

Chapter One

Your Winning Attitude

*“It’s your attitude, not your aptitude
that determines your altitude.”*

Zig Zigler

Your Winning Attitude

What do you say to yourself when you wake up and think about your schedule for the day? Do you wake up with an attitude of gratitude, or one of grouchiness? Do you want to be associated with yourself all day? Will others want to be associated with you? Attitude is your mental position with regard to facts. It is the way you view things.

Prepare Your Attitude for the Day

What do you do to prepare your attitude for the day? People who are positive in their attitudes and their word choices recognize the benefits of beginning their morning with readings and meditations of positive thoughts. Acknowledge yourself with positive statements about how you look, feel, and think. Give yourself a compliment like, “Good morning, you beautiful woman/handsome man! People who work and socialize with you today are going to be glad to spend time with you.” These may be the only compliments you receive for the day! Be your own best friend. Contribute to your own happiness and welcome other’s contributions as they show up in your day.

Furthermore, your winning attitude shows up as you treat others with courtesy and respect. The behavior of men and women at work is under much scrutiny. Business etiquette has undergone many changes as the number of women competing with men for jobs and promotions has increased.

Yes, this is a time of transition when courtesy is an attitude of how one person relates to another and gender should not be an issue. One of the most sensitive areas in the workplace is the male/female relationship as both sexes strive to establish networks and relationships on a business level. Sexual harassment became an open issue in the 1990’s with the confirmation hearings between Anita Hill and Clarence Thomas as well as the U.S. Navy Tail Hook scandal. Strong policy has been written and

women (as well as men) are urged to file complaints when they are victims of legitimate harassment. Don't joke about it!

Changing Attitudes

A double standard of attitudes and behavior continues to exist in the workplace. According to Letitia Baldrige's *Complete Guide to Executive Manners*, "people are supposed to treat each other equally and act according to rules of protocol, not of gender; and one sex is supposed to come to the aid of the other whenever either needs assistance."

Baldrige says that the "polished professional," whether a man or a woman:

- Moves quickly to open a door for anyone walking who has his or her hands full.
- Picks up whatever someone else has dropped who cannot retrieve it as easily as he or she can.
- Stands to greet a visitor to the meeting in his or her office.
- Assists a colleague struggling to get in or out of his or her coat.

This attitude of behavior makes common sense, yet it is still more theory than fact, according to Jan Yager, author of *Business Protocol: How to Survive and Succeed in Business*.

According to Yager, "... there are still relatively few women in top management because men and women have not yet found ways to feel comfortable working together at high levels without comprising ingrained views of the right way to treat one another."

According to research reported on by The National Foundation for Women Business Owners in March 1996, one of every four American workers is employed by a business owned by women. That number has changed

significantly as of 2017. California has the largest number of women owned businesses, followed by Texas.

Men Working for a Female Boss

Women who work with men working under them have created the need for a new set of attitudes and rules on how to work together. Behavior that helps to minimize possible embarrassment and conflict on the job is discussed in *The Complete Office Handbook*, by office expert Mary A. DeVries. She makes the following suggestions:

- Avoid offers of help that have sexual connotations, such as, “Since you’re a woman, you’ll need help from a man. Feel free to call on me.”
- Let your boss indicate whether your relationship will be formal or informal.
- Do not misinterpret her friendliness as a romantic overture.
- Allow your boss to set the time and pace for work-related duties. Treat her with the same respect as you grant a male executive.

Women Working for a Female Boss

A woman working for a female boss should not change her behavior from that she would exhibit toward a male boss. The best rule of thumb is to treat an executive according to the etiquette appropriate to the position and not to let the gender influence your behavior and attitude.

6 Attitudes Worth Remembering

1. Your attitude towards people influences your behavior. It is not always possible to camouflage how you feel.
2. Your attitude determines the level of your job satisfaction.
3. Your attitude affects everyone who comes in contact with you, at the office, in a meeting, on the telephone or at a meal.
4. Your attitude is reflected in the tone of your voice, by the way you stand and move, in your facial expressions, and through other nonverbal messages your send.
5. Your attitude is adjustable. You have choices regarding the attitude that you display.
6. Choose to be a person of positive attitudes. If you do, you will enhance the environment.

Attitude

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company, ... an organization... a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change the past... we cannot change the fact that people will act a certain way. We cannot change the inevitable. The only thing we can do is play the one string we have, and it is our attitude... I am convinced that life is 10% what happens to me

and 90% how I react to it. And so it is with you...we are in charge of our Attitudes.”

Author Unknown

Contact Information

Copyright 2017: Lou Kennedy

www.loukennedy.com

Cell: 361-537-9670

Fax: 830-755-5044