

WINNING AT WORK WITHOUT LOSING YOUR LIFE

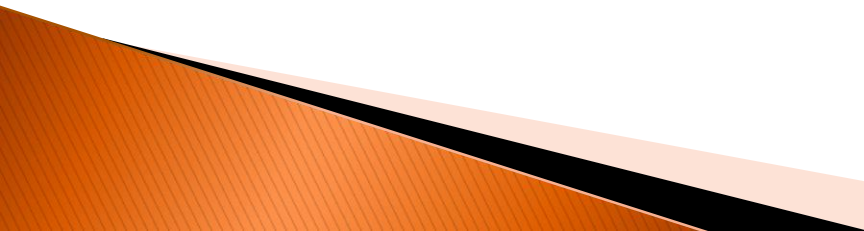
North American Lab Manager Association
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True Edge Performance Solutions



Table Talk:

1. What do you gain/enjoy most from your work? (i.e., How does your work bring pleasure and value to your life?)
 2. Over the past 3-month period, about how many hours per week, on average, have you devoted to your job?
 3. What are the main factors or pressures that cause/require you to work long hours?
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So...

What *suffers* when
work wins?

... when too much
work is stuffed
into the bag?



Your Options

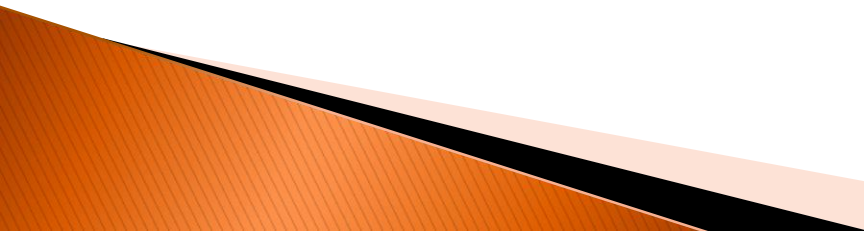
1. Strain the bag till it bulges
2. Get a stronger bag so you can press harder
3. Put less into the bag



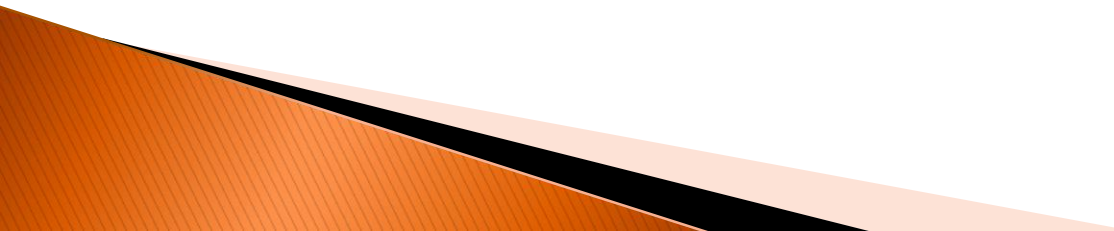
Option #1: Straining the bag



Some Basic Truths about Stress:

- ▶ Stress is inevitable-- You can't escape it.
 - ▶ Stress stems from no one thing.
 - ▶ While some people are able to manage more stress more effectively than others, everyone has a limit on how much stress they can handle before it interferes with their lives.
 - ▶ What is stressful to one person may not be stressful to another.
 - ▶ It is good to have some stress -- keeps you on your toes and makes life interesting.
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Some common causes of stress:

- ▶ Personal loss
 - ▶ Illness or injury
 - ▶ Change in lifestyle
 - ▶ Job changes
 - ▶ Money problems
 - ▶ Family changes (marriage, births, etc.)
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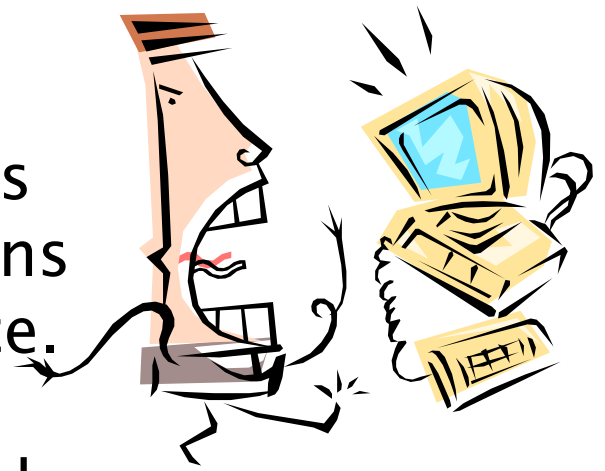
Physical Effects



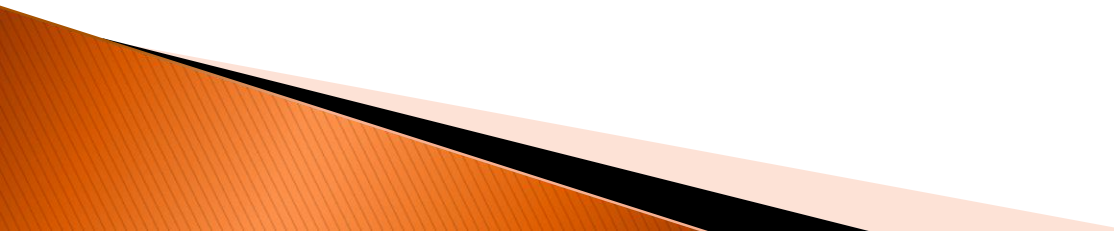
- ▶ Body enters state of “Red Alert”
- ▶ Functions like sleep and digestion become overtaxed
- ▶ Heart works harder
- ▶ Blood pressure increases
- ▶ Nervousness, tightness, cramps and headaches may occur
- ▶ Fatigue sets in
- ▶ With prolonged or severe stress, there may be increased susceptibility to disease

Cognitive Effects

- ▶ Focusing on stressful events takes focus off more calming events
- ▶ Intrusive thoughts/rumination
- ▶ Poor concentration
- ▶ Pessimistic self-talk, assumptions that magnify dangers, assumptions that reduce perceived competence. These affect the way we remember, interpret, and respond to situations
- ▶ Negative “set.”



Behavioral Effects

- ▶ Constructive escape becomes squeezed out.
 - ▶ Neglect of positive diversions and leisure activities.
 - ▶ Failure to count blessings.
 - ▶ Failure to appreciate new satisfactions.
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Emotional Effects



- ▶ Irritability
- ▶ Anxiety
- ▶ Depression
- ▶ Impatience
- ▶ Apathy
- ▶ Hopelessness

Relational Effects

- ▶ Conflicts
- ▶ Isolation
- ▶ Changes in sex drive
- ▶ Frustration and angry/violent behavior toward others



Option #2: Strengthening the bag

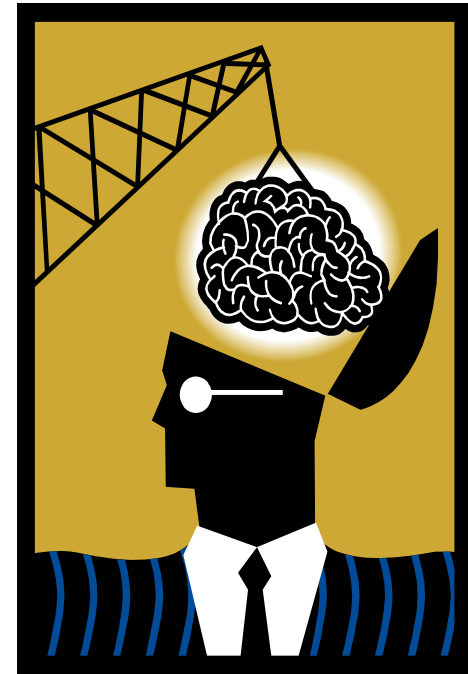


Simple Stress Reduction Strategies

- 1) Take mini-breaks throughout the day.
- 2) Exercise.
- 3) Find ways to switch gears and reward yourself.
- 4) Set realistic expectations.
- 5) Focus on one thing at a time.
- 6) Take time to pray, meditate, or reflect
- 7) Do family activities that involve interaction.
- 8) Try to find ways to bring a sense of playfulness to your duties and tasks.
- 9) Reduce late-night TV watching or other late-night activities that make you tired the next day.
- 10) Use your vacation time.
- 11) Remember to be nice.

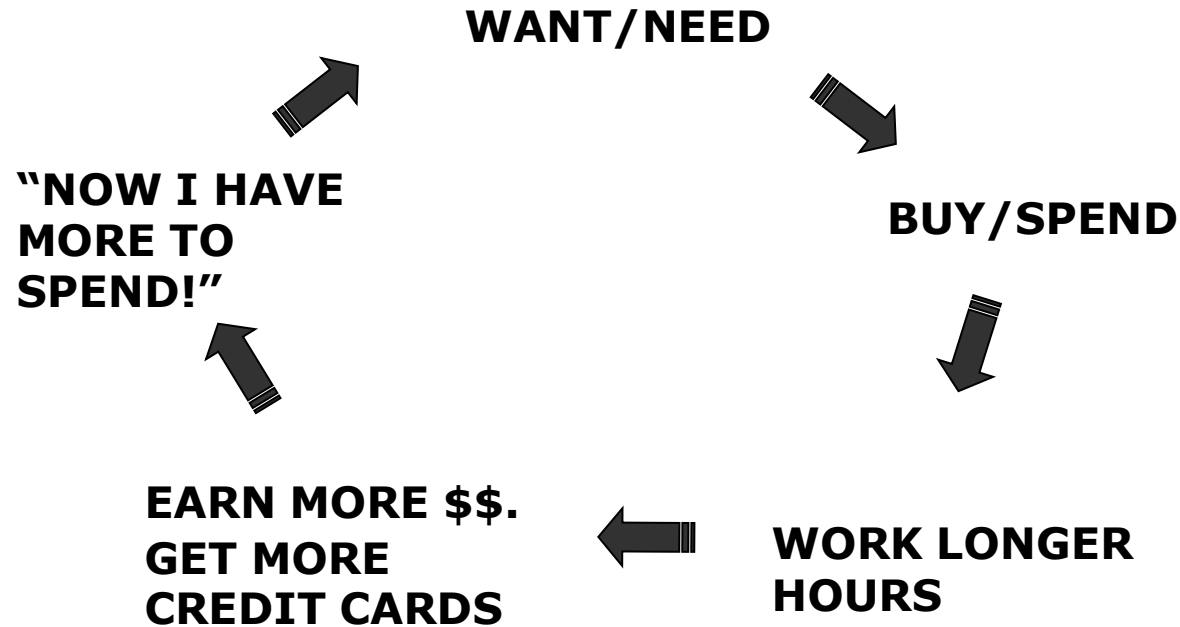
Challenge Your Attitudes

- ▶ Perfectionistic thinking
- ▶ “My kids must have the most & best of everything”
- ▶ “No one but me is capable of doing this properly”
- ▶ What ifs
- ▶ Helplessness
- ▶ Externalizing Blame



Reduce Spending

SPENDING—STRESS CYCLE



Option #3: Putting less into the bag



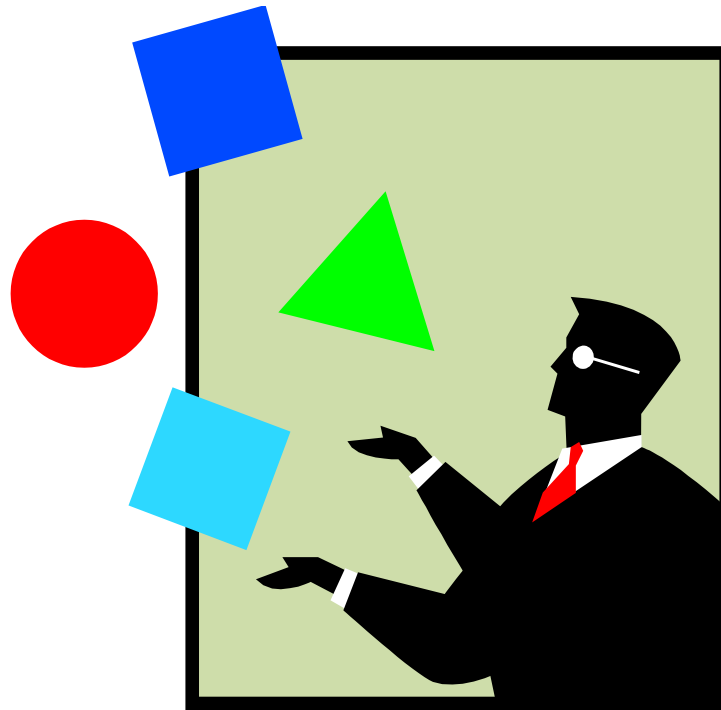
Know when to say “no”



Develop others who can share the load

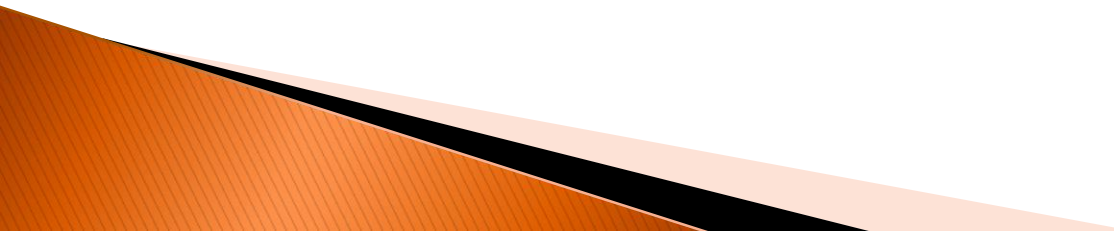


Identify values and set priorities



Make it happen!

(HINT: include your loved ones in this process)

- ▶ Determine what you want for your life
 - ▶ Intentionally pursue your priorities
 - ▶ Be willing to sacrifice the lesser priorities for the greater ones
 - ▶ Regularly assess and track how you are doing
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***“... sharpening
people and
organizations so
they can accomplish
extraordinary
things.”***

