

Essential Tips

courtesy of

University of the Pacific





The ability to learn from negative circumstances and turn it into new opportunities:

Optimism will let you view bad situations through a positive perspective.

Be mindful of your counter-productive attitude and always be ready to take steps to overcome this.

Determine the underlying causes of your counter-productive attitude.

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A practice of thinking positively will help you keep a positive mental attitude at work.

Do your best to set the negative feeling aside.

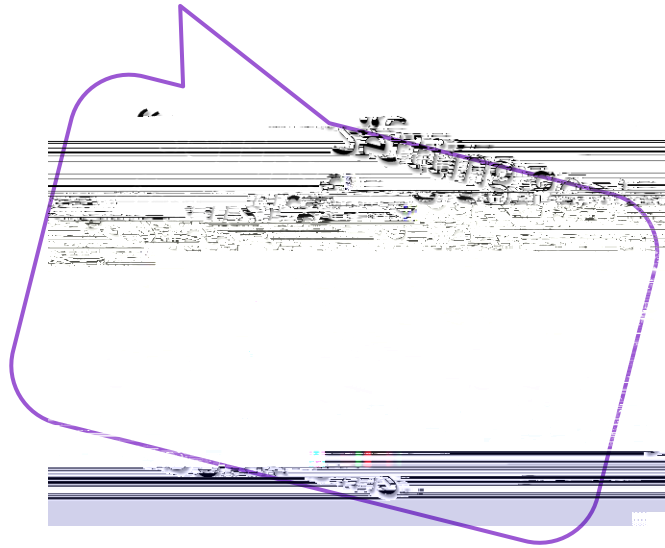
Try to have a positive response to every situation you face:

Look for the good in other people.

Avoid being sarcastic or saying something that will deplete others' energy.

Always focus on the positive things that you can accomplish

Focus on the good in every challenge.



Know your strengths and weaknesses.

Accomplish tasks that are more parallel with your strengths and goals.

Remember that most things are possible to achieve if you put in more effort.

