

FINDING YOUR WHY

Your why is vital for a fulfilling and happy life. It is why you wake up in the morning, what drives you and what you do that you love. It is besides the money, and how much we make, your why is your success and what you do that makes you proud. Everyone needs a sense of success in something you do, that is your 'why.'

UNDERSTANDING THAT YOU HAVE A VOICE

- Don't use the word 'just' to describe yourself. You are not 'just' a dental assistant, you are vital for the office's success and for your patient's happiness.
- Understand that dental assisting can be your passion and career, it is a serious position in the dental field and without you, dentistry wouldn't be the same, you are the backbone of the office.
- Your voice starts from your core, you are the beginning of your confidence and happiness.
- You must be the one in control of your happiness, if someone else is consistently making you feel bad in the office, you have a potential problem.

TIPS TO BECOMING A LEADER

- Be good at what you do- Prioritize the quality of your work, and always doing your best in everything you do. Keep up to date with new technologies and new information, never be afraid to ask questions.
- Earn respect and give respect- treat others how you would want to be treated, make sure that no matter what the scenario, you are treating the other person with respect.
- Ask for feedback / help- Feedback helps you ensure that you are doing what you are supposed to. It helps you find areas where you can benefit and improve. Follow up with your doctor after your procedure if you feel like it could have gone better.
- Take care of your own business- a big part in being a leader is being self-sufficient, make sure if you don't know how to do something do your best to try and figure it out.
- Let go- try to let go of grudges and annoyances, it will end up ruining your whole day or week. Bad and irritating things are bound to happen, it's how you choose to handle it that will set you apart as a leader.
- Smile- It seems small, but it's infectious and helps you maintain a positive attitude throughout your work day
- Always go the extra step- this will not only teach you leadership skills, but it also maintains a level of work ethic that is above average and is sure to be appreciated by your coworkers and doctors.

TIPS TO BECOMING A LEADER (CONT'D.)

- Be yourself- Many people find that if you go into a job at an office trying to portray something that simply isn't you it never leaves you feeling good. Always make sure to express yourself and allow yourself to feel comfortable, others will notice.
- Let your actions be a model for others- Leaders are people others can look up to, someone who strives to be the best version of themselves so others can have a role model.
- You must be patient- remember that everything takes time. If an issue arises make sure and handle it soon, if you allow it to continue it is bound to get out of hand or leave you or your coworkers feeling frustrated about something that was originally a small issue.
- Keep everything in perspective- In the heat of the moment some small things can seem like a big deal, remember to keep everything in perspective, you can recover from most daily issues this way.

SELF CONFIDENCE

- No negative self-talk- Negative self-talk is something that can deteriorate your self-worth very quickly. It is important to talk to yourself like you would a friend, remember to be patient and understanding.
- Don't adopt a 'poor me' attitude- Being a victim will get you nowhere, its vital to understand that you are able to overcome obstacles and not stay behind them forever.
- Take action- Learn from your mistakes. We all make mistakes and that's okay, just make sure to learn from it and move on.
- Believe in yourself- Don't worry of what other people think, because if you don't believe in yourself no one will. Remember that your opinion matters, and your ideas are good.