



Ending the year with a positive mindset

We are almost at the end of 2017. As everybody knows, time flies and there is nothing we can do to avoid that reality. However, the most important lesson I have learned from a life with endings and starts is that what gives me the energy to start a new year is the ability to close a year with a positive mindset.

The art of being the best assistant is about letting leadership emerge from within. It is about discovering who you are, what compels you to do what you do, and what gives you the credibility to manage others. Mastery of the art of being the best assistant comes from the mastery of the self and the future you want for yourself.

During my career, I have had the opportunity to work with great leaders. One of the most significant skills they all have is the ability to focus on the positive side of people and situations. Besides, they are all committed to creating a better future.

What shall we do to see a better future and imagine exciting future possibilities? We have to start planning the new year based on our accomplishments and best stories. That is what motivates and gives energy.

We have to nurture a “YES” inner culture that focuses on what we are conquering and building, rather than what we could not do or accomplish. Positive thinking nourishes new ideas, innovation, and proactivity. We create a better future by starting with what is right and is giving us happiness.

Bryan Sexton, associate professor of psychiatry and behavioral sciences at Duke University explains that, as humans, “we are hardwired to remember the negative.” But the good news is that with practice, we can develop a more positive mindset.

You are in the best position to know how successful your year has been for you. You are the one in the driver's seat when it comes to leveraging your accomplishments to the best of your advantage; no one else will do it for you.

Finalize the year with your accomplishments in mind

Knowing your achievements and identifying the skills used to achieve them are essential elements for repeating satisfactory performance. Recalling these valuable experiences will increase self-confidence and enable you to feel encouraged. I recommend you to spend some time doing a self-assessment and identifying big or small, very impressive or rather simple accomplishments from the last twelve months.

Ask yourself:

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- What did I enjoy doing?
- What did I do well?
- What gave me satisfaction and pride?
- Which effective systems did I develop?
- How many motivating meetings did I conduct?
- What new skills did I gain?
- Now many projects did my team concluded?



Visualize a successful new year

Bring to the next year the enthusiasm of having achieved important goals during this year. Assume you have only the new year ahead you to accomplish the next three most important goals in your life. Visualize how you would spend each month of the next year in transforming your goals into actions, aligning your life to be congruent with those most important things and effectively achieving the success you have visualized for the year.

Do as world-class athletes do:

- Visualize your peak performance, feel it and experience it.
- Create an inner comfort zone that will help you become familiarized with your victory. This feeling will keep you motivated and will be programming your brain, heart, and mind to be committed to the purposes you defined.



Make the new year the start of a great *movement*

Cheerful people, according to a Harvard study, are less likely to develop coronary heart disease than non-cheerful people with the same physical risk factors. Men who are optimistic are three times less likely to develop high blood pressure compared to their more pessimistic

counterparts. Besides, there is research also showing that a positive outlook can help protect against common cold.

With the bright spots in mind, happiness, and the best accomplishments we have collected, let's start the new year full of energy. Positivity is key to creating engagement, increasing problem-solving and allowing us to see the big picture.

We will need the best of ourselves to be able to build a better future through our careers:

- Start with what's right
- Choose one of your acquired skills and transform it into an expertise
- Build new strengths based on the assets you already have
- Invite your followers to keep on supporting you in the new year
- Create a vision of what is possible and start your *movement*

We have no reasons to be unhappy about the end of a year in our lives. Let's keep the focus on our strengths and victories. I am sure that you and your teams have many successful stories to tell.

The strong feeling that has to push us towards the new year is the happiness of being able to eliminate the negative, focus on the bright spots, and reinvent the baseline.

I wish you a Happy Year-End and a Successful New Year.

This article was first published by Julia Schmidt for [Personal-Assistant-Tips December 2016 Newsletter](#).



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