**GuidanceResources®**

# Five Ways to Handle Workplace Emotions

**With so much of your life spent at work,** you're bound to experience the full range of emotions—good and bad—while on the job. To minimize the negative ones, maximize the positive ones and create a healthier work environment, keep these suggestions in mind:

**1** **Don't expect your organization to be responsible for your personal fulfillment.** Taking responsibility for how you feel frees you up from unrealistic expectations that can keep you stuck in negative thinking patterns.

**2** **Acknowledge your feelings and what causes them.** It's normal to feel sadness, disappointment, anger, fear and elation. If you deny your feelings, they can build up and find their way out at the wrong time or place.

**3** **Tackle habits and attitudes that keep you stuck.** We sometimes create our own unhappiness with habits ranging from procrastination to "vegging out" in front of the computer. Work on breaking those bad habits.

**4** **Move forward.** Often, people bring personal baggage into the workplace. When you come to work, leave your baggage at the door. The same is true for going home. As much as possible, leave your work at work.

**5** **Get support.** Don't give up if you feel dissatisfied in the workplace. Challenge yourself to improve your skills and your outlook.

**Sometimes, the difference between success and failure is simply a change of perspective**. Talk to your Employee Assistance Program for guidance, tools and resources to help you make the most of your day, every day.

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