

Managing Chaos

Or how to focalize human time and energy in harmony with values.



Manage Escalating Pressures

- Which type of work pressures are likely to enhance rather than damage performance?
- How do you ward off the effects of a stress attack?
- How do you squeeze the greatest returns from your work effort?
- What visual and mental cues could help you to keep control in pressure situations?

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Mr. X's Personal Mission Statement V1.0 (or Philosophy or Creed)

- ✓ I will succeed at home.
- ✓ I will seek and merit divine help.
- ✓ I will never compromise with honesty.
- ✓ I will remember the people involved.
- ✓ I will hear both sides before judging.
- ✓ I will develop one new proficiency a year.
- ✓ I will plan tomorrow's work today.
- ✓ I will not fear mistakes, I will only fear the absence of creative, constructive and corrective responses to those mistakes.
- ✓ I will listen double as much as I speak.
- ✓ I will review my PMS once a year.

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Mr. X's Deepest Thoughts

- I feel that principles don't react to anything thus they provide a solid foundation, they don't get mad and treat me differently.
- But I suspect that I can not become principle-centered without first being aware of and develop my own proactive nature.

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Gain Certainty About Priorities

- Prioritize by Validity
- Make Priorities Visible
- Negotiate

“Things which matter most must never be at mercy of things which matter less.”
Johann Wolfgang von Goethe

- Always organize and execute around priorities.

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Prevent Collisions Between Activities

- Don't do first things first! \neq Put first things first.
- Use urgency only to tie-break between tasks of equal impact.
- Adopt cures for competing priorities.

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Illusions

- You need a big chunk of time for major tasks.
- All these demands are number one.
- When overloaded you are too busy to stop and improve your methods.

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Communicate Powerfully Despite Pressures

- Assertion.
- Use statements that avoid blaming.
- Show risk when NO is the answer.

“They cannot take away our self respect if we do not give it to them.”

Mahatma Gandhi

“No one can hurt you without your consent.”

Anna Eleanor Roosevelt

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Seek first to understand, then to be Understood



November 17, 2004

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J. Alonso

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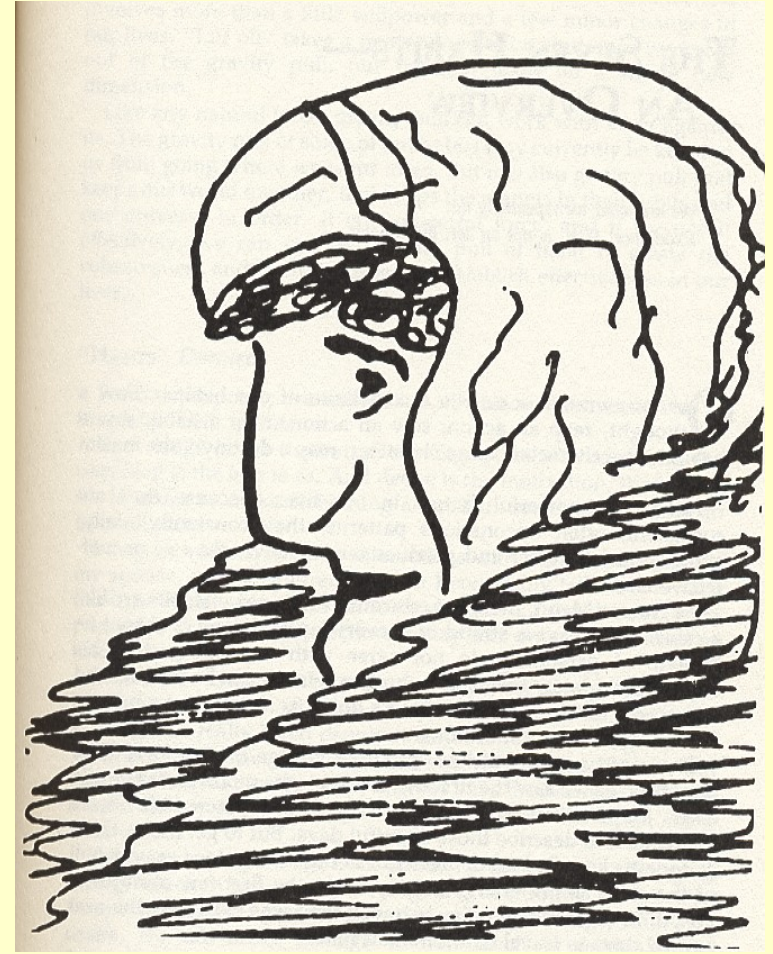


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“The heart has its reasons which reason knows not of.”

Blaise Pascal

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