

Guide for Ease at Work

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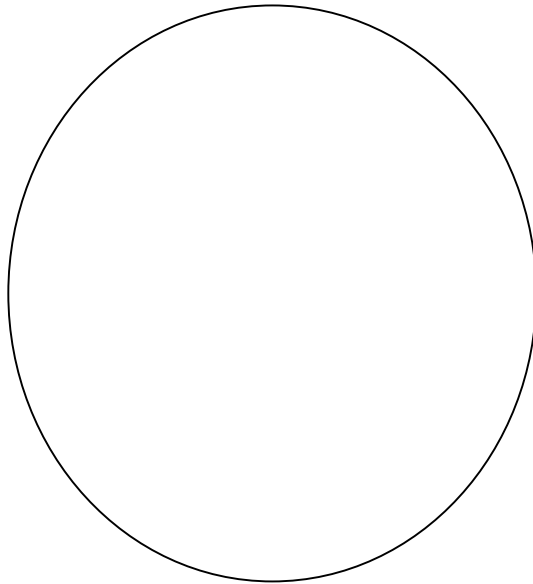
Consider these facts:

- We spend most of our waking hours at work.
- Brains work best in a state of relaxed alertness.
- Stress at work is a major factor in our health, as well as our productivity and effectiveness.
- Most of us don't choose the people we work with.
- Without a process for resolving issues at work, stress gradually rises and eventually hurts us in some way.

The purpose for this **Guide for Ease at Work** is to suggest processes that increase productivity and effectiveness through reducing stress and improving working relationships. It's processes for making your dreams for work come true.

Setting an Intention for Your Work Experience

Inside this circle, write what you truly want to experience at work. Outside the circle, write what you do not want to experience.



Reading what's inside this circle every day sets an intention for that day. You're telling your brain and the universe what you want. In its subconscious power, it then starts working to change you so that you get what you truly want. Do this activity for at least 40 days—maybe longer. Maybe a lot longer. Gradually and incrementally, you will see change. That is, you will realize you're receiving a lot more of what you truly want and less of what you don't want. In fact, the day will come when you can cut away the "don't want's" or obliterate them with a black marker—because they are no longer part of your reality.

Distinguishing Emergency from Urgency from Impatience and Anxiety

Much of what we label “emergency” is actually someone’s anxiety that we “catch.” In other words, someone experiences an emotional hijacking, and we end up going with them to a place we didn’t plan to go, abandoning our well-thought-out plans for the day. Many organizations operate daily in a firefighting mode when there is no fire. So it’s good to define with your colleagues what constitutes an emergency and an urgency.

It’s an emergency when:

- A plane flies into the building.
- Fire breaks out.
- Someone collapses, falls, exhibits symptoms of a heart attack.
- Someone hits somebody.

In case of emergency, drop what you’re doing and take appropriate action. If the emergency is already being taken care of adequately, go back to work. Don’t be a rubberneck.

It’s an urgency when:

- A deadline is imminent.
- A phone call or e-mail or IM comes through with information you need to complete an important task.

Most things that we label “emergency” or “urgency” are actually anxiety resulting from poor planning or impatience, a desire to “do it now,” even though it isn’t urgent.

Think over the last week when your work was interrupted for an “urgency.” What were the issues? Were they true urgencies, or were they manifestations of anxiety or impatience?

Issue	(Check one)	Urgency?	Anxiety?	Impatience?
1.				
2.				
3.				
4.				
5.				

3. Write this request to your God/a Higher Power/unused capacity of your brain and being: I am now willing to acknowledge that I am neither all good nor all bad, but a combination of the two. Some of my defects of character stand in the way of my usefulness to myself and my fellow man. I ask that they be removed and replaced with their life-enhancing opposites. Remove from me _____, _____ and _____. Grant me _____, _____ and _____.

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