled co-worker. Improving your disposition will have a ripple effect that positively influences everyone you come in contact with.

Job security

A bad attitude can get you fired, so take it down a notch, take a deep breath, and take a break before you go off the deep end (and into the abyss). An employee who gets the ball rolling and keeps everyone on track is a much better asset.

Boundaries

Having a positive attitude is not only necessary for your health (and job stability), it is also required to enjoy life. But you will have to take steps to get to your happy place. You may not have the career you dreamed of. Most of us don't end up doing what we want, or even what we plan, but you can't focus on the negative. Keep in mind that you work to make money. Nothing more, nothing less. You are not obligated to do anything other than provide the services for which you were hired, so setting your limits may help you get respect in the workplace.

Empowerment

Don't let the man get you down. There will certainly be times when you'll have to deal with tasks you don't enjoy, ridiculous deadlines and demands, and rude co-workers or managers. An excellent way is to empower yourself by saying no. If you are unable or unwilling to perform a task, simply say no. It's not easy, but it will make you feel pretty good.

Control

You control your life, your path, and your decisions (including, often, how you feel). So don't be afraid to leave your job and look for something better. As for difficulties with others in your office, try to be rational and forthright. A lot of people are willing to meet standards of behavior if you let them know their actions are inappropriate.

In the long run, you are sure to hit some brick walls when it comes to maintaining a positive attitude at your job. But the main thing to remember is that you are the one with the power. **You can decide to live a positive life**, see the good in any situation, and work to resolve conflict in a reasonable and stress-free way. And realizing that you can stay or leave at your will can often make a work situation a lot more bearable. So don't sweat the small stuff. Just keep your chin up, smile as much as you can, and remind yourself that life is only as good as you make it.



Ideas to encourage Positivity

Taking an active role to encourage a more positive workplace can prove to be an investment of time and energy. Keep in mind, it only requires a single person to provide the **"spark"** to start the movement toward change within your environment. Take a moment to take stock of your own psychological resources and those of others around you.

Do you have the strength to meet the challenges that lay before you at work?
Do you feel confident and hopeful?
How about your team?

A few ideas to encourage positivity:

Recognizing others for their contribution to your own success or that of the team is a powerful resource builder. Routinely expressing gratitude can set a powerful and positive tone of deep respect among co-workers. Remember two simple words-**"thank you"**-can have a long-standing effect on work-life happiness.

Utilizing our talents in the workplace is a key confidence builder. Make every attempt to incorporate the areas in which you excel into everyday work life. If you supervise others, help facilitate this process for them as well.

As human beings, we have the tendency to dwell on negative information. Often we find ourselves obsessing about a goal we didn't fulfill or a perceived in a meeting. Build your inner resilience by refocusing your energy on successes when you are faced with disappointment or stress.

Be **"flexible"** when considering a new challenge, be sure to explore numerous potential obstacles and generate alternative pathways to effectively manage them. This exercise builds feelings of hopefulness in the face of an unexpected turn of events-a common occurrence.

Often we focus on not so important, larger goals that may take an extended amount of time to accomplish. Identify and celebrate incremental goals along the way to help bolster energy levels and maintain focus.

Support your team. If you manage others, ensure that you are communicating your confidence in their abilities. Does your team understand that you truly believe in them? Remember, others can detect a subtle tone of negativity. If you have doubts, search for the source of your concern and help your team develop to meet the challenge.

Editor-in-Chief

Zubair Ahmed SEVP/Group Chief
Logistic Support Security & Engineering Group

Editor
Asra Adnan

For suggestions and comments please feel free
to e-mail at
edltombp@hotmail.com
Tel:021-99062326
N.J. 6th floor, Head Office, 11 Chundrigar
Road, Karachi.

Quotes

“I always plucked a thistle and planted a flower where I thought a flower would grow.”

– *Abraham Lincoln*

“People deal too much with the negative, with what is wrong ... Why not try and see positive things, to just touch those things and make them bloom?”

– *Thich Nhat Hanh*

“Some days there won't be a song in your heart. Sing anyway.”

– *Emory Austin*

“The excursion is the same when you go looking for your sorrow as when you go looking for your joy.”

– *Eudora Welty*

“The world is full of cactus, but we don't have to sit on it.”

– *Will Foley*

“There are souls in this world which have the gift of finding joy everywhere and of leaving it behind them when they go.”

– *Frederick Faber*

“There is nothing so easy but that it becomes difficult when you do it reluctantly.”

– *Publius Terentius Afer*

“Turn your face to the sun and the shadows fall behind you.”

– *Maori Proverb*