Guide for Ease at Work By Nancy Oelklaus, Ed. D.

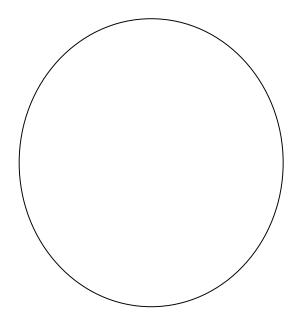
Consider these facts:

- 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.				

Relationship with Self and Others

Most people nod their heads and readily agree with the statement, "We're all human," with the clear implication that every one of us makes mistakes and misjudgments. We're fallible—imperfect. At the same time, we recognize that within us lies the capacity for greatness. Most of us choose to believe the worst about other people and the best about ourselves.

And we continue to do what we've been doing, hoping for different results that never come.

Here's a paradox: To improve our relationships with other people, we must first improve our relationship with ourselves. In other words, whatever problem we see in someone else probably exists within us, too. How else would we even know what it is? So when someone else's behavior irritates you, look within.

In his book entitled **Power vs. Force**, David Hawkins demonstrates that negative emotions weaken our whole system and reduce our effectiveness. So we must first become aware when we are feeling a negative emotion like fear, anger, worry, regret, blaming, justification, self-righteousness. We actually send this emotion out through vibrations that other people pick up, often unconsciously, and react to.

Since most people would prefer to emit positive vibrations like acceptance of human nature, forgiveness, peace of mind, live and let live, faith, humility, a process is needed to get from the negative to the positive. Here's a process that usually works:

1. How am I feeling? Describe the circumstances that led to this feeling. Write with strong words and feelings to push the emotion out of you onto the paper.

2. Label the negative emotions within you that you see from reading what you've written. Admit these faults to yourself and to your god, if you believe in God. A list to choose from is included in the last page of this packet.

3.	Write this request to your God/a High being: I am now willing to acknowle but a combination of the two. Some my usefulness to myself and my fello replaced with their life-enhancing op	edge that I am neither all of my defects of character ow man. I ask that they be	good nor all bad, er stand in the way of e removed and
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