

Is Your Attitude Holding You Back?

Whether you want to admit it or not, your attitude plays a large role in whether or not you are successful in your job. There is a story about a man who sat outside the gates of a city and as a traveler passed by, he asked what type of city it was. The traveler told him it was a terrible city full of awful people. The next traveler that passed by, the man asked the same question. That traveler answered that the city was wonderful and full of loving people. You see, you can try to fool yourself that your negative attitude comes from the environment you are in, but on the contrary, you chose whether you will be negative or positive. In leadership roles, you will definitely face your share of negative situations, but that does not mean your attitude or outlook on your success should be affected negatively.

How Does a Negative Attitude Affect Your Job?

When you have a negative attitude, you will complain more about your circumstances.

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How is Your Attitude?

Pay Raises Focus On Rewarding Top Performers

It is difficult to find employees that are dedicated to a company and able to perform at a high level. When you have found individuals that fit that bill, then you know how important it is to retain them. Employees that know their value in the company cannot be blamed for expecting to be thanked for their efforts.

Even if an employee is happy working for you, they can be easily swayed if they feel that they are being taken for granted. Rewarding your top employees is an important thing that needs to take place in any business.

Who Are the Top Performers?

Before you can begin rewarding top performers in your company, you must identify who they are. Looking at an employee overall is the best way to know who is most valuable in your company. The amount of work that is being put out can be a good indicator, but should not be solely relied upon. There are other factors such as attitude, being a team player, and passion that should be taken into account. Once you have identified the top employees in your business, then you can begin rewarding them.

How to Reward Employees with a Pay Raise

Conducting regular performance reviews is one of the best ways to decide whether or not an employee should be rewarded with a pay raise. Raising an employee's wages does many things:

- it tells the employee their value to your company

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Not only will your complaints about the situation be greater, you will find yourself feeling like there is no solution to the problems you are experiencing. When you have a positive attitude about your job and life, you will tackle issues that arise and believe there is a solution. Negativity causes you to stay in a mental slump where you do not handle problems, but allow them to make you feel more negative about your situation. You cannot accomplish your goals if you don't believe that you can.

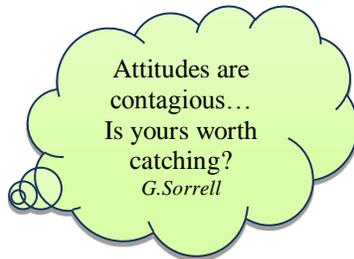
How Does Your Outlook Affect Those Around You?

Regardless of whether or not you have a negative attitude or a positive one, others around you will be affected. As a leader, employees will look to you to set the tone for the attitude they should take while at work. If you are negative and come across as defeated, then your subordinates will feel that you are not in control and they will also feel defeated along with you. On other hand, if you are positive and enthusiastic about the company, your employees will be more likely to feel the same way as you. More can be accomplished when everyone on the team is positive and excited about the job.

How do You Change Your Attitude?

Once you allow yourself to feel negative about your position or job, it can be difficult to change the way you feel about it. Here are a few things that you can do to help change your attitude:

- **Stop Complaining-** it is one thing to share some of your frustrations with work, but if all you ever say are negative things about the job, then you will not be able to change your attitude. You must change your speech from complaining to positive things about the situation. If you can't think of positive things to say, then at least stop saying negative things.
- **Take a Break-** some time away from a negative situation can really help to change your attitude.



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Take a day off and re-focus yourself on something other than your job and title. Often times, those in leadership do not feel they can take a day off. However, you are harming your business if you never take a break.

- **Spend Time Around Positive People-** put yourself around other people that inspire you and help you to feel positive about your life. Positive people can help you find answers to challenging situations. Take advantage of their attitude to help you continue to grow your positive attitude.

These are a few things you can do to help change your attitude to be one of perseverance, passion, and excitement. When you have a positive attitude, you will tackle problems head on and find solutions to your issues. Your business can truly grow when you believe that it can and instill those same beliefs in your team. ♦

If you have any questions about this article, or about how we can help you with your current team building, performance, leadership, strategy, and / or hiring needs, contact us today!

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Awareness Calendar

deserving causes for october

National Breast Cancer Awareness Month

For more than two decades, the **National Breast Cancer Awareness Month** has educated women about breast cancer, especially the importance of detecting the disease in its earliest stages through screening mammography, clinical breast examination, and for women 20 years of age and older, breast self-examination.



For more information visit the [National Cancer Institute](#) or [Susan B. Komen](#) web sites.

"I'm a great believer in luck, and I find the harder I work the more I have of it."
~ Thomas Jefferson

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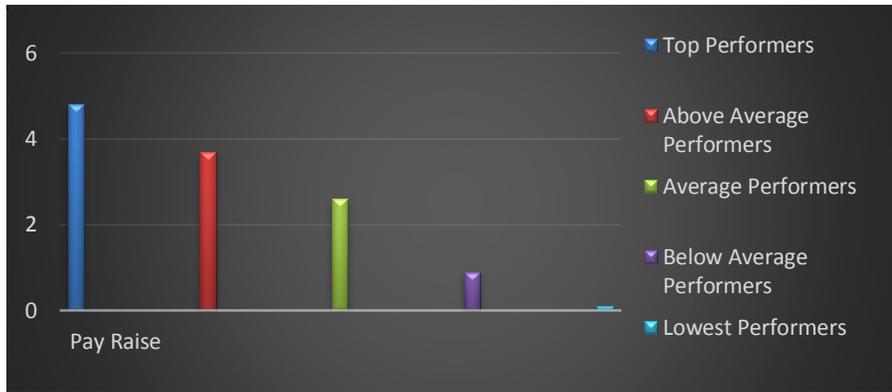
- it establishes a gap between high functioning employees and low functioning ones
- gives a standard for others in the company to follow suit



In order for pay raises to be as effective as they need to be, you must be consistent with employee evaluations.

How High Should the Raise Be?

While you might decide to give all employees some form of raise each year, the question is, how large of a differentiation should there be between top performers and low functioning employees? You will need to develop a pay raise scale in order to assign each employees raises based off of their functioning. Here is a good guideline of what other companies are doing to distinguish employees.



Top Performers	4.8% pay raise
Above Average Performers	3.7% pay raise
Average Performers	2.6% pay raise
Below Average Performers	0.9% pay raise
Lowest Performers	0.1% pay raise

These are just a few ideas of what you can do to distinguish top performers from other employees. You will need to decide what best suits you, but the best thing to keep in mind is that there should be a large gap between the top and the bottom. ♦

If you have any questions about how we can help you with rewarding top performers contact us today!

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DON'T DECIDE NOT TO DECIDE

Often, when it's time to make a tough decision like changing jobs or buying a house, we are overwhelmed by negative thoughts about the problems that might arise. Therefore, we never take the first step to get information, which could reveal big, overlooked benefits. Putting the decision off is a decision not to decide and can sabotage your big moves.



One Minute Ideas

Rewarding Performance

If your organization is using economic excuses and cutbacks as an excuse for not rewarding your employees, the problem is a lack of imagination, not a lack of dollars. Here are some possibilities for recognition and rewards:

- 1) A picture of the winning department or section on a local billboard
- 2) A personalized chair with a gold star at the winner's desk or workstation
- 3) A special corporate blazer or shirt with the company logo
- 4) A month's use of a designated parking spot
- 5) Free meals in the cafeteria for a month
- 6) Tickets to a movie or ball game
- 7) An hour of pampering at a local spa or health club
- 8) Posting on organization's web site or Facebook page ♦

Source: Todd Englander, writing in *Incentive Magazine*



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Exceptional Leaders Focus

Exceptional Leaders are masterful at prioritizing and focusing on what is truly important. In an extensive interview with Charlie Rose, Warren Buffett was asked the secret to his phenomenal success as a businessman, through which he has become the second richest man in the world. His simple answer was his ability to focus. Buffett is able to pick just the right things to concentrate on. He does extensive research and finds companies in which to invest that meet specific criteria, including having the right people. He then lets them run the companies and stays for the long haul. That's it. Of course he also happens to be brilliant.

Exceptional leaders find those high payoff activities to engage in and think about. They are decisive and take action.

Thought Provoker

- ✓ Do you know where you need to focus your attention and your actions in order to insure the biggest payoff in the success of your business?
- ✓ How much of your time is wasted on unimportant, low priority, low payoff activities?
- ✓ Have you set up systems and routines so that you can avoid being drained or scattered by extraneous and low payoff activities?
- ✓ Have you set boundaries with others to ensure that they respect your priorities?

Exceptional Leaders are constantly assessing where they can best use their time and attention. They simply and powerfully focus. ♦

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Schedule of Public Courses

The following courses are being offered to the public by Harmony Coaching & Consulting. Click on the associated link for more information on the program or to register.

Course Title	Date(s)	Time	For More Information/Registration
SHRM Learning System® is the preparation course for the HR Certification Exam	Every Other Saturday 9/27 – 12/06/2014	8:30AM – 4:30PM	www.cbu.edu/shrm
The Coaching Clinic® is a two-day workshop for executives, managers and leaders to experience and learn coaching skills and competencies.	November 13 & 14, 2014	8:30AM – 5:00PM	www.harmonycc.net/coaching-clinic.php

