



# WellWorker™

Briefcase Basics Workplace Leaders Vol. 1 Iss. 4

## Well workers are:

- **Teachable.** Open to new ideas. Willing to listen, observe and learn.
- **Adaptable.** Willing and able to adjust and control change.
- **Flexible.** Willing to work fluidly with people.
- **Creative.** Willing to try it, fix it, do it.
- **Sensitive.** Possess a keen awareness of the needs, interests, and concerns of other people.
- **Courageous.** Able to rise to the occasion, to keep going when things are tough.

## Finding balance

With work and your personal life, it seems that there is never enough time in a day to do something that can help you unwind. If you can find at least 20 minutes in a day, the following tips will help you relax and de-stress:

- Get some exercise – a quick walk or jog will give you that fresh air and energy boost that you need.
- Take a power nap – to rejuvenate your body and mind.
- Read a non-work related story or article that interests you – which will temporarily take your mind off stresses.
- Put on those headphones – and listen to music that either calms you or gives you a kick start.
- Call a friend or family member that you haven't spoken to in a while and reconnect.

## The Power of Intention

Bringing forward clear, positive intentions can pave your road to success. In the alternative, unclear intentions can result in mixed and/or negative outcomes.

- **Discover creative solutions** - Turn seemingly impossible situations around by opening up to your creativity, humor, resourcefulness and playfulness.

- **Encourage inner cooperation** - resistance usually shows up to protect us from some imagined hardship - experience working with your resistance to turn it around.
- **Commit to commitment** - practice making commitments to yourself and others and feel the power of being able to count on yourself. Enhance your self-esteem by setting limits and committing ONLY to those things that you can truly follow through on.
- **Ask for what you want** - we often don't ask for what we truly want for fear of being turned down. Practice supporting yourself by standing up and taking a risk to ask for what you want.
- **Facilitate positive self-talk** - discover how often we sabotage ourselves by using negative language - practice clarifying what you want instead of perpetuating negative attitudes and outcomes.
- **Become your own best coach** - learn techniques to access your inner coach AND tame the inner critic who limits your potential.
- **Stay present & focused** - we often lose sight of our intentions because of the busyness in our lives - experience being present and manifesting your intentions.

## Thermometer or Thermostat

*A Thermometer merely responds to its environment and reflects the temperature. It is passive in its activity.*

*A thermostat however, is active and controls the temperature in its environment.*

Each of us has this choice to make—will we simply reflect and conform to what is prevalent around us or will we be influential?

## Successful people:

- Encourage a constant search for improvement and a constant quest for excellence.
- Help people decide for themselves what to do, they don't tell people what to do.
- Lead in the creation of a corporate vision. They align their personal visions with the corporate vision and help others do the same.
- Expect excellence in those around them and make those expectations known.
- Invite people to speak up and they listen and respond to those who do.
- Welcome good news and bad news because they can't act wisely unless they are fully informed.
- Don't isolate themselves.
- Don't pretend to have all the answers. They ask for information and advice.
- Don't try to do it all themselves. They make full use of the talents of those around them.

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