

Keys to Developing and Maintaining a Positive Mental Attitude

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1. Greet each day with a smile and look forward to making a difference in the lives of others.
2. When introducing yourself in any new association, take the initiative and volunteer your name first, extend your hand for a firm handshake, and maintain eye contact when you speak.
3. Be enthusiastic! Move vigorously and use expressive gestures when talking. Walk with a confident stride.
4. Speak in a loud, clear, voice. Always use affirmative statements. Work the phrases "I Can" and "I Will" into conversations.
5. Concentrate on viewing yourself as a successful person. You become that which you think about the most. It becomes a self-fulfilling prophecy.
6. Look for good in the actions of others. Treat everyone with dignity and respect.
7. Be polite and considerate in your communication with others. Say, "Please" and "Thank You" and "You're Welcome." Compliment others on their good points.
8. Remember the "Golden Rule" in all your actions. This means more than doing unto others, as you would have them do unto you; it means refraining from doing unto others that which you would **not** like them to do to you.
9. Demonstrate interest in the ideas and actions of others. Be an active listener.
10. Have a plan to deal with criticism. Consider the source and act accordingly.
11. Be yourself. Forget about impressing others, be the person you are most comfortable with – you.
12. Always maintain your composure and self-control. Consider the consequences before taking action and take personal responsibility for your actions.
13. A difference of opinion should be expressed in a constructive manner.
14. Exercise your mind and body on a regular basis.
15. View mistakes as learning experiences. Realize that failure is often a test of your belief and conviction. Most of the great people in history have failed often. The most important thing is to be able to bounce back when things are not going well.
16. Accept the things about yourself that cannot be changed. This includes the shape of your face, the sound of your voice, the color of your skin, your height, etc.
17. When someone pays you a compliment, accept it and reply with a simple, "Thank You!"
18. Condition your mind to look for the positive things in your life. "Instead of seeing barriers, see hurdles; instead of obstacles, see opportunities; instead of problems, see solutions." Begin each day with a positive expectancy!