

# Turning Obstacles into Opportunities

## 10 Ways to Get Started

### Adjust Your Thinking

Teach your brain new tricks. Design positive thoughts to replace negative ones. Consciously practice using some new thoughts every day for 30 days.

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### Change What You Say to Yourself

Listen to your internal dialogue. The negative things you say to yourself are preventing you from seeing opportunities. Change this by cultivating a positive internal dialogue.

### Be Less Reactive and More Responsive

When faced with setbacks and challenges, resist first thoughts and knee-jerk reactions. Instead, consider intelligent responses.

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### Watch Your Language

Stop yourself before you say things like, "I can't", "That's impossible", "It's too hard" or "I already have too much to do". For 30 days consciously turn these statements into positive ones.

### Do One Thing at a Time

Practice giving one task your full attention and completing it before taking on another one.

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### Focus on Goals

Know your library's mission, vision and goals. Focus on meeting needs of the people you serve. Doing this will make you available when opportunities arise.

### Update Your Personal Mission Statement

Write your personal mission statement on a piece of paper and carry it with you. Read it every day for the next 30 days.

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### Cultivate the Optimism Habit

Healthy optimism means being in touch with reality. Make the best of things that happen because they will happen anyway.

### Look for Opportunities

Practice flipping challenging situations into new opportunities.

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### Keep a Notebook

When you see a possible opportunity, jot it down in a notebook you keep with you at all times.