

How to Rise above Problems in 10 Minutes

Step Two Action Steps:

The ability to find positive aspects when you are experiencing an unplanned disturbance is a valuable skill to cultivate. We all experience interruptions to our plans many times throughout the day. Allowing these disturbances to stay in our heads has a dramatic effect on our attitude and can definitely create a negative spiral to our mood. When we are focused on a negative incident or thought we fail to notice the many good things that occur. This is another of those habits that can creep in on us without our realizing it.

One bad apple spoils the whole basket!

If you have one of these bad apples lurking in your brain spoiling all the good apples, you need to deal with it as soon after it happens as possible.

Here are a couple of good exercises to try:

Exercise 1, Take a Moment: Whenever something unplanned or upsetting occurs during your day immediately stop and consciously focus on finding of 3 positive aspects about the situation and say them out loud to yourself. Then delete the negative occurrence from your thoughts and focus on your 3 positive aspects.

Example A: Someone unexpectedly cancels and appointment at the last minute. Stop and say to yourself:

- “This will give me an opportunity to better prepare for our rescheduled appointment.”
- “Now I can work on another project I want to complete and possibly finish it early.”
- “Now I have time to make some calls on other prospects.”

Example B: You didn't get the sale, raise, promotion or job you applied for:

- “Things happen for a reason; this was clearly not the fit I thought it was.”
- “What can I do to better prepare or what can I learn from this interview or experience.”
- “Is there more I can learn to increase my opportunity?” (A book, course or volunteer for more experience)

You get the idea. The cup is half full or half empty as they say and disappointments are usually an opportunity in disguise!

Exercise 2, The Quick Problem Solver Formula: If shifting your attention to positive aspects about the situation does not help your next step is to immediately go to The Quick Problem Solver Formula. Take a few deep breaths to clear your head and then do the following:

When you are calm take an objective look at the situation.

- a. Identify if there is any action you can take to change or alter the occurrence.
- b. If you feel there is; identify if it is a short term or long term repair.
- c. Now decide on and write down a plan. If you can fix it immediately, do it.
- d. If your plan doesn't involve immediate action; keep your notes for later or put it in your day timer with a scheduled day and time for what you have planned to address it and forget it for the rest of the day.
- e. If, after objectively looking at the occurrence, you decide there is nothing you can do to change it, dump it in the garbage and move on.

IF YOU CAN'T CHANGE OR CORRECT IT DON'T DWELL ON IT

Dragging negative thoughts and upsets along with us is more destructive than you think. It affects how we feel and what we accomplish. In the short term it can ruin

an otherwise perfectly good day. In the long term it blurs the positive quality of our future days.

To get the most out this step and help to reinforce it in your mind I would suggest that you think about and write 5 recent examples of how you could have pivoted out of a negative attitude using these 2 exercises during an upset in your life or day.

For the next 21 days whenever you use this formula write it down in your Journal if you are keeping one or a notebook. The act of writing really brings clarity to an action and it only takes a few minutes to do. It is so helpful to go back and review these instances after the fact and when you are truly “over it” to illuminate how effective this method is!