

INTERVIEW PREPARATION

CLASS

HOMEWORK ASSIGNMENT

#1

Self-acceptance

- Have patience with all things, but first with yourself
- Never confuse your mistakes with your value as a human being
- You are a valuable, creative and worthwhile person simply because you exist. No amount of triumphs or tribulations can ever change that
- Unconditional self-acceptance is the core of a peaceful mind
- Never give up hope, because you are never out of the game. No matter how far down you get, your life can turn around in a heartbeat – as long as you don't give up on yourself

Confidence Builders

- Recognize what you do well and give yourself credit for those things
- Look for small victories somewhere in your life – even if other areas are going poorly
- Speak confidently – even if you have internal doubts, and look confident too
- Initiate conversation – rather than waiting for others to do it

Success in the Workplace

- Self responsibility is crucial
- You are the only person who can use your ability
- Be committed to continuous learning
- Admit Mistakes – accept responsibility, remedy the situation and show you are taking steps so it won't happen again
- Focus on you character:
 - Have personal integrity
 - Be trustworthy
 - Show people you care
 - Be enthusiastic

How to Keep Everyday Aggravations in Check

See annoying people as teachers

A motorist cuts in front of you on the freeway. That person is teaching you how foolish it is to be in such a hurry and taking needless risks.

Don't label things as "good" or "bad"

When one opportunity is lost, look for another. There are many.

Don't expect life to be fair

Someone at work receives credit for a great idea you had. There isn't much you can do about common injustices. They happen to everyone. An awareness of this simple fact will help you avoid precious time wasted on something out of your control.

Don't expect everyone to like you

It's a fact of life – some people you meet during your life will like you, and other won't. Trying too hard to make people like you generates a great deal of emotional stress. Always do your best, but don't get upset if someone does not seem to like you. If someone criticizes you, minimize the annoyance you feel simply by acknowledging the criticism, and then move on.

Avoid needless stress

It's a good idea to resolve not to tolerate stressful situations if at all possible. Emotional stress is a warning sign that must be heeded. Either you have too much to handle, or you are letting the little things bother you too much.

Do it right the first time

Having to correct something because it was done in a sloppy, incomplete or hasty manner will cause you and others to be annoyed with your work.

How to Keep Everyday Aggravations in Check

Always be flexible

Don't be surprised or upset. Count on lines being long at the Post Office, your flight being delayed at the airport, or that someone will break a promise. When these things happen, don't get angry. Shrug them off and go on with your life. But if they don't, you can be pleasantly surprised.

Schedule time for relaxation

No matter how busy you are, schedule relaxation breaks. They can be nothing more than taking a few minutes to breathe deeply or taking a brief walk. This doesn't mean sleep, but find peace and quiet.

Personal Power is the Fuel for Fulfillment

People possess power within themselves to make fulfilling and meaningful lives for themselves.

Be true to yourself

Few people really do a self-examination of their sense of purpose and goals. Instead they allow other to define what they should be doing.

We know ourselves better than anyone else. Other people can't make you change. It is each individual who decides when and how they will change.

We mistakenly believe that individuals in management or supervisory ranks are the leaders.

Often the most powerful leaders in a company or organizations aren't in management. They are people who earn the respect of others by being true to themselves.

Example:

A young woman in the mailroom of a large company decided she wanted to make a difference.

In the hierarchal scheme of thing, she was considered close to the bottom. She saw that people needed encouragement in their jobs and she could help a little by simply making a nice comment when she came but to deliver their mail.

She was infectious, and probably did more to influence and affects the spirit and morale of that company that just about anyone else in it.

You wouldn't expect to find a "leader" in the company mailroom, but she touched a lot of people and made a significant difference by being herself.

If you want something to happen in your life, work for it.
Is something happens you don't like, deal with it,

Grow from it, and move on.
Don't just wish, complain and blame.

Each of us has the power to make a
Difference

Every American can learn something from the
United States Marine Corps

Tell the truth

Do your best, no matter how trivial the task

Choose the difficult right over the easy wrong

Look out for the group before you look out for yourself

Don't whine or make excuses

Judge other by their actions, nothing else – ever!