

WORKPLACE TOOLKIT

Anne Collier

LCMA:
Compartmentalize Your Stress
to Optimize Success



Arudia
STEP INTO POWER

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Agenda

1. Review Thinking Attributes
2. Strategies
3. Questions Throughout

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Maslow's
Hierarchy of Needs

Self-Actualization

You are living to
your highest potential

Esteem

You've acquired the skills
that lead to honor and recognition

Love & Belonging

Achieving deeper, more meaningful relationships

SAFETY

Home, sweet home

Physiological Needs

Food, water, sleep

Corona

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Learn to Compartmentalize



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Know Your Warning Signs

| Affirmer Shadow: Fear of Rejection (Needy) | | |
|--|---|------------|
| Triggers: Prospect of Conflict, Hurting Other's Feelings, Making Others Angry (Antidote: Connection) | | |
| At Your Best, Empowered | Shadow: At Your Worst, Disempowered, Irrational | |
| Friendly | Sensitive | Dependent |
| Generous | Insecure | Possessive |
| Loyal | Indecisive | Anxious |
| Empathetic | Complacent | Jealous |
| Helpful | Accommodating | Naive |

| Asserter Shadow: Fear of Betrayal (Bully or Controlling) | | |
|---|---|--------------|
| Triggers: Vulnerability, Asking Forgiveness, "I Don't Know" (Antidote: Assurance) | | |
| At Your Best, Empowered | Shadow: At Your Worst, Disempowered, Irrational | |
| Confident | Arrogant | Autocratic |
| Decisive | Impatient | Manipulative |
| Competitive | Condescending | Rude |
| Candid | Blunt | Intolerant |
| Courageous | Domineering | Belligerent |

| Achiever Shadow: Fear of Failure (Micromanager) | | |
|---|---|---------------|
| Triggers: Scarcity, Prospect of Losing, Imperfection, Ambiguity (Antidote: Abundance) | | |
| At Your Best, Empowered | Shadow: At Your Worst, Disempowered, Irrational | |
| Detailed | Rigid | Narrow-Minded |
| Organized | Cautious | Inflexible |
| Structured | Tedious | Obsessive |
| Thorough | Stubborn | Argumentative |
| Serious | Critical | Pessimistic |

Your Stress-Strategy Grid

Step 2: Identifying Your Stresses

| What Stresses You Out? | Fear Step 3; Q8 | Plan Step 5; Question 22 |
|----------------------------------|--------------------|-----------------------------|
| 1. Too much to do | F | |
| 2. Get all my work done | F | |
| 3. Get enough rest | F/B | |
| 4. Have a difficult conversation | R | |
| 5. | | |

1. What typically causes you stress?



Strategies for Staying in the Light



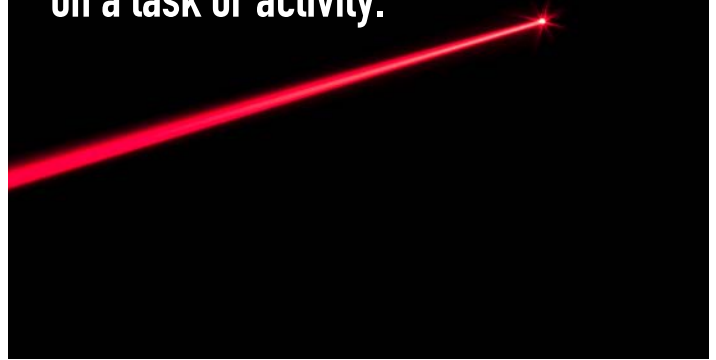
Nine Attributes of Actualized Leaders

| | THINKING | FEELING | DOING |
|-------------|--------------------------|------------|----------|
| CONFIDENCE | Objectivity | Courage | Candor |
| PERFORMANCE | Hyperfocus | Trust | Flow |
| RENEWAL | Optimal Time Orientation | Acceptance | Solitude |

Objectivity: Look at things in a way that don't get tangled up in it . . .



Hyperfocus: Intense form of mental concentration or visualization focused on a task or activity.



Optimal Time Orientation

Present

mindful, paying attention without judgment

focus on what's really going on

Past

lessons-learned mindset

Future

resilient & sleep better

Tip 1: Language Objectivity

Step 1

State the Facts

Just the facts

Like a movie camera

Avoid judgment

Be concise

"Just the facts, ma'am"



Inverse Relationship: Problem Solving and Blame



Inverse Relationship: Problem Solving and Blame

Results

Awesome

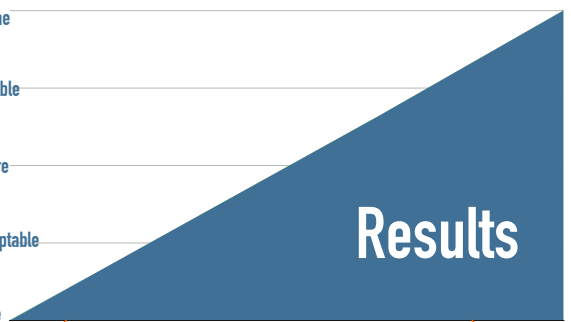
Acceptable

Mediocre

Unacceptable

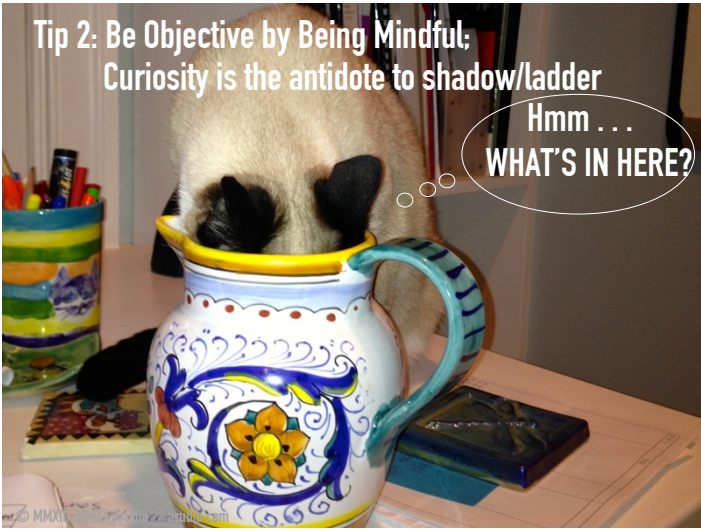
Failure

Blame



Tip 2: Be Objective by Being Mindful:
Curiosity is the antidote to shadow/ladder

Hmm . . .
WHAT'S IN HERE?



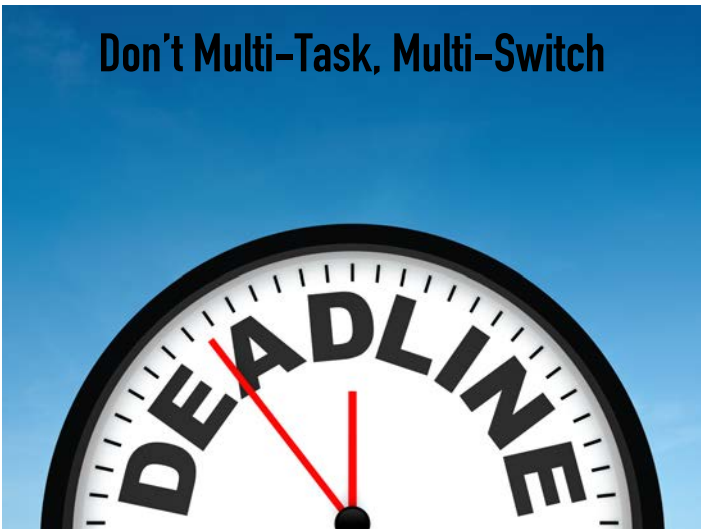
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Tip 3: Become a Unitasker



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Don't Multi-Task, Multi-Switch



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Tip 4: Hone Your Authentic Listening to Improve Your
Hyperfocus and OTO

Lack of
control, desire for
control, vulnerability,
impatience, urgency,
driving results

Personalize,
relationship concerns
indecisive, trying to make
very happy, indecisive

Catastrophizing,
pessimistic, critical,
nitpick, overly
cautious

Listen for Needs and Shadows: Use Coaching . .

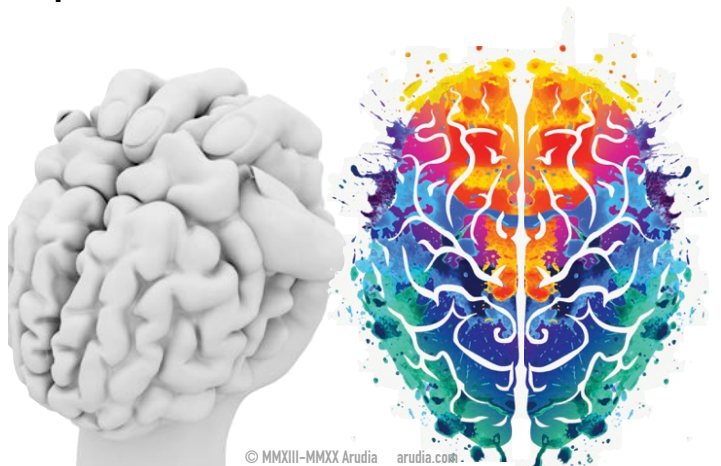
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Tip 5: Go From Overwhelm to Done
by Bite-Sizing Big Projects



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Tip 6: Do What You You Have the Bandwidth For



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Tip 7: Increase Bandwidth with Thoughtfully Scheduled Breaks



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Tip 8: Timebox Your To-Do List



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Tip 9: Be OK with What is Not Getting Done Now



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Tip 10: Offload Distractions



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Offload Your Worries

- Email self
- Bedside note
- Lists
- Calendar
- Other?



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Tip 11: Trust Your System



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Tip 12: Decided is Done



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2. Circle the Tips that intrigue you. Which will you apply now? Which will you make part of your stress-reduction and self-optimization routine?



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THANK YOU!

FOR MORE INFORMATION

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