

I USED TO HAVE A HANDLE ON LIFE, BUT IT BROKE!

**Strategies for Saving Time, Reducing Stress, Boosting
Efficacy and Enjoying your Job More!**

PRELIMINARY SELF- CHECK

S H D
I ?

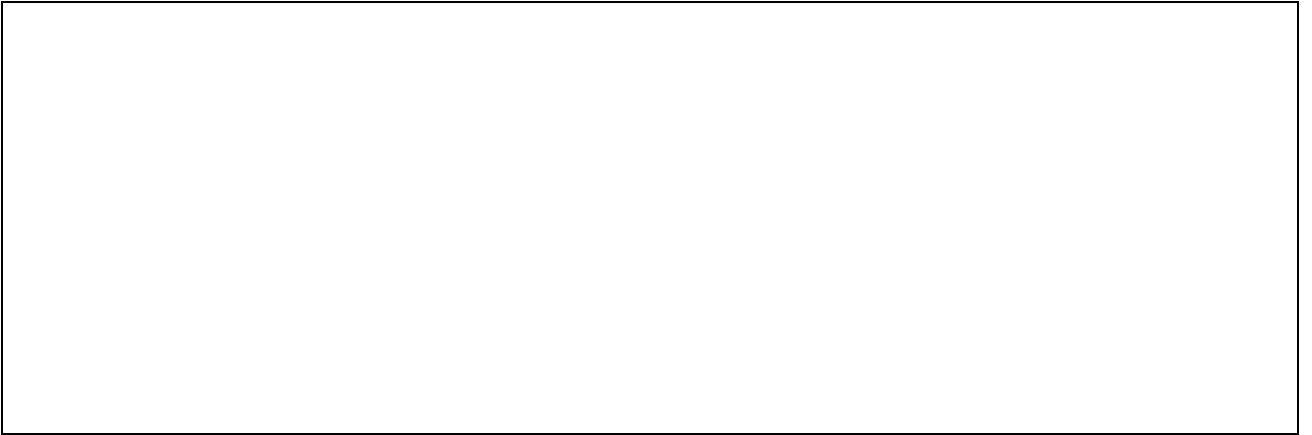


GOALS WORKSHEET

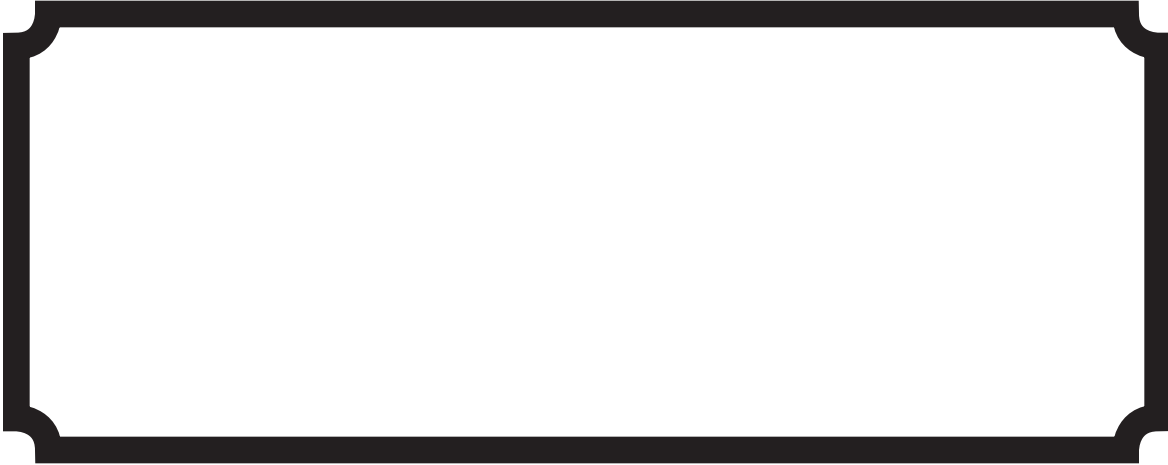

Work -Related Goals	Priority	Personal Goals	Priority

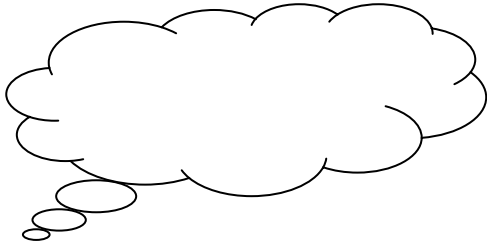
Regularly check back with this list. Are your actions consistent with the priority
-think your action plan. If
these are your true priorities, then postponing or overlooking them – no matter what
the excuse – will eventually translate into frustration at work and els ewhere.

DEVELOPING YOUR GOALS

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M GOALS

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Date Created _____

MASTER LIST

Task

Priority

Complete By

Task	Priority	Complete By

1. Stop procrastinating
2. Quit making excuses
3. Use it or lose it
4. Learn to let go
5. Be a giver
6. Set limits

Organize your Work Spaces

The Top of Your Desk

- Schedule

Dealing with Difficult People

Difficult People:

have a *choice* of how they behave and treat others.

do not become difficult overnight.

are *reinforced* for being difficult.

Your most powerful tool is understanding that their goal is to manipulate you into doing what they want! (Don't let them!)

REMEMBER: You cannot control the behaviors of others – you can only control your OWN behavior in response to them.

**“Fix it for me” People
(whiners/complainers)**

Proactively Manage Stress

™

™ Focus your efforts on what works

™ te time on Needless Opposition (Pick your Battles)

™ Do

™ Learn to say “no” with a smile

™ Support one Another
 ”I hear you are doing great things!”

™ Tune into your responses to stress

™ Remove Yourself from Stress ful Situation

™ Vent your feelings

™ Counteract Stressful Thoughts with Positive Ones

™ Spend More Time with Significant Others

™ Count Your Blessings

™ Take Time To Do Things you Enjoy

™ Regularly Engage in Physical Activity

™ Associate with other positive people

™ Laugh!

Creating Change to Meet Personal and Professional Goals

What Do I Want to Change? (Be Specific)	Potential positive impact of this change on my personal or professional life (1-10)	Amount of effort I am willing to put forth to create this change (1-10)
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Take the Stress Quiz How Stressed Are You?

Rate yourself as to how you typically react in each of the situations listed below.

4 = Always

3 = Frequently

2 Sometimes

1 Never

- ___ 1. Do you try to do as much as possible in the least amount of time?
- ___ 2. Do you become impatient with delays or interruptions?
- ___ 3. Do you always have to win at games to enjoy yourself?
- ___ 4. Do you find yourself speeding up the car to beat the red light?
- ___ 5. Are you unlikely to ask for or indicate you need help with a problem?

- ___ 6. Do you constantly seek the respect and admiration of others?
- ___ 7. Are you overly critical of the way others do their work?
- ___ 8. Do you have the habit of looking at your watch or clock often?
- ___ 9. Do you constantly strive to better your position and achievements?
- ___ 10. Do you spread yourself "too thin" in terms of time?

- ___ 11. Do you have the habit of doing more than one thing at a time?
- ___ 12. Do you frequently get angry or irritable?
- ___ 13. Do you have little time for hobbies or time by yourself?
- ___ 14. Do you have a tendency to talk quickly or hasten conversations?
- ___ 15. Do you consider yourself hard driving?

- ___ 16. Do your friends or relatives consider you hard driving?
- ___ 17. Do you have a tendency to get involved in multiple projects?
- ___ 18. Do you have a lot of deadlines in your work?
- ___ 19. Do you feel vaguely guilty if you relax and do nothing during leisure?
- ___ 20. Do you take on too many responsibilities?

___ TOTAL SCORE

ANSWER KEYS

Quiz A Stress Quiz

Score 20 to 30 = life lacks stimulation.

Score 31 to 50 = good balance in ability to control stress.

Score 51 to 60 = stress level bordering excessively tense.

Score 61+ = tend to be highly stressed

Reference foOnline Stress Quiz:
<http://www.arc.sbc.edu/stressquiz.html>

Quiz B: Time Management and Organization Quiz

Mostly "A" Answers: You are better than most people in meeting deadlines effectively and most likely enjoying a high percentage of success.

Mostly "B" Answers: In attempting to meet deadlines, you are probably easily sidetracked. On the positive side, there is a great deal of room for improvement.

Mostly "C" Answers: It is clearly time to evaluate your current procedure for reaching deadlines before you suffer negative consequences.

References and Recommended Resources

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