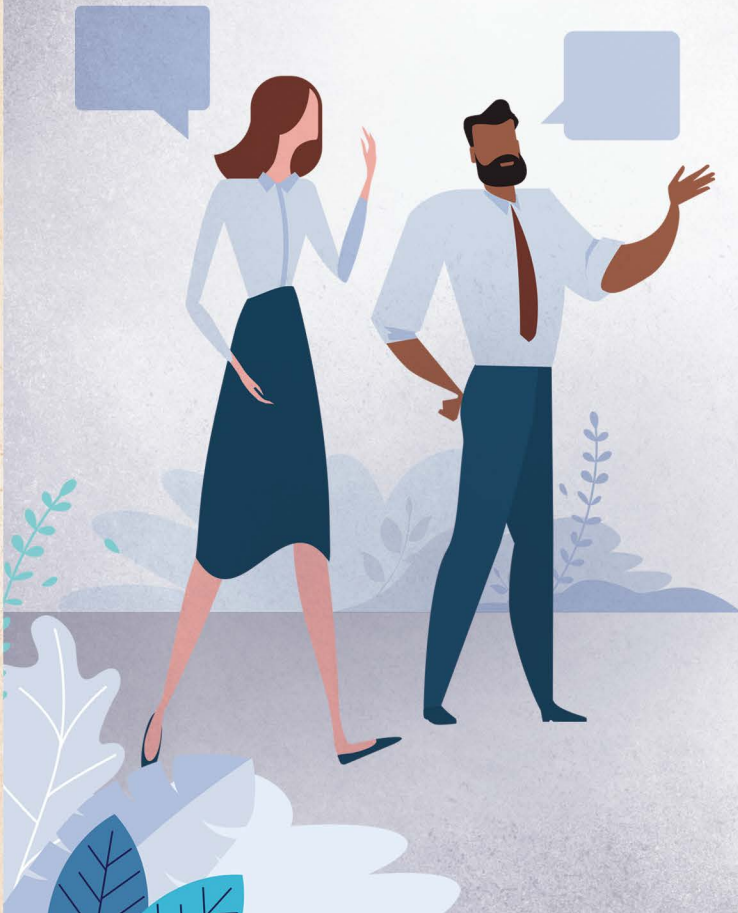


EMPLOYEE ASSISTANCE PROGRAM

CREATING A POSITIVE WORK ENVIRONMENT

A positive work environment can help us manage everyday stresses.

Most of us spend a third of our lives at work. While there is no doubt that our jobs can sometimes be physically and mentally demanding, a positive work environment can help us manage everyday stresses and perform our best. Mindset and attitude play a big role in how happy and satisfied we are with our jobs.



Here are ways to make a positive impact and feel happier at work:

- **Show gratitude, respect, and appreciation for your co-workers.** Everyone wants to feel recognized and valued, but how often do we take the time to show our appreciation? Be sincere and generous with thanks and compliments; be specific about what it was that you appreciate and why it was helpful or important.
- **Be an attentive listener and communicate clearly.** Be aware of not just your words, but your tone and your body language. Do not interrupt or allow distractions when you are having a conversation with someone. Effective communication builds trust and plays a key role in resolving conflict.
- **Find meaning and purpose in your work.** Do you consider work “just a job,” a career, or a calling? People like their jobs more when they find meaning and purpose in what they do. You can change your perception of your job by looking at the ways you make a difference in the lives of others and how your contributions matter.
- **Develop relationships.** Caring relationships with colleagues help us to thrive, and the positive emotions we feel in these relationships help us deal with stress and pressure. Positive work relationships are even linked to financial success. However, it does take time and effort to lay the foundation for positive work relationships. Take the initiative to start conversations and show interest in people’s lives.

Finally, celebrate wins and try to have fun at work once in a while. Laughter and fun are powerful forces that help people bond.