

Stress Management

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Stress - a state of mental or emotional strain or tension resulting from adverse or very demanding circumstances.

An individual's stress can stem from personal life and work – the type of work, either physical or mental (completing projects, meeting deadlines, etc.) can be a trigger for stress.

Handling personal stress – find something that offers *Renewal*. Anything constructive that breaks the ordinary pattern which adds to stress.

Work stress - The leader will also face an additional level of stress. A leader takes on the added stress of being responsible for the work of others.

According to a research study done by the National Institute of Mental Health., Mid-Level Leaders are more likely to experience stress and depression while attempting to balance the expectations of senior leadership with the needs of their team.

The effects of stress in the work environment:

- Listening skills are diminished
- Have trouble empathizing with others
- verbally aggressive or self-serving attitude

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“One of the best ways to save time is to think and plan ahead; five minutes of thinking can often save an hour of work.” – John C. Maxwell

Time management and stress management go hand-in-hand. Each one of has the same 24-hours allotted each day.

Being able to effectively assign time, energy, and resources to achieve goals results in a greater overall sense of well-being and reduces stress levels.

If you are able to manage your time well and complete tasks that are scheduled, it will ensure you have the optimal energy for when things happen that are unplanned. (Which can be the main trigger for work stress)

- **Identify and Prioritize:** Create not just a check list of tasks, but a Priority list of tasks
 - Break down the complex tasks into manageable steps
- Assign **downtime** in your schedule. By actually including downtime as part of your routine, it holds you accountable.
- Be honest and identify your optimal working time.
- Delegating responsibility to others (Is this something only I can do?)

John C. Maxwell The 360° Leader

- Challenge #3 – The Multi-Hat Challenge (pg. 43)
 - The pressures of leading from the middle
- Lead-Up Principle #2 – Lighten Your Leader's Load (pg. 94)
 - Do your own job well first.
 - When you find a problem, provide a solution.