

Facilitator CHIPS

Constructive, Helpful, and Informative Practices

Prepared by the ORO Facilitator Program to help enhance individual and organizational excellence

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Facilitation Services Available:

- ◆ Process Improvement
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For more information about facilitator services or to suggest a CHIP topic, e-mail or call:

[Butch Brant](mailto:Butch.Brant@oro.org) (865) 576-4087
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[Donna Riggs](mailto:Donna.Riggs@oro.org) (865) 576-0063

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Positivity - Abundant Living & Working by Choosing a Positive Approach

Part I: Preventing the Negaholic Virus*

Are you searching for a more positive work environment? Do you work with someone who often has a negative attitude or sometimes even find yourself coming down with the Negaholic virus? How does one go about turning those negative feelings into positive ones? According to Dr. Cherie Carter-Scott, a teacher and author for over 25 years specializing in personal growth and overcoming negativity, we can each take steps to survive and even transform the negativity in ourselves and in our organization.

In her book, *Negaholics No More*, Dr. Carter-Scott shows us both the prevention and the cure for the Negaholic virus. Her ounce of prevention involves following ten steps to "nip the negaholism in the bud." These are:

- 1. Reinforce the "I can" side of you** ~ Seek out and surround yourself with people who are positive and supportive and have a "can-do" attitude.
- 2. Be honest about your needs and wants** ~ Be honest to both yourself and others about what you need and want. Don't just say what you think others want to hear.
- 3. Know yourself** ~ Pay attention to what works and doesn't work for you. Know your own strengths and weaknesses, and seek support from others when needed.
- 4. Discover your passion** ~ Find what you love doing that gives you pleasure and do it often.
- 5. Make plans** ~ Set goals and develop both short and long term plans to achieve them.
- 6. Prioritize** ~ Break your plans down into tasks, assigning a priority to each task- high, medium, low. Complete the tasks in that order. Try to complete tasks ahead of time.
- 7. Get organized** ~ Set up a system for quickly finding information and files and stick to it. It will prevent repeatedly wasting time trying to find things.
- 8. Keep your life in balance** ~ Balance your family, work, and other responsibilities, setting aside time for yourself as well.
- 9. Pat yourself on the back** ~ Remember to reward yourself as well as others for a job well done. Celebrate your own accomplishments and successes.
- 10. Nurture yourself** ~ Be kind to yourself as well as others. Do something nice for yourself each day and remember: "*An ounce of prevention is worth a pound of cure.*"

* Reference: *Negaholics No More!* By Dr. Cherie Carter-Scott, National Press Publications, 1999.

Please join us next month for the second article in the Positivity series entitled:
Part II: Curing the Negaholic Virus