

POSITIVITY

WORKS

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Counsellors, Career Advisors and Educators

This book helps students, job seekers and workers to enhance their positive beliefs, attitudes and relationships. The activities included can help them:

- explore how positivity works towards finding and keeping work
- evaluate how their attitudes can affect their work experiences and success
- learn how their beliefs could be blocking them from reaching their goals
- see how positivity works for improved communication, resiliency, stress management and self-reliance
- find other useful resources in Alberta

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LOOKING AT YOUR POSITIVES

Change is constant. We all face changes, big and small, in every aspect of our lives. You can make the most of change if you have positive beliefs and attitudes.

Your beliefs, attitudes and skills affect your personal and work life. They can hold you back or put you ahead—it's up to you! Positive beliefs, attitudes and skills will help you succeed in your work, your work search, your learning and your dealings with others.

This book is full of ideas, tips and ways to help you look at your beliefs and attitudes and practise making changes. This book also gives you a chance to practise your positive skills. And when you put your positives to work for you, you'll see that positivity works!

POSITIVE BELIEFS

How beliefs affect you

Beliefs are the opinions or points of view that we develop over time based on what we learn and experience. Our beliefs affect the way we act. For example, Shelley believes that hard work is the key to success, so she puts a lot of energy into her work search. Milos believes in treating people as he likes to be treated, so he's respected among his friends. Darlene believes that the only way to find out is to ask, so she asks a lot of questions in class.

Your beliefs can support you in achieving your goals. They can also hold you back or block your success. A belief may make you doubt yourself or quit.

Here are some examples of blocking beliefs.

Work belief: *Perry believes that management has already decided who's going to get that new job.*

Outcome: *Perry decides not to bother applying for the new job even though he's qualified for it. He's disappointed to learn that someone less qualified got the job he really wanted.*

Work search belief: *Tamara believes there are no jobs out there.*

Outcome: *Tamara puts little or no effort into preparing her resumé and doing a targeted work search. She settles for a minimum-wage job she dislikes.*

Learning belief: *Cal believes he's not very smart.*

Outcome: *Cal tunes out in class, doesn't complete his assignments and sets himself up to fail.*

Dealing with other's belief: *Jina believes that nobody understands her or cares what happens to her.*

Outcome: *Jina keeps her worries to herself. Her friends and family are unaware of her needs and offer her little support.*

How well are your beliefs serving you? Do they block you or help you? You can replace your blocking beliefs with helping beliefs—the kind that help you to achieve your goals.

Are your beliefs serving you well?

Here is a list of beliefs.

Read and decide which ones can help you or block you from reaching your goals. Check the Helps column if that belief can be helpful or check the Blocks column if it can stop you from achieving success.

Example:

<i>Belief</i>		<i>Helps</i>	<i>Blocks</i>
Work:	<i>I'll never get a promotion.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work search:	<i>There are no jobs out there.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Learning:	<i>Learning can be fun.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with others:	<i>People are basically good.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure:	<i>I have no time to relax.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Turn your beliefs that block into beliefs that help. Rewrite your beliefs below. Change the wording from negative to positive. Use the example as a guide.

Example:

Old beliefs that block

New beliefs that help

I'll never get a promotion.

I am good at my job. I will get a promotion if I keep improving my skills and learning more about the company.

Your belief:

Your belief:

Put your helping beliefs to work for you:

- Write them down
- Put them where you'll see them often
- Read them out loud every day



As you put your positive beliefs to work, see how you feel about yourself and your goals.



POSITIVE ATTITUDES

How attitudes affect you

Attitudes are the ways we respond to the world around us. We create attitudes from what we learn and experience. Attitudes affect the way we think, act and feel. Positive ones can make the difference between success and failure.

For example, Paula has a positive attitude towards her customers. She's always willing to help them find what they need, to answer their questions and to make suggestions. Aaron has a less positive attitude. He is not patient with his customers. He doesn't like answering their questions and doesn't like to clean up after them. Who's going to succeed—Aaron or Paula?

Luckily, as we learn and experience new things, we can change our attitudes.

Benefits of being positive

Being positive helps you to:

- succeed at your job
- be chosen for other jobs
- hold on to your job in tough times
- be more satisfied

Being with positive people feels good. You pick up on their energy and their excitement. You feel charged up and ready to take on anything. Being with negative people doesn't feel so good. They can drain energy away from everyone, including themselves.

If you choose to have a positive attitude, you'll have a good effect on those around you, from co-workers and customers to family and friends. Your attitude will work for you, not against you.

Are you positively charged?

Check to see how positive or negative you tend to be. Beside each question, write the number that shows how you'd react most of the time. Go with your first reaction.

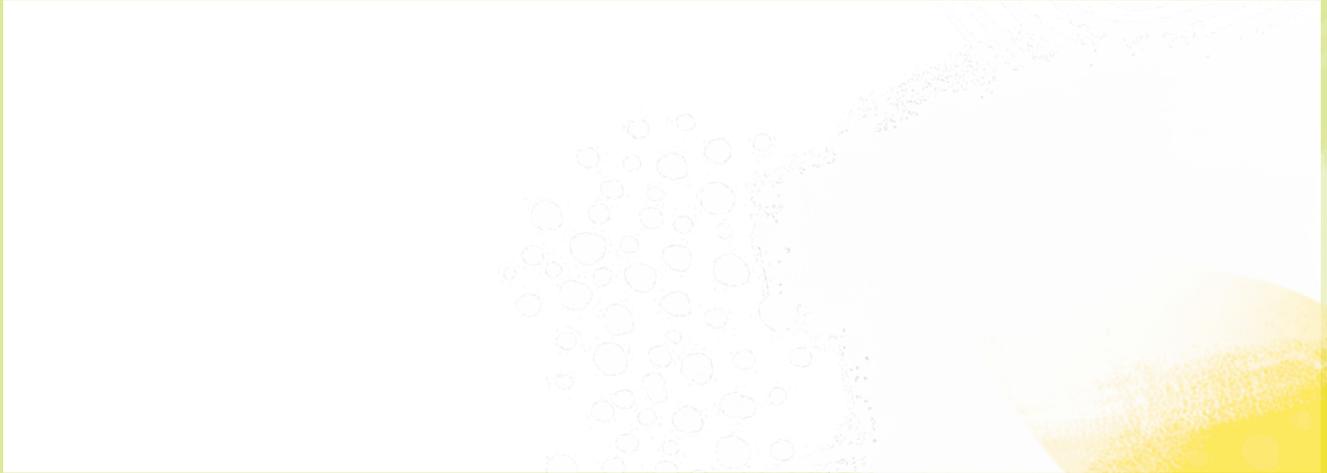
3 – Mostly yes
2 – Sometimes
1 – Mostly no

- | | | | |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 1. Are you friendly? | <input type="checkbox"/> | 20. Can you adapt easily to new and unexpected situations? |
| <input type="checkbox"/> | 2. Do you try not to complain? | <input type="checkbox"/> | 21. Do you tolerate other people's beliefs? |
| <input type="checkbox"/> | 3. Can you be optimistic when others aren't? | <input type="checkbox"/> | 22. Can you stop yourself from sulking when you don't get your way? |
| <input type="checkbox"/> | 4. Do you have a sense of duty and responsibility? | <input type="checkbox"/> | 23. Are you a good listener? |
| <input type="checkbox"/> | 5. Do you control your temper? | <input type="checkbox"/> | 24. Are you the kind of friend you would like others to be? |
| <input type="checkbox"/> | 6. Do you speak well of your employer or your instructor? | <input type="checkbox"/> | 25. Can you disagree without being disagreeable? |
| <input type="checkbox"/> | 7. Do you feel well most of the time? | <input type="checkbox"/> | 26. Are you normally on time? |
| <input type="checkbox"/> | 8. Do you follow directions willingly, asking questions when necessary? | <input type="checkbox"/> | 27. Do you consider yourself to be a courteous driver? |
| <input type="checkbox"/> | 9. Do you keep your promises? | <input type="checkbox"/> | 28. Do you usually speak well of others? |
| <input type="checkbox"/> | 10. Are you organized? | <input type="checkbox"/> | 29. Can you take being criticized without feeling hurt or resentful? |
| <input type="checkbox"/> | 11. Do you admit to your mistakes? | <input type="checkbox"/> | 30. Do you generally look at the bright side of things? |
| <input type="checkbox"/> | 12. Is it easy for you to like most people? | <input type="checkbox"/> | 31. Can you work with someone you dislike? |
| <input type="checkbox"/> | 13. Can you stick to a boring task without being forced to? | <input type="checkbox"/> | 32. Are you pleasant to others even when you aren't pleased about something? |
| <input type="checkbox"/> | 14. Do you know your weaknesses and work to improve them? | <input type="checkbox"/> | 33. Are you enthusiastic about other people's interests? |
| <input type="checkbox"/> | 15. Can you take being teased? | <input type="checkbox"/> | 34. Do you tend to be enthusiastic about whatever you do? |
| <input type="checkbox"/> | 16. Do you try not to feel sorry for yourself? | <input type="checkbox"/> | 35. Are you honest and sincere? |
| <input type="checkbox"/> | 17. Are you courteous? | | |
| <input type="checkbox"/> | 18. Are you neat in your personal appearance and work habits? | | |
| <input type="checkbox"/> | 19. Do you respect other people's opinions? | | |
| <input type="checkbox"/> | | TOTAL | (maximum score 105) |

Total your score and rate yourself:

- 95–105** Your positives are positively terrific
75–94 Your positives are great
45–74 Your positives need some help
Less than 45 Your positives have almost fizzled out; take a close look at your attitude

Did you answer any of the questions with a “1”? If so, choose a few of them to work on:



For each item you listed above:

- Think about how this attitude may be holding you back
- Rewrite it as a positive; if 25 is on your list, for example, rewrite it as, “I can disagree without being disagreeable,” then place this positive statement where you’ll see it often
- Starting today, promise yourself that the next time this situation comes up, you’ll react positively to it—just this once. If 2 is on your list and you have the chance to complain—don’t. Notice how being positive makes you feel. You only need to react positively to each situation on your list once a day. But if it feels good you may want to try it more often. Take the same step tomorrow and the next day.

Nothing’s impossible. It’s what you decide your limits are.

Lori-Ann Muenzer, Olympic gold medalist



POSITIVE SKILLS

Positive Skills in communication, stress management, change resilience and career self-reliance can help you achieve your life goals. This section looks at each of these skills and gives you practice to make them work positively for you.

Communication

Positive communication skills will help you build more positive relationships in your work life and your personal life.

Positive communication:

- is open, honest, direct
- shows that you respect the other person
- values the thoughts, ideas and feelings of the other person
- is a win for everyone

Communication is more than just the words we say. It is also:

- body language, the seeing part of communication. It's your posture, gestures, facial expressions and the way you dress and groom yourself. Body language says a lot about who you are and how you feel.
- voice, the feeling part of communication. Fast or slow, loud or soft, high or low—how your voice sounds often communicates how you feel about yourself and what you're saying.

Tips for positive communication

- Own your messages by using “I” and “my,” as in “I would like to discuss the options” instead of “The options should be discussed”
- Make your messages specific, plan what you want to say before you say it to avoid saying something you might regret later, and be direct; talking around a topic can be confusing
- Ask questions to understand what’s required; repeating it back helps to confirm that you understand what was said
- Be patient when listening; give a speaker your full attention and allow the person who’s speaking to finish first
- Be firm with feedback, point out what worked well, give feedback in private and suggest options; focus on what was done rather than on the person, as in “There’s a gap between the window frame and the drywall” instead of “You did a lousy job framing that window”
- Ask for feedback about your work; look at it as a chance to improve and not as a personal attack
- Believe in yourself and value what you have to say; your insights could benefit others

Here’s what positive communication sounds like

“I’m very interested in having an interview for this position. I’m looking forward to showing you how I could add value to your company. Unfortunately, I’ll be out of town at the time of the interview. I’d like to schedule another time.”

“I’m confused. Would you please clarify what you want in this assignment?”

“I want this family event to be a success. Can you suggest how we should get started organizing it?”

“I understand the Tuesday deadline is really important. However, as a result of the computer problems, I won’t have it ready on time unless I have some help. Who would be able to work on it with me?”



Can you turn a negative into a positive?

Rewrite these statements in a positive way. Have fun. Practise them with a friend.

Example:

"I can't make it in for an interview by 2 p.m."

"I can make the interview any time after 3 p.m."

"That's a dumb idea. We tried it before and it didn't work."

"Doing it that way is wasting time and costing us money."

"You never give us enough warning about assignments and tests."

"I can't stand listening to her complain about her boyfriend all the time."

"Somebody better get this scanner fixed or I'm going to lose my temper.
How can anyone work with it?"

Find the need and rewrite them in a positive way.

- By rewriting, you can:
- meet the need
 - solve the problem
 - build good relationships

Example: *No one asks me to join them for coffee breaks. I don't feel included.*

Need: *To feel accepted*

Positive approach: *Tomorrow morning I'll ask Cal if I can join his group for coffee. That will give me a chance to get to know some of the others, too.*

No one ever says hello or good morning around here. They aren't very friendly.

Need:

Positive approach:

I do more work than anyone else around here because I come in on time and I don't fool around and waste time.

Need:

Positive approach:

If Shoshana brings me work to do at the last minute again, I'll scream! I can't believe how inconsiderate she is.

Need:

Positive approach:

Stress management

Too much work, pressure and responsibility can create stress, even for people who are hard workers and energetic. Stress is a physical, chemical or emotional reaction that can cause tension in our minds and bodies. A certain amount of stress is normal and can be a good thing. For example, the rush that an actor or an athlete feels before a show or competition adds spark and energy. It's a motivator. However, the stress of too many demands at work, school or home can take away energy and leave you less able to succeed. You can also feel stress when:

- you feel trapped
- your values are not appreciated
- you don't get what you expect

Stress can cause:

- headaches and backaches
- inability to fight illness
- skin, heart and digestive problems
- tiredness
- worry and depression
- trouble sleeping
- over- or under-eating
- short temper

The good news is, you can do something positive about stress. You can make changes that will help you avoid it and learn how to better deal with the stress you can't avoid.

Do you know your stress level?

Check your stress level by rating each situation.
Go with your first reaction.

4 – Always

2 – Sometimes

3 – Usually

1 – Never

DO YOU:

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | 1. always have a lot to do and no time to do it? | <input type="checkbox"/> | 11. need to win the games you play to enjoy them? |
| <input type="checkbox"/> | 2. worry about what would happen if you ever had to take a day off sick? | <input type="checkbox"/> | 12. feel guilty if you take time to just do nothing? |
| <input type="checkbox"/> | 3. speed up the car to beat the red light? | <input type="checkbox"/> | 13. have trouble saying “no” to requests for your time? |
| <input type="checkbox"/> | 4. expect everyone, especially yourself, to do their very best all the time? | <input type="checkbox"/> | 14. keep your problems and worries to yourself? |
| <input type="checkbox"/> | 5. consider small talk to be a waste of time? | <input type="checkbox"/> | 15. tend not to ask for help? |
| <input type="checkbox"/> | 6. always know what time it is? | <input type="checkbox"/> | 16. think of yourself as a go-getter? |
| <input type="checkbox"/> | 7. feel sorry for yourself because of how hard you have to work? | <input type="checkbox"/> | 17. need to have other people admire you? |
| <input type="checkbox"/> | 8. tend to be short-tempered with family or friends? | <input type="checkbox"/> | 18. find yourself still working when everyone else has gone home? |
| <input type="checkbox"/> | 9. have trouble dealing with a change in plans? | <input type="checkbox"/> | 19. always have deadlines for tasks? |
| <input type="checkbox"/> | 10. find it hard to make time for exercise? | <input type="checkbox"/> | 20. have almost no time for your hobbies or yourself? |

TOTAL (maximum of 80)

Total your score and rate yourself:

If your total was:

- | | |
|--------------|--|
| 20–30 | A little more positive stress in your life could help you achieve the things you want |
| 31–50 | You have a good balance between handling stress and avoiding it; you’re managing your stress |
| 51–60 | You could be dealing with one or more stress-related problems |
| 60+ | Stress alert! It’s time to take positive actions to manage your stress |



To manage stress, change the situation that's causing your stress or change how you respond to it.

Raj and Petra are learning to manage their stress. Here are their stories:

Raj is busy—he works, he has a young family and he volunteers. He used to feel as if it were his responsibility to help out whenever he could. As a result, Raj always said “yes” to requests for his time and he always felt overwhelmed. Now he’s learning how to say “no” to requests that aren’t a priority. Raj is changing the situation that’s causing his stress.

Petra doesn’t like the stress of writing final exams. Last term, she didn’t give herself enough time to study. During her finals, she was tense and worried and didn’t do as well as she thought she could. Since the beginning of the current term, Petra has been reviewing and studying every subject in depth. Petra’s changing how she responds to stress.

Tips for managing stress

- Take regular breaks; go for a walk or do some stretches
- Switch to a less stressful task for the moment
- Share your work if you can; asking for help doesn't mean you can't handle the job—it means you want to do the job well and on time
- Know the limits of your time and energy and set priorities
- Learn how to say “no”; if you're just about to break, you're less likely to achieve your goals
- Talk about your workload with others (your instructor, supervisor, co-workers or family), telling them how much you can handle and suggesting ways to get the rest done; then make a plan that everyone can live with
- Focus on the positives of the people around you, your workspace, your tasks, and the chances for improving and growing
- Listen to your self-talk and try not to feel guilty; instead of the words “I should,” say “I would” or “I could”
- Answer a bad thought with a positive one; for example, say “I do well at many things” instead of “I'm a failure,” and “I've done my best to prepare” instead of “I'll never be ready”
- Be kind to yourself
- Focus on what you can do and your limits
- Don't compare yourself with others
- Imagine yourself handling a situation well; many performers and athletes do this to prepare
- Find people who'll give you support; talk to trusted co-workers, family and friends and, if they're interested, invite them to help you come up with ideas for managing stress
- Energize yourself with regular sleep, good food, exercise and fun activities
- Learn to relax and laugh; laughter is a good way to release stress, so use it often
- Do things that you enjoy
- Make time for work, family and play
- Believe in yourself; you can do it!

You'll know you're managing stress successfully when you:

- no longer feel trapped
- can use stress as a motivator
- feel as if you can decide how to live your life

Balancing work and leisure

You may see your work or work search or learning as a priority in your life. But do you make playtime and downtime a priority, too?

Leisure (another word for downtime) and fun are part of a balanced life that:

- is important for personal growth
- can make situations easier to handle
- teaches you new and valuable skills
- helps you make new friends
- lets you find new interests

It's hard to find time for both work and play. These three steps will help you take a look at your lifestyle:

1. Stop and look at what's happening in your life at home and at work or school, then make a list of all the things you do most days:
 - Which items on the list meet your personal, intellectual, spiritual or physical needs?
 - Which items show what you value?
 - Which items don't meet your needs and don't show your values?
 - Which items could you give up?
2. Create a fuller life by making a list and deciding which items are most important to you. Ask yourself:
 - What do I need or want to do for work or school?
 - What work or school tasks and activities are less important to me?
 - What home or family tasks and activities do I need or want to do?
 - What home or family tasks and activities are less important to me?
 - What would I like to do to renew myself and build up my positives?
3. Use the information from Steps 1 and 2 to help you create an action plan in the Planning for balance section.

Spending time

Everyone has just 24 hours in a day. How you spend your time can affect your stress level.

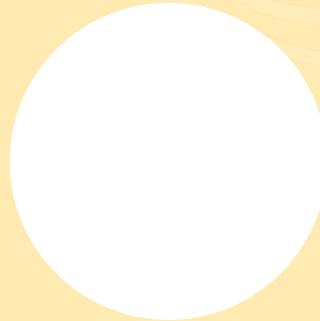
How do you spend your time?

See how much time you spend and want to spend on your priorities.

Imagine that the circle (pie) is the 24 hours of your normal day. Split the pie into pieces to show how much time you spend on each part of your life:



school or work
household tasks
family
friends
fun and leisure
community
sleep
anything else in your life



Now split the second circle into pieces to show how you **would like** to spend your time now.

The size of each pie piece will show how much time you spend on each activity.

How are your first and second circles the same?

How are they different?

What could you do to make your life look more like your second circle?



These results can help you plan for balance.

Planning for balance

Make an action plan to help you find balance between work and leisure. Here's how:

- Use the information you've gathered in the sections Spending time and Balancing work and play
- You want to spend your energy and time on activities that are most important or needed; write them down
- List two steps you'll take to find more time to spend on each of your top-two activities
- Put your plan into action

Here are some examples:

Fun or leisure	Priority 1:	<i>Spend more time gardening.</i>
	Step 1:	<i>Teach the kids to do their own laundry</i>
	Step 2:	<i>Spend the half hour I save each day (thanks to Step 1) gardening</i>
	Priority 2:	<i>Play the piano</i>
	Step 1:	<i>Get the piano tuned</i>
	Step 2:	<i>Play for half an hour after supper</i>
Work	Priority 1:	<i>Spend more time with customers</i>
	Step 1:	<i>Spend less time on paperwork</i>
	Step 2:	<i>Return customer phone calls first</i>
	Priority 2:	<i>Learn more about our new product</i>
	Step 1:	<i>Read about the product on my lunch hour</i>
	Step 2:	<i>Ask for time off for training</i>

Do you know what gives you energy?

Find out what gives you energy. Write down your favourite things.

By myself

With others

Places

Smells

Foods

Exercise

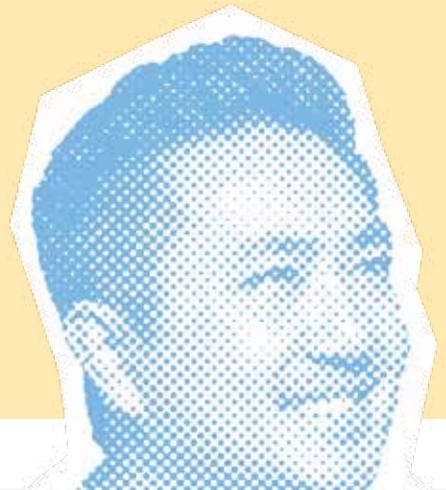
Interests

Hobbies

Ways to learn

Use the items on your list to help you balance work and play:

- Put your list where you'll see it often, and use it to remind yourself that fun and leisure time is a need
- Set aside time each day, week and month to spend enjoying the items on your list; put them in your calendar
- When under stress, make sure you make time for these items even more than you normally would
- Update your list regularly



Change resilience

Resilience is how quickly you can recover from something that wasn't planned or expected. When you learn how to be change resilient, you learn how to respond well to changes in your life and in the world around you.

Change happens fast and often. To succeed during change, you have to adapt to it. Even though many people have never been taught the skill of change resilience, it's something you're never too old to learn. The most important step is to realize that change is a process. It takes time.

Change can have a negative side. It can force us to confront loss and to face the unknown. But change also has a positive side—growth, opportunity and personal development.

Change resilience is a skill that involves:

- allowing yourself time to get used to the change
- seeing the good things the change presents
- making change a part of your life

Clive found out that his job would be cut in three months. He spent the first month trying to get used to the idea of losing his job. He took care of himself and did everything he could to manage his worry and stress. During the second month, he updated his resumé and used his employer's career counselling service. Clive considered his options and still took very good care of himself.

During the third month, Clive's manager told him that she would be able to offer him some contract work each month. She also suggested other places that might hire Clive for contract work. Clive took some time to find out more about self-employment. But he still made sure he got lots of rest, exercise and downtime every day.

Tomorrow is Clive's last day of work. This week he has submitted his resumé to two online job postings. Tomorrow he has a meeting at one of the places he may be able to do contract work for. After that, he's going to go for a long bike ride, then treat himself to a movie. Clive isn't in a rush to make any decisions right now. He's keeping his options open. And he's taking good care of himself.

When her youngest child started school, Anna enrolled in a college program. She knew she'd have to work hard to make sure she did her best. As a result, Anna had to lead her family through a few changes at home. Anna couldn't always be there when the children got home from school so her eldest son, 15, took responsibility. Anna couldn't always have supper ready on time so she asked for help with the cooking. Her husband and her children took on more of the household responsibilities. They didn't always do the work as Anna would like to see it done. Anna had to learn to accept their way of doing things.

Anna had always been proud of her spotless house, her great cooking and the time she'd been able to spend with her children. At first, it was hard for her to switch her focus from homemaking to schoolwork. Her program was challenging. She wondered if she'd be able to keep up. To help herself through the change, she spent a lot of time with her children on the weekends—and a lot of time cooking Sunday dinner. Now that she's given the process some time, she can see her children growing into their new roles. They're learning important lessons in responsibility and co-operation. Her husband likes cooking and her eldest son has started to do his own laundry.

These days, Anna's enjoying school more and feeling positive about this change in her life. As she reminds family members who complain about their duties, her long-term goal is to get a good job so she can help them pay for their education.

Anna and Clive are staying positive about their situations because they're practising the change resilience skill.

Steps to gaining change resilience

If you're facing a change, keep it in mind as you work through the following steps. If you're not facing a change right now, apply these steps to a situation from your past. Change is a process that takes time. Write this phrase down and put it up where you'll see it. Say it to yourself often. Give yourself lots of time, use your stress management skills and take good care of yourself.

Here is an example:

Step 1: *What is the change? What will you lose because of this change?*

Change: *Job loss*

Losses: *Income, sense of belonging, purpose, spending time with co-workers*

Step 2: *Find out everything you can about the change and how it affects you. Look for the positives.*

Information: *The job loss was a result of cutbacks, not because I did my work poorly; I'll get a positive reference from my supervisor; the job had no future*

Positives: *Job loss forces me to look at other options that may have more opportunity; I can take a break from work; I know I can perform well at a new job*

Step 3:

Allow for some downtime: *Go for a walk or do something from my fun and leisure list*

Step 4: *Explore the positives that result from this change. Find out more about what's available and what your options might be. Based on what you find out, make some decisions about how you'll respond to this change.*

Options: *Do the same kind of work somewhere else, change my occupation or try self-employment*

Decision: *Based on what I've found out, I've decided to change my occupation*

Benefit: *Greater job satisfaction*

Challenge: *Have to re-train*

Next step: *Sign up for a training program and figure out finances*

Change resilience will help you find the positive part of change. It is a skill that is in great demand. When you're flexible, you know how to adapt to change, to go with the flow. Flexibility is an important part of change resilience.

If you're flexible, you're ready, willing and able:

- ready for the unexpected
- willing to change your plans
- able to compromise

When Anna went back to school, her husband and children took over many of the household chores. Anna learned to live with a little more dust and a little less organization in her home. She knew how to be flexible. Flexibility will make a positive difference at work or school and in your personal life.

When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us.

Alexander Graham Bell, inventor

How adaptable are you to change?

Check your career resilience by seeing how you could come up with a positive solution for each situation below.

Situation: Your lunch date is 15 minutes late.

Solution:

Situation: Your co-worker calls in sick on the day of an important team task.

Solution:

Situation: A blizzard has closed off the highway on your travel day.

Solution:

Situation: Your supervisor or co-worker decides it's time to change the current procedures.

Solution:



When faced with changes, delays and surprises, you can use flexibility to help you see the positive and find the best solution.

Career self-reliance

Self-reliance means you rely or depend on yourself. When you have career self-reliance, you put yourself in charge of your own career.

In the past, supervisors decided who would be trained or given special project work. Organizations often took responsibility for training and course work. These days, fewer employers provide funding for training and career development. However, they still consider lifelong learning and training to be important. As a result, workers who want to succeed must learn to be career self-reliant.

Verna's workplace ordered a new software program. Verna and her co-workers went to a workshop about the program. It was good, but it didn't give her a chance to practise. She didn't feel she knew enough to use it. Verna asked a co-worker to help. They spent time with it and used the Help features. Verna knows she still has lots to learn, but now she feels she can give the program a try. Verna took charge and is learning a new skill that will help her. That's career self-reliance.

Career self-reliance means being clear about what you want in life, whether or not you're working. When you're career self-reliant you:

- have a "take charge" approach
- take responsibility for your own career
- plan and manage your own learning at work

When you're career self-reliant, you look past the common career path. You know that growth can mean:

- changing employers
- changing the type of job
- choosing self-employment

Career self-reliance helps you create a career plan that leaves your options open. It helps you achieve success and personal satisfaction.



*You miss 100 per cent of
the shots you never take.*

Wayne Gretzky, hockey player

Are you ready to take charge of your career?

Measure your level of career self-reliance by putting a checkmark beside each line that is true for you.

- 1. I know what my major interests and values are
- 2. I can describe my skills and strengths
- 3. I have direction and focus and I know what I want to achieve
- 4. I take responsibility for maintaining the quality of my work and making it better
- 5. I have a plan for achieving my work goals
- 6. I have a plan for achieving my learning goals
- 7. I have a plan for achieving my goals around dealing with others
- 8. I have a plan for achieving my fun and leisure goals
- 9. I'm committed to lifelong learning
- 10. I'm happy with the balance I've created between work and play
- 11. I have plans for my personal growth
- 12. I have plans for my career growth

If you put a checkmark by all 12 then you are positively career self-reliant. If you didn't check them all, try this next activity.

How do you plan to build your career self-reliance?

Build your career self-reliance in just three steps.

Step 1: Look at the list for those that you didn't check off. These are the ones you can build. Choose one or two that you would like to work on.

Step 2: Rewrite them below. Think about what you will do to learn or grow in career self-reliance. Think of ideas you can pursue on your own or with family, friends or co-workers. Decide what you will do and how much time in a week you will spend on these activities.

Step 3: Put your plan into action.

Here is an example:

I want to: *describe my skills and strengths*

I can do this by: *looking at my old resumé
asking my friends what my strengths are
asking my co-workers what my skills and strengths are
thinking back to what my teachers or supervisors praised me for
writing these strengths and skills down*

Hours per week that I will do this: *3 hours*

I want to:

I can do this by:

Hours per week that I will do this:

I want to:

I can do this by:

Hours per week that I will do this:

In Part 1 you learned about beliefs, attitudes and skills that can energize you and help you achieve your goals. In Part 2, we'll look at how you can use your positive beliefs, attitudes and skills.



part two
...

USING YOUR POSITIVES

In the first half of this book, we looked at positive beliefs, attitudes and skills that can give your life a lift.

We looked at how thinking, doing and being positive can energize you and help you to achieve your goals. Now we'll look at how you can use your positives in every aspect of your life. You'll find information and activities to help you set work, learning, work search and relationship goals.



YOUR POSITIVES AT WORK

Most of us will work at least 11,750 days in our life. Forty per cent of our waking time is spent at work—more than on any other activity. If we spend that much time at work, shouldn't we enjoy it? And not just a little—a lot! If you're looking for work or already working, it's within your power to create a positive, rewarding work situation for yourself. And these days, you may be able to take advantage of a growing number of options, like work sharing or contract work.

What does a positive work situation look like? It all depends on who's looking. A situation that seems positive to you may seem quite different to someone else.

Mikko loves her job as an assistant to the president of an oil company. Her employer values employees who are efficient and professional and so does Mikko. She often works with tight deadlines and she enjoys the challenge. Mikko's found a positive work situation—for her.

Parker, on the other hand, isn't very happy in his new job at a large engineering office, which is very businesslike. Nobody seems to take breaks or have lunch together. After a month on the job, he still hardly knows the person in the cubicle next to his. Parker feels he isn't really able to use his skills as a graphic designer in the kinds of projects he's been working on. Parker liked his old job better.

A positive work situation is one that reflects your own values, priorities, interests and skills.

Whether you're working now or seeking work, this activity will help you to discover what your most positive work situation might be like:

Close your eyes and picture your ideal job. Imagine as many details as possible. Ask yourself:

- Where am I working?
- What are my surroundings like?
- What tasks am I doing?
- Am I working with people, information, numbers, machines, tools, animals?
- Am I outside or inside?
- Is it nighttime or daytime?
- What is it about this work that makes me feel good?
- What are the positives about this situation?

What are your positives at work?

Answer these questions to help you see your positives at work:

In what ways does your work situation (or the work situation you're seeking) look like the one that is best for you?

In what ways is your work situation different from the one that is best for you?

Is the job you pictured in this activity the one you're working in now? If not, why not?

What steps could you take to change your work situation?

We work because we need to make a living to support ourselves and our families. However, work can be important to us for other reasons as well. Work may also give us:

- a sense of purpose
- a feeling of belonging
- contact with others
- independence
- personal growth

Why are you working or seeking work? Look back at your response to the previous activity. What positives did you discover in your ideal work situation? These positives will give you some insight into what you hope to get out of work.

What makes work important to you?

Write down a few reasons why work is important to you:

Reason 1:

Reason 2:

Reason 3:

Reason 4:

Work values

Your success and satisfaction at work often depend on your work values. In a positive work situation, these values are reflected in the tasks you perform and supported by the people you work with.

Trevor values independence and hard work. He works for a landscaping company. He's in charge of the truck and equipment he uses. He deals directly with his customers. Once a day, the supervisor visits him on site to exchange information and clear up any problems. The company Trevor works for reflects and supports his work values. When your workplace supports and reflects your work values, you feel more positive about what you're doing. And you're more likely to experience the rewards of working—beyond the paycheque.

Not many of us have the chance to live out our values through our jobs. We often need to find options outside the workplace to do things that reflect the full range of our work values. For example, Flora has a responsible job that she enjoys. However, it doesn't give her the opportunity to show her caring side or her leadership ability. Flora's volunteer work allows her to express these values.

Sometimes, the values that are important in your workplace may be in conflict with your own. For example, your workplace may focus teamwork and you may value working alone. You may be able to resolve a conflict like this if you:

- understand why your workplace supports a certain value; ask your supervisor to explain how teamwork helps the company reach its goals
- look for ways to learn and grow; you're more likely to value teamwork if you have teamwork skills
- share your values; you could talk to your supervisor about projects that would allow you to work on your own

Your values may be so different from those in your workplace that you feel uncomfortable and unhappy. If this is the case, you may choose to think about looking for a different occupation.



What are your work values?

Explore your own values and the values that are important in your work.

Circle the work values that are most important to you. Choose as many as you like. Then circle the values that are found in your workplace.

The work values most important to me

The values at my workplace

How to deal with the difference in values

being the best

reputation

money

good pay, lots of profit

leading, seeing the big picture

leadership, a growing business

sense of self-worth, well-being, pleasant workplace

workers' well-being, teamwork

personal growth, good service, good work

training workers to grow, improve performance

working with people

teamwork, happy customers, honesty with co-workers and customers

creativity

new and different ideas

hard work, recognition, promotion, achievement

rewards and thanks for hard work, workers asked to set and reach goals

enjoyable, interesting work

workers chosen for projects that are interesting to them, strengths put to use

working independently

workers can work with little supervision

taking part in decision-making

workers' ideas are important to decision-making

committing to the job

workers who are loyal

no certain hours required

sharing work with others and flexible work schedules

Now that you've used the chart to see your values and the values of your workplace, think about which of your values are like those in your workplace and which are different.

In the third column, write the steps you can take to improve the situation if your values are different than those in your workplace.

Getting and keeping the work you want

Getting and keeping the work you want may not be as easy as it was in the past. And when the economy is downsizing and cost-cutting, more people are searching for work. As a result, it's important to develop your positives. Whether you're searching for work or wanting to hold on to your job, your positive attitudes, beliefs and skills can give you a competitive edge.

Looking for work

If you are now looking for work, you might want to take some time to look at your beliefs and attitudes about work search. Positive beliefs can energize you for the hard work of looking for a job. Positive attitudes can make all the difference in an interview.

Carey and Rami are both chefs. They've both been looking for work for about six weeks. Carey's using all her work search and stress management skills to stay positive. She believes that soon she will find the right café or restaurant. On the other hand, Rami is letting his worries stress him out. He's working on his job search but he's beginning to give up hope of ever finding a suitable job. Carey and Rami are interviewed for the same job. Because she stayed positive and took care of herself, Carey comes to the interview well rested and full of energy. Rami wasn't able to sleep the night before his interview. He's tired and finds it hard to focus. If you were the restaurant owner in this situation, who would you hire?

Work search beliefs and attitudes

What you believe can either work for you or against you. What are some of the thoughts you have about work search?

What are your work search beliefs and attitudes?

Use the second column to write your beliefs and attitudes about the statements found in the first column.

Then look at each of your beliefs and attitudes. How could you rewrite them to be positives?
Write your positive beliefs and attitudes in the third column.

Example:

Work search	My beliefs and attitudes	My positive beliefs and attitudes
job openings	<i>There are no jobs out there.</i>	<i>There are lots of job choices out there.</i>
my education		
my network		
my past experience		
chances of getting a job I like		
my work search skills		
meeting people who know about jobs I might like		
doing my resumé		
filling out applications		
making phone calls		
going to interviews		
researching the job market		

Copy this list and put it where you'll see it. Read the list out loud every day.



Keeping work

Your positives can help you hold on to your work in a tight job market. Positive beliefs, values and attitudes can help you increase:

- your effectiveness
- your value to the workplace
- the chance you'll keep your job
- your satisfaction and success

Building your positives at work

The first step in keeping work is to develop your positives on the job. This begins with your attitude toward the tasks you're responsible for and the relationships you build with co-workers and customers.

What positives are working for you?

Use this survey to help you find out if your positives are working for you. Put a checkmark beside the statements that are true:

- I try to maintain and improve the quality of my work
- I use my time well
- I work well with others
- I use positive communication
- I do each task well the first time
- I try to improve because it keeps my work interesting
- I lend a hand to my co-workers when they need me to
- I ask for help when I need it
- I try to maintain a pleasant, co-operative working environment

Out of 10, how many did you check?

Look at the statements you didn't check off. Think about how these could be affecting your success and your chances of keeping your job.

For each one you didn't check, think of two things you could do right now to build your positives.

For example, if you don't use your time well, how could you improve? Could you set up your workspace differently? Could you chat with your co-workers less?



What is your work attitude?

Check your work attitude. Check “yes” or “no” in this list:

At work, I am:

- | | no | yes | | no | yes | | no | yes | | | |
|----|--------------------------|--------------------------|--------------|-----|--------------------------|--------------------------|-----------|-----|--------------------------|--------------------------|-----------------------------|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | enthusiastic | 6. | <input type="checkbox"/> | <input type="checkbox"/> | flexible | 11. | <input type="checkbox"/> | <input type="checkbox"/> | able to take criticism well |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | on time | 7. | <input type="checkbox"/> | <input type="checkbox"/> | tolerant | 12. | <input type="checkbox"/> | <input type="checkbox"/> | courteous |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | dependable | 8. | <input type="checkbox"/> | <input type="checkbox"/> | motivated | 13. | <input type="checkbox"/> | <input type="checkbox"/> | respectful |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | neat | 9. | <input type="checkbox"/> | <input type="checkbox"/> | sincere | | | | |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | organized | 10. | <input type="checkbox"/> | <input type="checkbox"/> | friendly | | | | |

If you checked mostly “yes,” you’re putting your positive attitudes to work for you.

If you checked “no” to some, take a closer look at them. How are these holding you back? How might they make it harder for you to find and keep work?

Think of three ways to change your “no” to “yes” and write them in the spaces below.

Example:

8: Motivated

- 1. Idea: *ask my supervisor for a special project that interests me*
- 2. Idea: *set small daily goals and add to them later*
- 3. Idea: *look at other job openings at the workplace and apply for them*

#

- 1. Idea:
- 2. Idea:
- 3. Idea:

#

- 1. Idea:
- 2. Idea:
- 3. Idea:

Tips for improving the quality and quantity of your work

- Know what you are responsible for and your tasks; ask questions, make notes, follow instructions exactly and ask your supervisor to check that you're doing your job correctly
- Do your work as well and as carefully as you can; go over your work and correct it first
- Work at a steady pace and try to be known as the person who gets things done right and on time
- Ask for feedback, learn from your mistakes and challenge yourself to improve the next time
- Learn all you can from those with more experience; accept new ideas and try new ways to do your work and improve on the way things are done
- Keep up-to-date; read and talk to co-workers
- Start new tasks

Adding value

Understand what your employer expects, keep up the quality and quantity of your work and use all your positives. But this still might not ensure that you keep your job in today's competitive marketplace. These days, employers expect you to add value. This means that they expect you to find ways to:

- sell more
- spend less
- increase quality
- improve customer satisfaction

Liam is an emergency roadside operator. Depending on the season, he carries either a thermos of hot chocolate or some bottled water along with a box of granola bars. He knows his customers may be chilly or hot and grumpy after waiting for him to arrive. Before Liam looks after their vehicles, he offers them a snack. Liam's customers praise his service. They tell his supervisor. Liam is adding value to his company.

Think about how your company makes money. How can you help? What can you do to add value for your employer and customers?

For example, many gas stations make more money on candy or drinks than they do on gas. If gas station workers can also sell chocolate bars to customers, then they are adding value. Servers who top up customers' coffee as they are passing by keeps customers happy, speed up service and allow for more customers to be served.

Write your ideas here on how you could add value at work:



By adding value as a worker, you can:

- gain experience
- learn or practise new skills
- feel satisfied that you helped make a difference
- gain independence

Finding new ways to add value will bring positive changes. Make sure these changes go smoothly by:

- talking to your supervisor about your idea; sometimes things are done in certain ways for good reasons
- letting your co-workers know what you're doing and asking for their input
- asking your customers or suppliers for ideas and their thoughts about the changes

Tips to finding satisfaction at work

Sometimes little things can make a big difference. Here are some ideas to help increase your job satisfaction:

- See if you can better your previous day's performance, and when you've done something well, tell yourself you did a great job
- Change the order of your daily routine such as completing something you don't like first and then do a task you enjoy
- Personalize your workspace with posters, pictures or a plant, if your supervisor is okay with it
- Listen to music; use earbuds so that it doesn't bother others
- Meet a friend, go for a walk or read during your lunch break
- Get to know your co-workers
- Bring in a favourite cartoon or comic strip and share a laugh
- Help organize staff events
- Talk to your supervisor about taking on more tasks or learning something new
- Offer to share some of your expertise and knowledge

If your work doesn't offer you all that you want, see it as a stepping stone to something better in the future and learn all you can while you're there.

Are you satisfied at work?

Rate how satisfied you are with your job:

Super positive Positive Okay Negative Totally negative

If you're not positively charged up about work most days, then it's time to find out why. If you feel negative about your work, think of it as a chance to practise your career self-reliance skills. If you're not sure why you're feeling negative about your work, turn back to these previous sections:

- Positive beliefs
- Positive attitudes
- Career self-reliance
- Your positives at work

Your career goals

Planning your career goals is an important part of creating a positive work situation. Use your change resilience and career self-reliance skills to determine your career goals and you'll be ready to make the most of any change.

If you're unhappy in your present situation, your career goals will help you decide on your next step. Even if you're happy with your current work, it's a good idea to create some career goals. Your work situation or your needs might change. And of course, if you're searching for work, your career goals will help you to focus your search.

Teresa is a sales associate in a women's clothing store. The store's manager announces that she'll be moving to a new position in six months. The assistant manager will likely become the new store manager. Thinking about the changes in her workplace, Teresa sets a career goal: in six months, she'll be ready to apply for the assistant manager's position. Teresa knows she has a lot to learn before she can reach her goal. She offers to help the managers with cashing out. She works extra hours to learn more about ordering. She discusses company policies and structure with her managers. She spends her lunch breaks checking out her store's competitors. Teresa may not get the assistant manager's job this time. But she's learning a lot and her work has become much more interesting in the process.

Like Teresa, you can use career goals to build your positives at work. Here's how to start:

- Review your work priorities from the Planning for balance section
- Review the Change resilience and Career self-reliance sections
- Review the Your positives at work section. What steps could you take to bring your most positive work situation closer to reality?

If you don't like something, change it. If you can't change it, change your attitude. Don't complain.

Maya Angelou, author

What are your career goals?

Describe what you'd like your work situation to be:

Skills I want

Projects I want to take on

What I want to learn

In six months, I want

Use these answers to write your career goals. Think of at least two steps to help you start working toward these goals; include your time frames.

Example:

My career goal:

In six months, I will be part of the quality control team

To reach this goal, I will:

Step 1:

Tell my supervisor about my goal and ask for her suggestions for reaching it

Step 2:

Take the weekend teamwork skills seminar offered at the tech school

Step 3:

Take someone from the quality control team to coffee or lunch and find out what it's like being on the team

Use these answers to write your career goals. Think of at least two steps to help you start working toward these goals; include your time frames.

My career goal 1:

To reach this goal, I will:

Step 1:

Step 2:

Step 3:

My career goal 2:

To reach this goal, I will:

Step 1:

Step 2:

Step 3:



When you know your career goals and take steps to achieve them, you will like your work more. And that's a positive!



POSITIVE LEARNING

Learning is for life. And it can help you achieve your goals.

Tom is ready to give up on his goal of finding work with a software company. He sent more than 40 resumés and hasn't been called for an interview. His friend Kay suggests that he revise his resumé. She also suggests that he hand-deliver custom resumés, rather than emailing them. Kay's information helps Tom get an interview and a job.

Reva wants to get on a special project team. Many of her co-workers are asking management to choose them for the team. Reva spends extra time researching the issues related to the project. She shares what she has learned with her managers. Impressed by her knowledge, they invite her to join the team.

Learning opportunities

You can learn from:

- mentors
- role models
- coaches
- supervisors
- co-workers
- friends
- online searches
- social media
- volunteering
- seminars, webinars and podcasts
- workshops
- magazines, books and newspapers
- classes online or at school

You can take a positive approach if you:

- Know why you're learning; this will motivate you and help you remember what you learn
- Analyze what you need to learn. What do you know? What do you need to know?
- Know how to learn; listening, asking questions and gaining study skills and time- and stress-management skills will all help you learn
- Apply what you've learned; skills are like tools—the more you use them, the more you master them
- Have a positive, confident attitude toward learning; you learn much better when you believe you can



Learning beliefs and attitudes

Successful learners hold positive beliefs and attitudes towards learning.

Eileen is the oldest person in her college program. It's been 20 years since she wrote a paper or studied for an exam. However, in the 15 years that she's stayed home to raise her children, Eileen has mastered stress- and time-management skills, teamwork skills, budgeting skills and more. She's read a lot, chaired community committees and coached several soccer teams. She knows she can polish up her report writing and study skills and do well in her program. Based on her own experience, Eileen believes that you are never too old to learn something new.

Like Eileen, when you have positive learning beliefs and attitudes, you can relax, focus and absorb information as you learn.

What are your attitudes and beliefs about learning?

Consider your attitudes and beliefs about learning. Check which statements are true for you:

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | I believe that lifelong learning will help me achieve my goals | <input type="checkbox"/> | I'm willing and eager to learn |
| <input type="checkbox"/> | I'm willing to make mistakes and learn from them | <input type="checkbox"/> | I know what skills and knowledge I need and want to learn |
| <input type="checkbox"/> | I'm aware that learning opportunities are all around me | <input type="checkbox"/> | I know where to find out about courses, workshops and lessons |
| <input type="checkbox"/> | I take charge of my own learning and use every opportunity I have to learn something new | <input type="checkbox"/> | I know who to approach about learning opportunities (mentors, co-workers, friends, supervisors) |
| | | <input type="checkbox"/> | I set new learning goals regularly |

For each statement you didn't check, think of two steps you could take right now to build your positives. If you don't know what skills and knowledge you need to learn, how can you find out? If you're working, could you talk to your supervisor? If you're not working, could you talk to a career consultant or find the information in a book or from a website? If you're involved in some kind of formal learning, could you ask your instructor for help?

You can also get help finding out what skills and knowledge you need by visiting alis.alberta.ca, Alberta's career, learning, employment and workplace website.

 **How many statements are true for you? Take a look at those you didn't check off, and think about how they could affect your learning success.**

Your learning goals

Learning goals are not the same as career goals. Yet some career goals may themselves be learning goals.

What are your learning goals?

What would be some of your learning goals? Write down what you need to or would like to learn in these areas:

Work	<input type="text"/>
Work search	<input type="text"/>
Fun or leisure	<input type="text"/>
Stress management	<input type="text"/>
Communication	<input type="text"/>
Career self-reliance	<input type="text"/>
Change resilience	<input type="text"/>
Flexibility	<input type="text"/>
Time management	<input type="text"/>
Money management	<input type="text"/>
Family	<input type="text"/>
Other	<input type="text"/>

Write down what you'd like to be learning:

Next week	<input type="text"/>
One month from now	<input type="text"/>
Six months from now	<input type="text"/>
One year from now	<input type="text"/>

Prepare your learning goals by listing three steps you can take towards achieving them.

Example:

Learning goal 1: *Over the next six months I will learn about budgeting, saving and investing*

To achieve this I will:

Step 1: *Keep track of my income and expenses*

Step 2: *Ask the accounting staff at work for ideas on where to find information*

Step 3: *Take a personal financial management course*

Learning goal 1:

To achieve this I will:

Step 1:

Step 2:

Step 3:

Learning goal 2:

To achieve this I will:

Step 1:

Step 2:

Step 3:



Renew and revise your positive learning goals on a regular basis. They'll help you to enrich your work and personal life.



POSITIVE RELATIONSHIPS

Family, co-workers, fellow students, team members, friends, supervisors, customers—think of all the people you talk to in your day. When you get along well with people, you’re creating positive relationships. And these can make a huge difference in your life and your attitude.

Dealing well with others means respecting what others say and listening politely.

You can use these positives to:

- make good relationships better
- make new relationships easier
- build trust
- understand others better
- accept others as they are
- find win-win solutions

Paul works at the customer service counter of a building supply store. One of his tasks is to handle returns and exchanges. He sees many upset customers every day. Paul listens carefully, asks questions, and stays calm and professional no matter how angry a customer is. Paul often finds that his attitude rubs off on his customers. They calm down and are ready to work with him to solve their problems.

Like Paul, you can rely on respect and positive communication, even when dealing with difficult people or situations.

How do you work with others? We can’t always choose who we work with. But we can choose what kind of attitude and approach we bring to our workplace.

What do you bring to your relationships?

Check off the attitudes and approaches you bring to your relationships:

- I'm positive about myself
- I'm friendly and co-operative
- I'm a responsible member of the team
- I think of others
- I show respect for others' feelings, thoughts and opinions and use positive communication
- I focus on people's good points; everyone has some worthwhile qualities
- I avoid discussing personal matters with co-workers or customers
- I make the best of any situation; even the bleakest situation can have a positive side
- I ask for help when I need it
- I offer sincere compliments; everyone likes to be valued
- I take pride in my accomplishments without bragging and I recognize other people's accomplishments

Look at the statements you didn't check off. Think about how these could be affecting your relationships at work and in your personal life. If it's hard for you to recognize other people's accomplishments, for example, think about why that's so. Do you feel that your own accomplishments aren't noticed? If so, could you talk to your supervisor about this? Could you congratulate your co-workers the next time there's a chance to?





Respect

Respect is the foundation of the Golden Rule—treat others as you would like to be treated.

We show respect when we:

- value other people, their thoughts and ideas
- think of other people's needs and feelings
- show an awareness of how our actions affect others
- treat the property and privacy of others with care

When you respect others, they tend to behave the same way towards you.

*Your “I can” is more
important than your IQ.*

Robin S. Sharma, author

Your relationship goals

Setting goals for the relationships you have will help boost your positivity.

What are your relationship goals?

Think about what you would like to change in your relationships.

Do you want to show more closeness with family? Show more respect in the workplace? Listen to others' ideas more openly at home and at work? Note your ideas here:

Immediate family

Extended family

Support group members

Close friends

Teammates

Hobby partners

Co-workers

Supervisors



Write down your relationship goals and time frames. Then think of at least two steps you can take towards achieving these goals.

Here's an example:

Relationship goal: *Over the next month, I will stop talking about my personal issues to co-workers*

To achieve this I will:

Step 1: *Share my problems with family and friends rather than co-workers; call my sisters more often*

Step 2: *Each time I catch myself about to share a personal issue, I will take a sip of water to distract me from sharing*

Relationship goal 1:

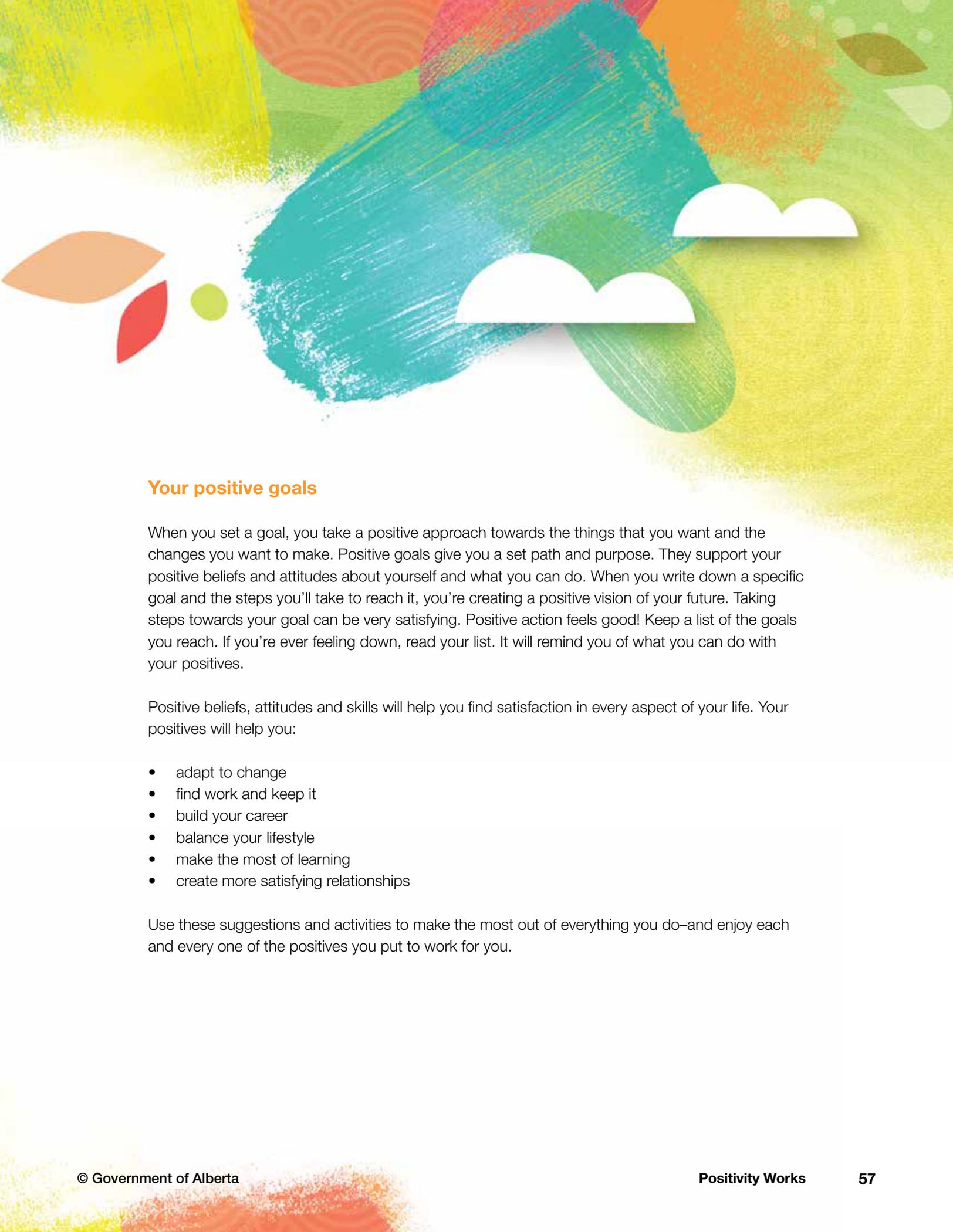
Step 1:

Step 2:

Relationship goal 2:

Step 1:

Step 2:



Your positive goals

When you set a goal, you take a positive approach towards the things that you want and the changes you want to make. Positive goals give you a set path and purpose. They support your positive beliefs and attitudes about yourself and what you can do. When you write down a specific goal and the steps you'll take to reach it, you're creating a positive vision of your future. Taking steps towards your goal can be very satisfying. Positive action feels good! Keep a list of the goals you reach. If you're ever feeling down, read your list. It will remind you of what you can do with your positives.

Positive beliefs, attitudes and skills will help you find satisfaction in every aspect of your life. Your positives will help you:

- adapt to change
- find work and keep it
- build your career
- balance your lifestyle
- make the most of learning
- create more satisfying relationships

Use these suggestions and activities to make the most out of everything you do—and enjoy each and every one of the positives you put to work for you.

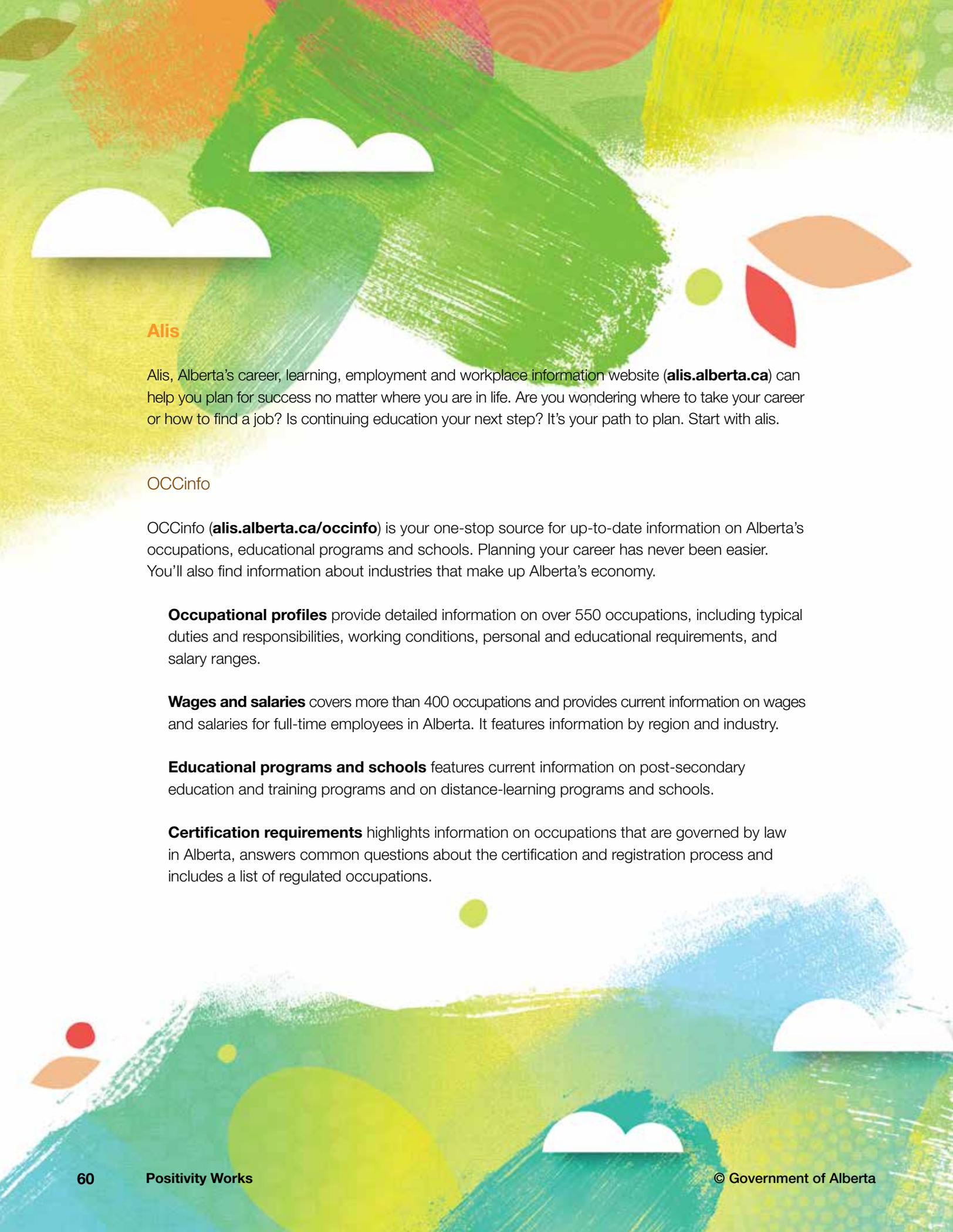


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RESOURCES

*If you dream and you
allow yourself to dream
you can do anything.*

Clara Hughes, Winter and Summer Olympic
medalist and mental health activist



Alis

Alis, Alberta's career, learning, employment and workplace information website (alis.alberta.ca) can help you plan for success no matter where you are in life. Are you wondering where to take your career or how to find a job? Is continuing education your next step? It's your path to plan. Start with alis.

OCCinfo

OCCinfo (alis.alberta.ca/occinfo) is your one-stop source for up-to-date information on Alberta's occupations, educational programs and schools. Planning your career has never been easier. You'll also find information about industries that make up Alberta's economy.

Occupational profiles provide detailed information on over 550 occupations, including typical duties and responsibilities, working conditions, personal and educational requirements, and salary ranges.

Wages and salaries covers more than 400 occupations and provides current information on wages and salaries for full-time employees in Alberta. It features information by region and industry.

Educational programs and schools features current information on post-secondary education and training programs and on distance-learning programs and schools.

Certification requirements highlights information on occupations that are governed by law in Alberta, answers common questions about the certification and registration process and includes a list of regulated occupations.



Alberta Supports

Alberta Supports can help connect you to work search and career planning resources along with services and programs.

Call: 1-877-644-9992 toll-free within Alberta

780-644-9992 in Edmonton

Hours: 7:30 a.m. to 8 p.m. Monday to Friday

Alberta Supports Centres

For the Alberta Supports Centre nearest you visit alis.alberta.ca/asc.



**Don't know
what you
want to do?
Explore alis.**

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Alis can help you plan for success no matter where you are in life. Are you wondering where to take your career or how to find a job? Is continuing education your next step? It is your path to plan. Start with alis.

Plan
Your
Career

Explore
Education
& Training

Look
For
Work

Succeed
At
Work

Alberta
Government

alis



The power of a POSITIVE ATTITUDE



Do you want to have less stress, get along well with your team or feel better about yourself? This book will help you see how a positive attitude can work well for you on the job and in your personal life.