



THINK ... SPEAK ... ACT

HOW I SPEAK

How to Positively Influence Others

YOUR NAME _____

Great teammates are constantly aware of others and recognize their successes. Pay attention to the little things and speak up when you see an opportunity to be a positive influence.

EXAMPLES

1. Notice when someone helps you. "Thanks for helping me get that project done."
2. Choose to be positive even when the outcome is unknown. "It's going to happen!"
3. Speak 'belief' in others. "I KNOW you can do this."
4. Compliment someone when you see them doing their job well. "You did that really well!"
5. Notice when someone is helping the group be better. "That really makes a difference to all of us. Thanks!"
6. When you see a co-worker or family member fail and recover well, make note. "I see that was a tough one, way to bounce back."
7. Compliment and thank those who work for you or support you. "I really appreciate your hard work. Thanks."

Remember, what you say makes a difference.

Examples of times that I have, could have, or will influence others with my words:

1. _____

2. _____

3. _____

