



4 Tips to Diffuse Your Anger and Negative Attitude

There will always be something that goes wrong in the office, which may provoke you and cause you to get angry. Your colleagues might be acting irresponsibly or you could be passed over for a promotion, or any other similar triggers. Sometimes the triggers are small things that annoy you and stay with you through the day or even longer, until you just can't take it anymore.

You need to control these feelings to ensure that you stay positive and do not allow the irritation and anger to build up and change into a negative attitude, as this could impact negatively on your productivity. Here are a few tips that you can use in these and other similar situations to stay positive and avoid negativity:

1) Don't Bite the Other Person's Head Off - When you are angered, try to keep quiet as much as possible. Things said in anger are hard to take back, and unlike at home, you have less room to make up and bring things back to normal. Resist giving a biting retort; answer later and as much as possible, objectively. If possible, avoid working with people who are known to be acidic and annoying.

2) Act or Let Go - Whenever something comes up that angers you ask yourself this question, "Can I do anything to help it?" if the answer is yes, do what it takes to improve the situation. If the answer is 'no', let it go. This might not be as easy as it sounds, but with practice you will be able to do this quickly and effectively.

3) Learn to Express Your Feelings Without Being Offensive - If something disturbs you, you need to say it. However, whether this will repair or worsen the situation depends upon how you do it. State it as objectively as you can and always focus on the problem, not the person.

For example, let's say you do not like a colleague passing on his work to you and you want to tell this to him. Do not say, 'Stop sending me your work; you are really messing up my plans for the day'. What you should say is, 'I cannot take any more work as my plans are getting derailed. Sorry, I cannot help you.'

4) Learn to Speak Your Mind Without Being Aggressive - It is very important to give the right message to people who are annoying or trying to take advantage of you. However, you need to do this in a calm and objective way. You need to especially learn to say 'no' where it is due. In fact, the majority of anger triggers are from the fact that you cannot say 'no' when you want to say 'no'.