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## PRACTICAL TIPS FOR MAINTAINING THE RIGHT ATTITUDE

As I said in a past Leadership Briefs ... ***Attitude is the most important quality of a leader.*** So how does one maintain the right attitude when so much around us is hectic, disordered and oriented to what is wrong in the world? It is through a daily process of making choices that are aligned with how we want to live our life. Below are eleven tips to keep your attitude at its best. Be a role model for others. I learned many of the following lessons from Ed Foreman, a motivational speaker from Dallas, Texas, who runs a seminar called the Successful Life Course ([www.edforeman.com](http://www.edforeman.com)).

- 1. Focus on what you want, not on what you don't want** - This is critical. What you think about expands in your life. If you want to have the right attitude be careful about what you think about. Make a decision to keep your thoughts on your goals, your blessings and what you can do in this moment that can move you forward.
- 2. Exercise and Eat Healthy** - Work stress takes a physical toll. Exercise helps to alleviate stress and causes our body to release endorphins which contribute to health and well-being. Work out on a regular basis to ensure that stress is not interfering with your health and judgment. Committing to a daily exercise program (30 min to 1 hour) reduces the gaps in your exercise routine that many times leads to periods of inactivity. Also, make a decision to reduce calorie and fat intake and eat more natural foods such as vegetables, fruits and whole grain breads and less processed and refined food.
- 3. Sleep** - Make sure that you get the amount of rest that is right for you. Lack of sleep will cause you to be irritable.
- 4. Breaks during the day** - Schedule time for reflection and away from the day-to-day grind. Take short breaks from you tasks and reflect on special events in your life. Many of us have long, hectic days and we need a break to keep our perspective in check. Periodic breaks allow for you to refresh yourself and stay in a positive frame of mind.
- 5. Time away from the office** - Take vacation time and enroll in training seminars to help create a new perspective
- 6. Get away from the news** - Although it is important to keep up with current events, repetitive news can steal you energy and cloud your outlook. Balance negative information by appreciating the creativity of writers, artists, musicians, children, etc. Join friends and family on trips to museums, concerts, plays and other mind-enriching places and events.
- 7. Associate with positive upbeat people** - Don't spend time with people who gossip, complain and see little to be happy about. Make a decision to be with people that make you feel good.
- 8. Engage in brainstorming, creative discussions** - Take a break from the task side of work and create a time and space for open discussions with co-workers, customers, vendors on a regular, scheduled basis
- 9. Spend time with nature** - Enjoy the stars, the sun rising, the wind in your face, the fresh scents in a garden.
- 10. Look for the opportunities in every challenge** - Forgive others as well as yourself for making mistakes, but learn from them. Decide to view challenges as a chance to grow and develop.
- 11. Be kind when resolving conflicts with co-workers** - Keep in mind the goal of your communication. Be open to hearing the other person's point of view. Over-reaction or no communication will increase negative feelings.

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