

# proactivity

***Merriam-Webster Dictionary ~ "Acting in anticipation of future problems, needs, or changes." Further defined as "controlling a situation by making things happen or by preparing for possible future problems."***

Being proactive means anticipating what might happen, planning ahead, preparing in advance and acting ahead instead of simply reacting to circumstances.

A proactive approach to work is to anticipate issues that may arise and to be prepared for them. This is the opposite of being reactive, where work problems take you by surprise and you find yourself scrambling to meet them.

Reactive people are unable to identify important issues in the workplace. Since they don't look for opportunities, they don't try to seize them and they rarely bring about change. Proactive people often seek out opportunities and show initiative.

Proactivity at work means actively looking for information and using it to solve problems. When you're proactive at work you'll be on top of things and will handle your tasks efficiently. This will make you feel more self-confident and in control. Proactive people also feel more satisfied at work because they leverage networks and opportunities to grow. They are also more persistent and work to improve their job performance.

Here are some practical ways that you engage your proactive muscles to build a more satisfying work-life:

**Ask for feedback.** Asking for feedback is a simple way to become more proactive. You don't just have to wait for your boss or manager to give you an appraisal. You can start a conversation by simply saying 'What can I do to improve?' You'll be taking initiative and making an impression.

**Be organized.** Being organized helps you manage your time and your tasks. When you're organized you'll know what you need to accomplish and you'll avoid feeling swamped. This benefits you by making you feel more clear-headed. You'll avoid stress and anxiety and will be able to create balance at work.

**Actively participate.** It may not be easy to speak up, but getting involved in the conversation is what separates leaders from followers. By openly engaging with your colleagues and supervisors, you can influence the course of action and contribute to the solution instead of merely reacting to it.

**Take action.** It goes without saying that procrastination is not an option if you're working to realize your full potential. Don't get bogged down and stuck in too many details. It's important to take timely action. Waiting too long to solve a problem or address a conflict — or worse, failing to face it altogether — often means falling behind. Instead, learn to be decisive, even if you're not 100 percent positive whether you're taking the right or wrong route. If you're wrong, you'll be able to adjust accordingly in the future — but for now, learn to trust your instincts and have confidence in your abilities.

***It's life-affirming to live up to your fullest potential. For that, you need to examine whether you're using the best approach that leverages your capabilities, time, and resources. Reaching your potential is not a neat linear path, but it is totally worth it.***



**CareGivers  
of America**  
Home Healthcare Services