Keeping Cool, Calm, & Collected
When The Pressure Is On!

Presenter -- Martha N. Bryan
marthabryan@bryanandbryanassoc.com
425-337-1838
What is . . .

Stress ?
Stress is . . .

Our internal response to the outside world.

Stress originates . . . not out there, . . . But Only in our mind.

Our Thinking . . .

Makes it so!
Inability to Remain Cool Calm & Collected

The Cause
Remaining In Control With Balanced Life Wheel
Two Kinds Of Stress

Optimal Performance Stress

... is good when you when it makes you more alert and energized, and leads to concentrated effort and high levels of performance.

Poor Performance Stress

... can be bad for you when it makes you feel churned up inside, tense, confused, unable to concentrate, and out of control; and it results in poor performance, illness, or death.
Your Wheel . . . The Walk, Talk and Sound

When it is **Balanced**  When it is **Not**
Keeping Cool & Collected . . .
Takes a Life In Balance

what you value

how you live

Means **Behaviorally** Supporting Your Values.
Congruity . . .

Experiencing
Balance, Harmony, And Appropriateness
With The Events In Our Life.

Your values should be your guide to remaining in control and productive.

Self - actualization will come when you form a congruity between what you **value (believe)** and how you **live (perform)**.
Where Do We Spend Our Time & Energy?
Managing Stress . . .

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Takes Gaining Control of Negativity
Negativity “Bad Attitudes” . . .
Where Do They Come From?

- Boss
- Family
- Organization Culture
- Society

Individual
Negativity . . .
is the result of **unbridled** & **unchecked** pessimism.

An Optimistic Attitude Brings **Hopefulness**.

A Pessimistic Attitude Brings **Helplessness**.

“People aren’t disturbed by things, but by the views they take of them.”
~ Epictetus
Attitudes!

Thoughts
Beliefs
Perceptions
Interpretations

How
“Bad Attitudes”
Get Started

"Bad Attitudes"
How Negativity Travels . . . The Catalysts

- Contagious Mood
- Conflicting Views
- Non-Productive Communication Behaviors
“Everything can be taken from a person but one thing; the last of the human freedoms - to choose one’s attitude in any given set of circumstances, to choose one’s own way.”

~ Victor Frankel, Auschwitz Prisoner
Author Man’s Search for Meaning
We Know . . .

1. We choose our thoughts.
2. Thoughts create reality.
3. Reality determines behavior.
4. Behavior leads to results.

We’ve Learned . . . . . . . . .

Life Is A Choice!
How To Overcome Negativity?

Learn to Interpret . . .

Events & People

Optimistically.
Eliminating Workplace Negativity . . .

What The Individual Can Do
Quick Fixes For Overcoming Negativity

- Set a time limit for negativity.
- Focus on the big picture.
- Set ground rules.
- Look at quality criticism as a plus.
- Use flip side thinking.
- Stop the thought! – “Caught it and rethought it.”
- Use a rubber band to snap away the negativity.
- Use the win-win approach to resolve problems.

(continued)
Quick Fixes For Overcoming Negativity (Continued)

- Surround yourself with optimistic people.
- Be your own best friend - control internal dialogue.
- Play your winners - your strengths.
- Develop new skills.
- Do something to help others.
- Alter, Avoid, Accept.
- Reward yourself for being positive.
- Lock in the negativity at work (at home).
Quick Fixes For Overcoming Negativity (Continued)

- Recognize the negativity trigger points.
- Take a time-out.
- Provide an attitude checkup.
- Encourage laughter.
- Use the tape recorder.
- Keep thoughts in the present.
- Keep future focused.
- Have a favorite saying.
Eliminating Bad Attitudes . . .

What the Individual Can Do

- Avoid “neg-attacks”.
- Shift focuses to the positive.
- Practice forgiveness.
- Ask yourself “What is the best / worst . . . ?”
- Determine the source and avoid it.
- Change your physiology.
- Eliminate any benefit you might receive.
- View every challenge as an opportunity.
- Realize - You can only do what you can do.
Remaining in Control

How do You do it?
To Keep Cool, Calm & Collected . . .
Stay In That “Circle of Influence.”
You Have More **Control** . . . Than You May Think

- What you do with most of your free time
- How much energy you exert on each task
- Your thoughts and imagination
- Your attitude & your tongue
- Who you choose as role models
- Your commitment
- Causes which you give your time and ideas
- Your memberships
- How you play your cards
- Your concerns and worries
- Your response to difficult people and times
Those Best Able to Remain in Control & Productive
(continued)

- High Self-Esteem (Sense of Worth)
- Feel They Can Control World Around Them
- Are Challenged by Change
- Are Committed & Intensely Involved in What They Do
- Regard Challenge as an Opportunity to Grow

“The greatest weapon against stress is our ability to choose one thought over another.”
~ William James
Keeping Cool, Calm, and Collected When the Pressure Is On

- Have "escape routes."
- Remind yourself of your good qualities.
- Talk to yourself.
- Set realistic goals and expectations.
- Take care of number one.
- Establish quiet time.
- Accept change.
- Focus on areas you can control.
- Negotiate and re-engineer pressure situations.
- Learn how to spot your stress warning signals.
- Stay informed about what is happening.

(continued)
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- Keep current in your field.
- Have a plan "B".
- Be a problem solver.
- Use weekends as a change of pace.
- Everyday do something you really enjoy.
- Have an optimistic view of the world . . . focus on the positive.
- Be flexible in your attitudes . . . you may not know the full story.
- Anticipate corporate change by constantly updating your skills.
- Make friends with non-worriers.
- Learn from those who are best able to manage stress.
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- Ask a colleague to let you know when you appear to be stressed.
- Maintain your network and support groups.
- Have a reward system.
- Balance your life.
- Go with the flow.
- Learn to say "no."
- Have a positive mental attitude.
- Maintain sensible perspective and a sense of humor.
- Warm up to your job or find a new one.
The End . . .

Thank You!

Martha N. Bryan
425-337-1838
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