



## 3 ways to be a positive force at work

- *Give – or share – the credit.* If you are recognized for a job well done, accept it graciously, but don't forget about those who may have helped. If a co-worker or team had a hand in your achievement, be sure to mention them.
- *Always use “please” and “thank you.”* We often forget these simple words when we're busy and trying to get through a long to-do list. But they can have a big impact on how others respond to you. A (genuine) smile also helps.
- *Don't take feedback personally.* As hard as it may be, try to accept constructive criticism gracefully. Remember it's not a personal attack, and consider the other person's point of view before responding or getting upset.