

Reactivity Versus Proactivity: How to Apply Proactivity to Your Work Day



Reactivity is often the initial response to stressful situations. For example, when it's raining outside, we are sad. When a meeting gets cancelled where we were going to announce our new business idea, we are discouraged. On the other hand, we do not have to be influenced by external behavior.

Reactivity can be detrimental to succeeding as a business leader. Learn to think proactively and you can turn stressful situations into new opportunities. There are a number of methods to apply proactivity to your life.

As a recruiter, these techniques have worked well for me to find the best candidates to fill positions. Try some in your daily routine to discover if they work well for you.

Applying Proactivity to Your Work Day

Be Aware of Your Reactive Behavior

The first step of applying proactivity is becoming aware of your reactive behavior. Notice how you react when your clients confront you with a problem. Do you take problems as an opportunity for company growth or is it a source of frustration? Don't judge your behavior. Just watch.

Alter Your Language

You are your biggest cheerleader! If you are telling yourself, “I can’t” then you will probably never be able to accomplish the task. Change the way you talk to yourself for a more proactive approach.

Words to Incorporate

- I will...
- I can...
- I want to...

Start a Healthy Morning Routine

Alarm goes off - hit the snooze - alarm goes off again - roll out of bed - shower - coffee - drive to work.

Sound familiar? Many of us have a similar routine. Your morning routine can set the tone for your day. Start your day with healthy habits to influence proactive habits.

Healthy Morning Routine

- Exercise for 30 Minutes
- Meditate or Journal for 10 Minutes
- Eat Breakfast
- Full Glass of Water with Lemon

Plan Out Your Day

Without a schedule, it’s easy to get to the end of the day and realize you accomplished nothing of importance. This problem escalates when you act reactively. As the saying goes, people don’t plan to fail, they fail to plan.

Develop a proactive approach by planning your day in a planner or Google Calendar. Even if it’s only to list the top 2 or 3 things you MUST get done today.

Cross off each task as you accomplish them. At the end of the day, you may find that you accomplished more.

Make Commitments

With family, work, and hobbies, making more commitments can seem overwhelming. However, commitments can help you develop a proactive approach toward improving your business success. There are many business groups that you can join through your city's Chamber of Commerce or through professional associations. Many groups meet once a month and can provide you with new insight, motivation, and inspiration to meet your goals.