


RESOURCEFULNESS

Characteristics, Thoughts, Attitudes –
What can I do to be more resourceful?

Zarrin T. Brooks, CRA
Duke University, Durham, NC




re-source-ful - /ri'sôrsfəl/ (adj)

Capable or clever; able to put available resources to new, efficient, or ingenious use; using materials at hand wisely or efficiently.

Able to deal skillfully and promptly with new situations, difficulties; full of initiative.

- Adventurous
- Enterprising
- Ingenious
- Intelligent
- Inventive
- Talented
- Quick-witted
- Venturesome
- Clever
- Sharp
- Bright
- Able

**Resourcefulness Mindset =
Attitude + Persistence + Creativity**




Resourcefulness in the Workplace

Life doesn't always hand us solutions to go with the problems we encounter.

- **Being resourceful** takes more than cognitive skill:
 - it takes the ability to process information **intellectually** as well as **emotionally**.
- **To be successful**, you must embody a wide range of characteristics:

Self-belief	Discipline	Dedication
Hard work	Confidence	Willingness
- **To be resourceful at work:**
 - willing to think **outside the box**
 - adopting a **will-do** attitude
 - being an **advocate** for positive change



A resourceful person is always open to be fine-tuned!

Ways to hone your resourcefulness and leverage whatever is at your disposal:

ii. **Have confidence in yourself.**

- Cut the negative self-talk. Eliminate negative language.
- Boost your knowledge. Build on your strengths. Pick up new skills.
- Ask questions.
- Focus on your successes.

CONFIDENCE IS LIKE A MUSCLE:
THE MORE YOU USE IT, THE STRONGER IT GETS.

How do I become more confident?

Confident people tend to work more happily, and are unafraid to go for promotion or take on new challenges.

- Believe you are capable of handling any problem.
- Push yourself out of your comfort zone. Volunteer for a project that will help you build new skills.
- Self-confidence means you like and trust yourself.
- Belief in oneself and one's powers or abilities.
- Visualize being successful every day. Assess your competencies.
- Accept compliments and praise. Know that you deserve them.
- Rinse and repeat. Practice is the cornerstone of success.

In *Winnie the Pooh*, Christopher Robin tells Winnie, "You're braver than you believe, and stronger than you seem, and smarter than you think."

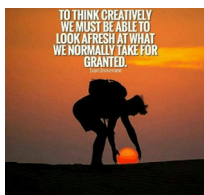


A resourceful person is always open to be fine-tuned!

Ways to hone your resourcefulness and leverage whatever is at your disposal:

iii. **Think creatively.**

- Being resourceful in the workplace requires ingenuity and imagination.
- Think small to make a big impact.
- Draw it out.
- Think on your feet (literally).
- Reach out for different perspectives. Ask people.



How do I become more creative?

Within every job there are opportunities for creativity and innovation—sometimes they are small procedural improvements, and sometimes they are big, risky innovations.

- Let your mind wander. Daydream.
- Take risks – ignore doubt and face fears. Say yes to new ideas (don't be afraid of changes)
- Break from routine and do something different just because.
- Start Conducting Stand-Up Meetings. Your entire energy changes when you're standing.
- Surround Yourself With Inspiration. Flip Your Assumptions.



"Anyone who has never made a mistake has never tried anything new" - Albert Einstein

A resourceful person is always open to be fine-tuned!

Ways to hone your resourcefulness and leverage whatever is at your disposal:

iv. Be proactive.

- Take action now, not later.
- Stop waiting until conditions are perfect.
- Turn yourself into a doer.
- Make a list. Prioritize the list.
- Anticipate problems. Think ahead.
- Have a routine at work.



How do I become more proactive?

A proactive employee thinks ahead, acts ahead and gets ahead. Your level of self-confidence and satisfaction at work increases when you are handling your tasks in a proactive manner.

- Organize. This includes your mindset, your space, and your schedule.
- Set goals for yourself. Write them down.
- Action and result oriented behavior.
- Have a routine at work. Start or end your day the same.
- Prioritize. Compartmentalize. Remind yourself why.
- The ability to adapt to change easily affects your capacity to be proactive.



"The most difficult thing is the decision to act, the rest is merely tenacity." -Amelia Earhart

A resourceful person is always open to be fine-tuned!

Ways to hone your resourcefulness and leverage whatever is at your disposal:

iv. **Be persistent. Never, never, never give up.**

- Some say that success is getting up one more time than you have fallen.
- Develop a resilient mindset.
- Determine your motivation.
- Be patient. Good things happen if you keep trying.
- Be a person of action.
- Build your confidence. Have a growth mindset.
- Set and meet reasonable goals.



How do I become more persistent?

A proactive employee thinks ahead, acts ahead and gets ahead. Your level of self-confidence and satisfaction at work increases when you are handling your tasks in a proactive manner.

- Persistent people have a goal or vision in mind that motivates and drives them. Think about what motivates you.
- Develop a more positive attitude. Never consider not succeeding right away as a failure – consider it practice, instead.
- Have the ability to adjust and adapt your plan.
- Persistence is the ability to stick with something, even if it's difficult.
- If you stop trying before the problem is solved, then you haven't accomplished anything.



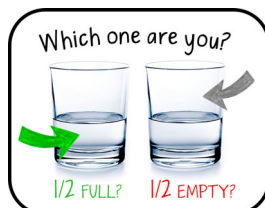
"Thankfully, persistence is a great substitute for talent."
– Steve Martin

A resourceful person is always open to be fine-tuned!

Ways to hone your resourcefulness and leverage whatever is at your disposal:

vi. **See the glass as half full.**

- Even if the glass really only has a sip left in it.
- Focus on what is working.
- Find where you can make a difference.
- Be realistic. Expect ups and downs.
- Don't beat yourself up over mistakes.
- Surround yourself with positive people.
- Enhance your skills that bring self-awareness, flexibility, self-confidence, initiative, resiliency, and adaptability.



How do I become more optimistic?

Optimism is what helps us deal with unexpected change, crushing stress, and inevitable disappointments. It's what prompts us to learn from mistakes rather than feel defeated by them.

- There is always a solution to a problem. Focus on what is working.
- Be ready to commit. Change how you see and react to things.
- The willingness to try doing new things.
- If you are positive about things, you are hopeful and confident.
- Improve yourself. Stop using negative phrases.
- Don't let yourself get dragged into other people's complaints.

"The pessimist sees difficulty in every opportunity. The optimist sees the opportunity in every difficulty." - Winston Churchill





Where the **MAGIC** happens

Your comfort zone

New experiences
New friends
New opportunities
Fulfillment
GROWTH
New challenges

Fears are conquered
WOOO! EXCITEMENT!
New skills
Dreams are born
New adventures
New attitudes
EXPLORATION

©johndecorah

"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face... You must do the thing you think you cannot do." - Eleanor Roosevelt

Tips to Be Productive and Organized at Work

- **Write it Down.**
 - Writing notes is one of the best ways to be organized and productive.
 - Keep a calendar, planner, notebook, or set of post-it notes along with plenty of writing utensils in your workspace.
- **Work Ahead of Schedule.**
 - Start with Goals. Outline your priority.
 - Why work up to the deadline when you can work ahead of schedule?
 - Example: If you need to respond to pending inquiries in your inbox by close of business, set your deadline just before lunch.
- **Keep a Clear Workspace.**
 - The space in which you work affects how you work.
 - Have everything you need within reach.
 - Use one-touch filing method:
 - Touch it once – act on it, trash it, or file it.



RESOURCES:

- ✓ "10 Ways to Be More Resourceful at Work" <https://discoverinc.com/2018/04/30/10-ways-to-be-more-resourceful-at-work/>
- ✓ "Resourcefulness in the Workplace: Characteristics of a resourceful entrepreneur" <https://hr.nadempowering.com/resourcefulness-in-the-workplace-characteristics-of-a-resourceful-entrepreneur/>
- ✓ "9 Characteristics of Resourceful People That Bring Them Success" <https://www.entrepreneur.com/article/272171>
- ✓ "7 Things Really Resourceful People Do" <https://www.inc.com/bill-murphy/jr/7-things-really-resourceful-people-do.html>
- ✓ "How to Be Resourceful" <https://www.wikihow.com/Be-Resourceful>
- ✓ "How to Promote Resourcefulness in Yourself and Others" <https://www.Helix.org/articles/featured/how-to-promote-resourcefulness-in-yourself-and-others.html>
- ✓ "8 Simple Things Resourceful People Do" <https://www.theghanapace.com/8-simple-things-resourceful-people-do/>
- ✓ "Seven Steps to Reduce Your Stress at Work" <https://www.strepholivingtoday.com/ta/blog/anxiety-files/201903/seven-steps-reduce-your-stress-work.html>
- ✓ "What Would MacGyver Do? And 8 More Questions Resourceful People Ask" <https://www.sabrymagazine.com/what-would-macgyver-do-and-8-more-questions-resourceful-people-ask/>
- ✓ "9 Tips to Overcome Negative Thoughts: Be Positive" <https://www.momentsofpositivity.com/2018/08/positive-thinking.html>
- ✓ "8 Characteristics of the 'Innovator's Mindset'" <https://agoracross.com/blog/archives/4783>
- ✓ "The Pain and Reward of Stepping Outside your Comfort Zone" <https://thegoodstuffs.com/the-pain-and-reward-of-stepping-outside-your-comfort-zone/>
- ✓ "5 Questions to Ask Yourself When Trying to Reach Your Goal" <https://www.inc.com/tylvis-lafair/5-questions-to-ask-yourself-when-trying-to-reach-your-goal.html>
- ✓ "10 Ways to Boost Your Confidence" <https://proprtyupdate.com.au/10-ways-boost-confidence/>



QUESTIONS?