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A PLAN FOR EVERY PURPOSE

- Clearly define your task or goal.
- Break up large projects into manageable steps.
- Build in time to regroup, acknowledge successes or change direction.
- Assign duties for each step to the appropriate person.
- Set realistic deadlines.



Leap Into ACTION

If you have a specific goal or project to accomplish, create an action plan to get it done. Once you get the hang of action planning, you'll find it comes in handy – both professionally and personally. Action plans provide goals to achieve, tasks to complete and milestones to celebrate.



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ADJUSTING TO CHANGE

- Accept that change is inevitable.
- Look for the positive and find opportunities to grow.
- Develop support relationships and share your feelings.
- Clarify goals and expectations, and then move on.
- Be open and flexible.



Winds of CHANGE



Change is inevitable. However, embracing change is sometimes easier said than done. Flexibility and open-mindedness are key to handling change because fear of the unknown is what makes most people uncomfortable. Focus on the positive side of change, and watch it bring new energy and ideas.



FOCUS ON THE PROBLEM

- Meet face-to-face in a neutral location.
- Limit conversation to the issue at hand.
- Focus on how the problem affects each of you.
- Make your wishes known.
- Avoid personal insults or placing blame.



Cooling Workplace CONFLICTS

In every workplace different styles and personalities come into play, and conflicts sometimes arise. Learn to manage workplace conflicts positively, before they become a real problem. When basic values and personalities differ, agreeing to disagree might be the best way to settle the problem.

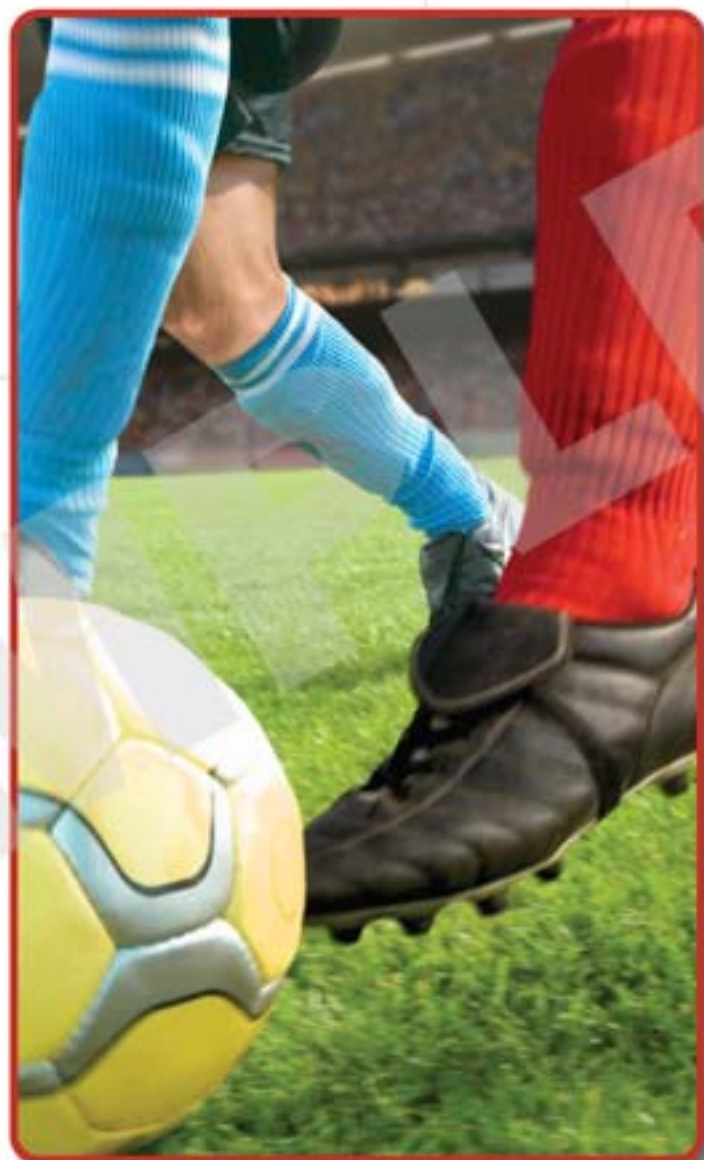




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GENERATE NEW IDEAS

- State your project or problem from a different perspective.
- Write down ideas as they come.
- Change your scenery and stimulate your senses.
- Invite feedback from others.
- Ask questions and keep learning.



Kick-start Your **CREATIVITY**

Creativity happens when we share our thoughts without holding back and when we listen to other people's ideas without criticizing or judging. Creativity is inspired by curiosity and the desire to learn. Harness your creativity for a renewed sense of vigor at work.



STRESS-PROOF YOUR JOB

- Take 20 minutes for quiet time every day.
- Realize that some things are simply beyond your control.
- Set attainable goals.
- Put failure into perspective.
- Let go of the nonessential.



Find Your OASIS

Stress can be good and bad. When it's good, stress drives you to do your best. When stress is bad, it leaves you unmotivated, tired and unfocused. Living a stress-free life is next to impossible; the key is to counteract the bad stress and let the good stress work for you instead.

KEEP YOUR FOCUS

- Live in the moment.
- Have confidence in your ability to do your job well.
- Reduce clutter.
- Eliminate distractions.
- Pace yourself.



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Excel Under PRESSURE



Hurried. Anxious. Overwhelmed. Do these words remind you of anything? For many people, these conditions result from working under pressure. They also work against concentration and productivity. Reduce your stress and work more effectively. Learn to face deadlines and other pressures with calmness and focus.



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HOW TO SHINE

- Think through questions before asking.
- Use skills, information and resources to solve problems.
- Accept constructive criticism gracefully.
- Don't duck when challenges come your way.
- Seek opportunities to learn, and stretch your boundaries.



SHINE Like a Star

You bring something to work every day that is valuable: your unique blend of knowledge and experience. That's what makes you an asset as an employee. You stand out when you follow through and keep your promises, focus on teamwork instead of personal glory, and manage your time wisely.



HEAD OFF BURNOUT

- Ask for help or delegate.
- Know when to walk away.
- Take time off.
- Get enough sleep.
- Realize when you are overcommitted and then let go of the nonessential.



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SPINNING Out of Control?

Face it: Everyone has limits – even you. Burnout doesn't happen overnight, but it's difficult to fight once you're in the middle of it. That's why it's so important to recognize the early signs: irritability, stress, frustration, hopelessness and a general numbness to life. Stop the spinning and fight burnout by taking time out for yourself, delegating to others and knowing when to walk away.

HOW YOU CAN HELP YOUR TEAM



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- Communicate.
- Work for the greater good.
- Listen well.
- Be accountable.
- Compromise.



Pull Together as a **TEAM**



The old saying “two heads are better than one” has real-life significance. After all, no one person can do everything. Working on a team can be rewarding. Doing your part is essential. Make sure you know your role and take it seriously – you’ll be surprised at how much the team can accomplish when everyone works together.



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WINNING WAYS

- Challenge assumptions.
- Be passionate about what you do.
- Assess your abilities and improve.
- Keep learning.
- Be flexible.



Think Like A WINNER

Winning at work comes more naturally when you believe in yourself. This means being passionate about what you do – so if you're not, make and implement a plan to change. Then choose to remain positive, motivate yourself and work hard. When all else fails, give yourself a pat on the back for your effort.