

Seeing and Taking Initiative

Go the Extra Mile

Part of initiative is going the extra mile. Take the step of going above and beyond your usual tasks. This will make you stand out, and show motivation. Going the extra mile can be as simple as offering another employee help. Every little bit helps in the workplace, so if you can help out, you should. It will not go unnoticed. Going the extra mile will motivate you and make you feel good about yourself. A little initiative goes a long way.

Ways employees are motivated:

- Getting work benefits for performing well
- Building relationships among staff members
- Knowing why they matter
- Having clear goals set

Communicate Ideas

Communication is key to success. Without proper communication our ideas will never be heard or be able to flourish. How you communicate your ideas is directly related to the response you get back. Communication is not a one way process and you must consider how the other person perceives you. Enhance communication by using positive qualities when conveying information.

Positive qualities when communicating ideas:

- Being warm, friendly, and open
- Being honest
- Making the idea exciting and interesting
- Being organized when presenting the idea



Positive Thinking

Positive thinking can make all the difference in your life. Without positivity, it is very difficult to be a confident person. Positive thinking can increase one's self esteem. There are two key components of self esteem. These components are self image and self talk. To help with positive thinking, positive affirmations can be used. Tell yourself I can do it!" When speaking to yourself with internal dialog, use the present and personal tenses. Also to help with positive thinking, use positive visualization. Imagine yourself where you want to be. Do not think negatively or like you cannot do something. Positive thinking will make all the difference in your life, and make you a more confident person.