

## ACTION PLAN

by Jeff Davidson,  
Author of  
*THEY'S GUIDE TO MANAGING STRESS*

### 10 Ways to Gain Respect

Regardless of your workplace situation, you can do things to be a boss, co-worker or subordinate whom others respect:

**1. Avoid making promises you can't keep.** Better to under-promise and over-deliver than over-promise and under-deliver.

**2. Maintain a cheerful disposition—smile at people.** They don't have to do anything for you, and you don't have to be seeking anything. A smile is simply a smile.

**3. Be as good a listener as you can.** The typical person, when polled, thinks he or she is a good listener. The reality is that most people aren't.

**4. Strive to treat others in the workplace with respect, regardless of their position.** Treat employees who just started with the same respect you show your CEO.

**5. Look for the best in others.** Everyone does something in which you can find approval.

**6. Avoid the rumor mill.** Nothing dampens the morale and spirit of an organization faster than spreading stories.

**7. Take responsibility for your own mistakes rather than passing out blame.**

**8. Avoid making decisions in anger.** The chances are great that a decision made in anger won't be a wise one.

**9. Try not to get upset about things people say about you, particularly when they're untrue.** Demonstrate through your actions that such comments are not correct.

**10. Control your emotions.** Make decisions *after* thinking them through.

### Thoughts FOR LIVING

Live so that you wouldn't be ashamed to sell the family parrot to the town gossip.

—Will Rogers

*Working  
At Your  
BEST*

**STAFF:** Chris Hill, Executive Editor; Marian Wolbers, Senior Editor; Jeanne Stock, Art Director; Elaine Kneiler, Readers' Service; Tina Pengracc, Marketing Manager; Cindy Dries, Fulfillment Manager; Sandy Beldon, Publisher; Robert Teufel, President; Ardath Rodale, Chairman  
**CONTRIBUTING ADVISORS:** Space and time management—Jeff Davidson, MBA, CMC, professional speaker and executive director of The Breathing Space Institute of Chapel Hill. Self-esteem—Adam Khan, business consultant on positive living and co-owner of Lighthouse Sound. Work & Personal Life—Marjorie Hansen Stearns, M.A., N.F.C.C., director of the Institute for Family and Work Relationships. Interpersonal relationships—Dr. Paul Coleman, Psy.D., psychologist and marriage therapist. Suzanne Hades Elgin, Ph.D., founder of the Ozark Center for Language Studies.

**PURPOSE:** To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work. *Working At Your Best* (ISSN 1065-5190) is published monthly by Rodale Press, Inc. Copyright 1997 by Rodale Press, Inc. All rights reserved. GST #R122988611.

For information on bulk rate discounts, contact Cindy Dries, Rodale Press, 33 East Minor St., Emmaus, PA 18998 (1-610-967-8440).

**Working At Your Best may not be reproduced in any form without written permission.**