

Managing Stress at Work

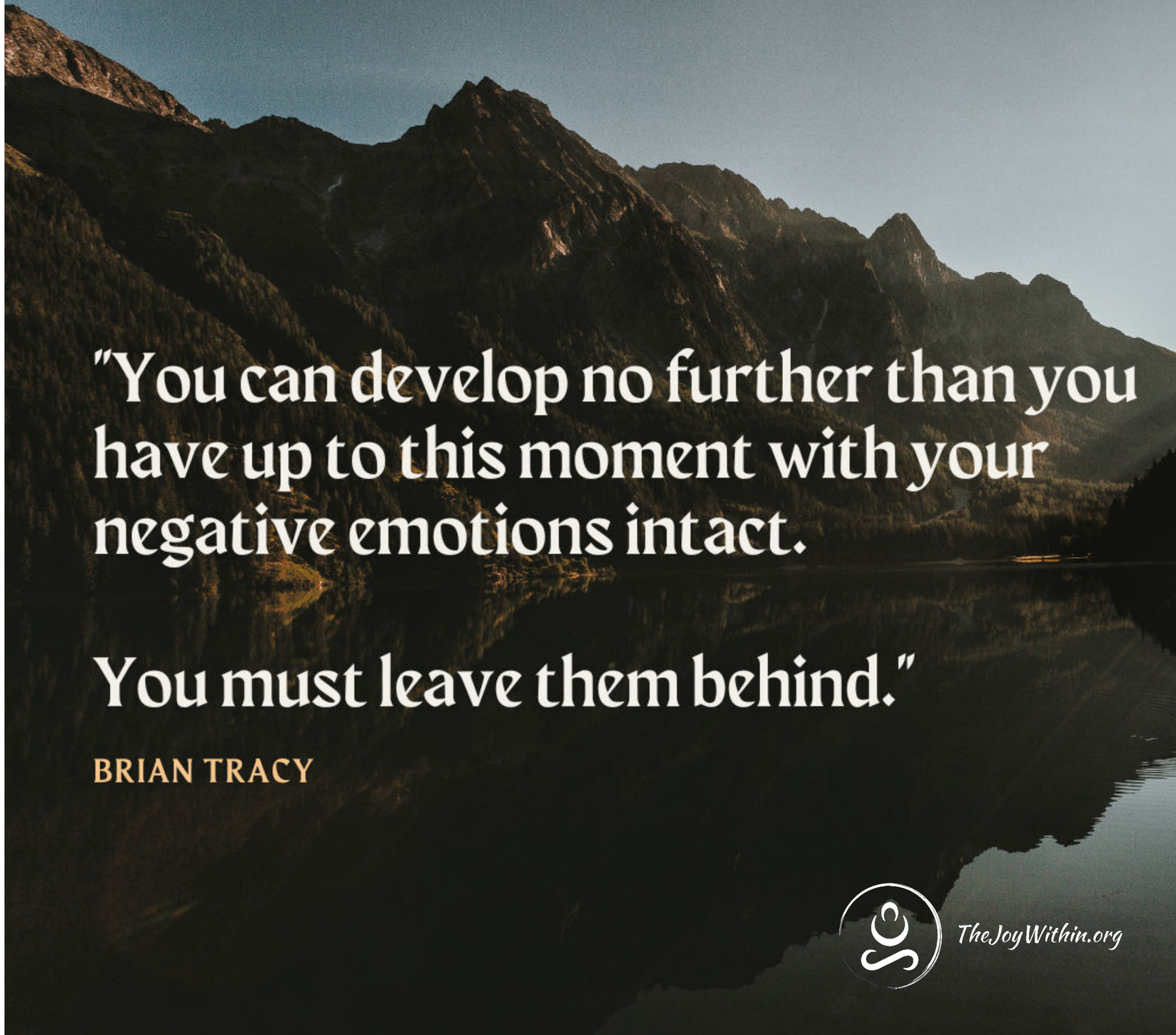
Practical Tools to Remain Calm, Confident, and Focused.

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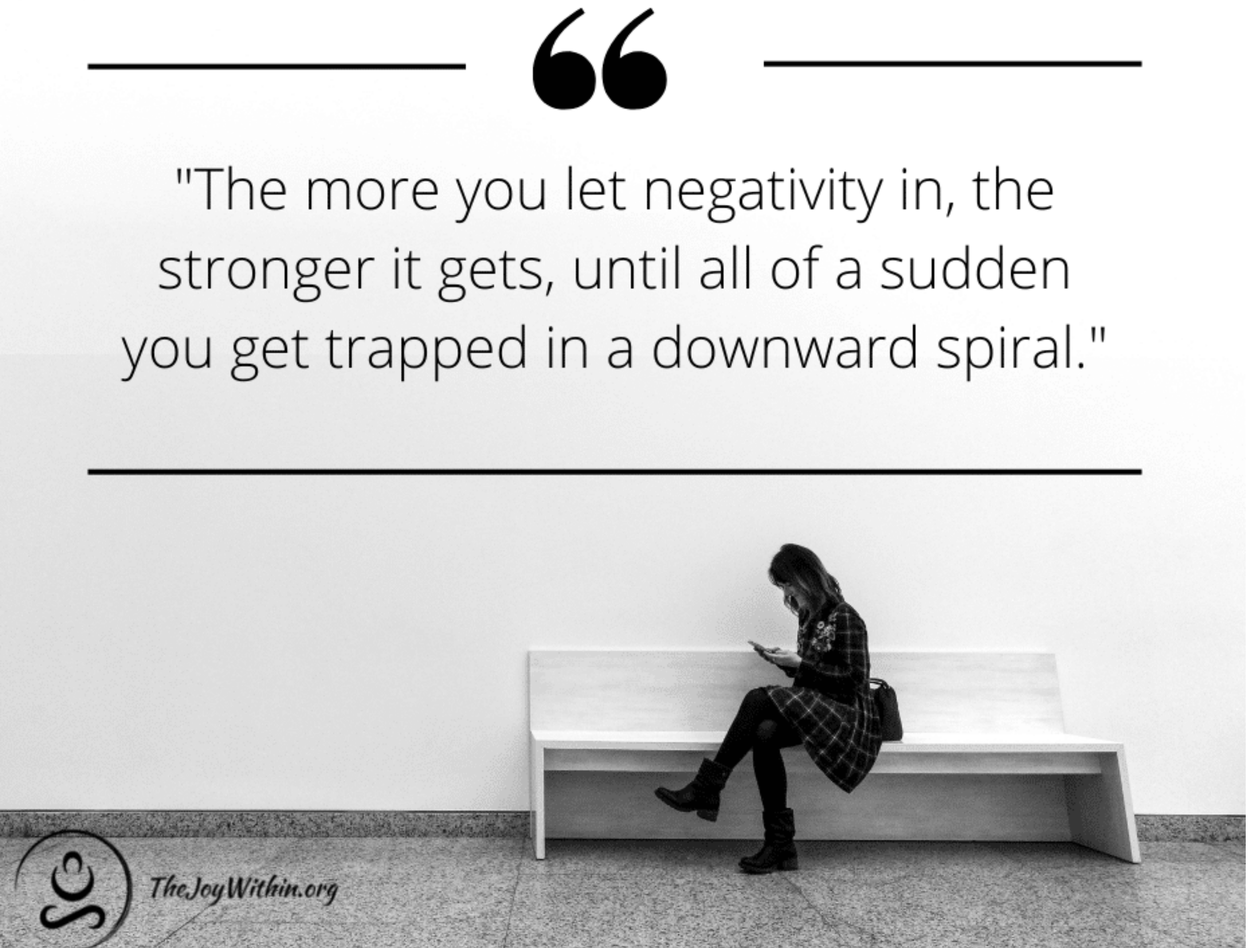
Agenda

- Guided Meditation
- The Stories We Tell
- Stepping Back from Our Thoughts
- A S.I.M.P.L.E. Method to Beat Stress
- The P.I.P.E. Framework to Shift Negative Thoughts
- Questions and Next Steps



The Stories We Tell…

Catching The Little Negative Voice in Our Heads



- We all have a little voice in our heads.
  - When this voice is positive, it propels us.
  - When the voice is negative, it binds us.
- We can’t run away from this voice. If we don’t deal with it, it WILL spiral.
- The sooner we deal with our inner stories, the easier they are to change.
- Managing the little voice in our head will help us to:
  - Avoid stress, overwhelm, burn out, and other negative emotions.
  - Increase productivity and achievement, while feeling calm, confident, and happy.

Stepping Back From Our Thoughts

Exercise: Take 30 Seconds to Find Center



A S.I.M.P.L.E. Method to Beat Stress

- **Step Back** —> Just breathe.
- **Identify** —> Clarify the thought that's causing you stress.
- **Meaning** —> What is the story behind the thought?
- **Poke** —> Question the story: find gaps or poke fun at it.
- **Lessen** —> Soften the thought and lessen the importance of it.
- **Empower** —> Acknowledge you do not have to choose this story.





When to Use This Method

- When your mind keeps repeating a thought or pattern.
- When you start to feel triggered or flooded in a situation.
- When you're stuck beating yourself up.

Why It Works

- Interrupts the internal mind-chatter.
- Accepts the thought, on its own terms.
- Weakens the thought.
- Soothes the mind into a better state.

Imagine you have a major deadline…

- Step Back
- Identify
  - “I’m worried I won’t have time to finish this by tomorrow."
- Meaning
  - “If I don’t finish this, my boss will be mad and I might lose my job.”
  - “I don’t work well under pressure.”
  - “If I can’t do this in time, it means I’m not that good at my job.”
- Poke
  - Ask: Is that actually true?
  - Ask: Is that relevant, right now?
  - Use reductio ad absurdum…
- Lessen
  - “I still have a lot to do, but I’m making progress.”
  - “That deadline is just an internal call, so if it’s 90% done it’ll be good enough.”
- Empower
  - “I’m doing the best I can with the time I have.”
  - “The team trusts me and knows I do good work.”



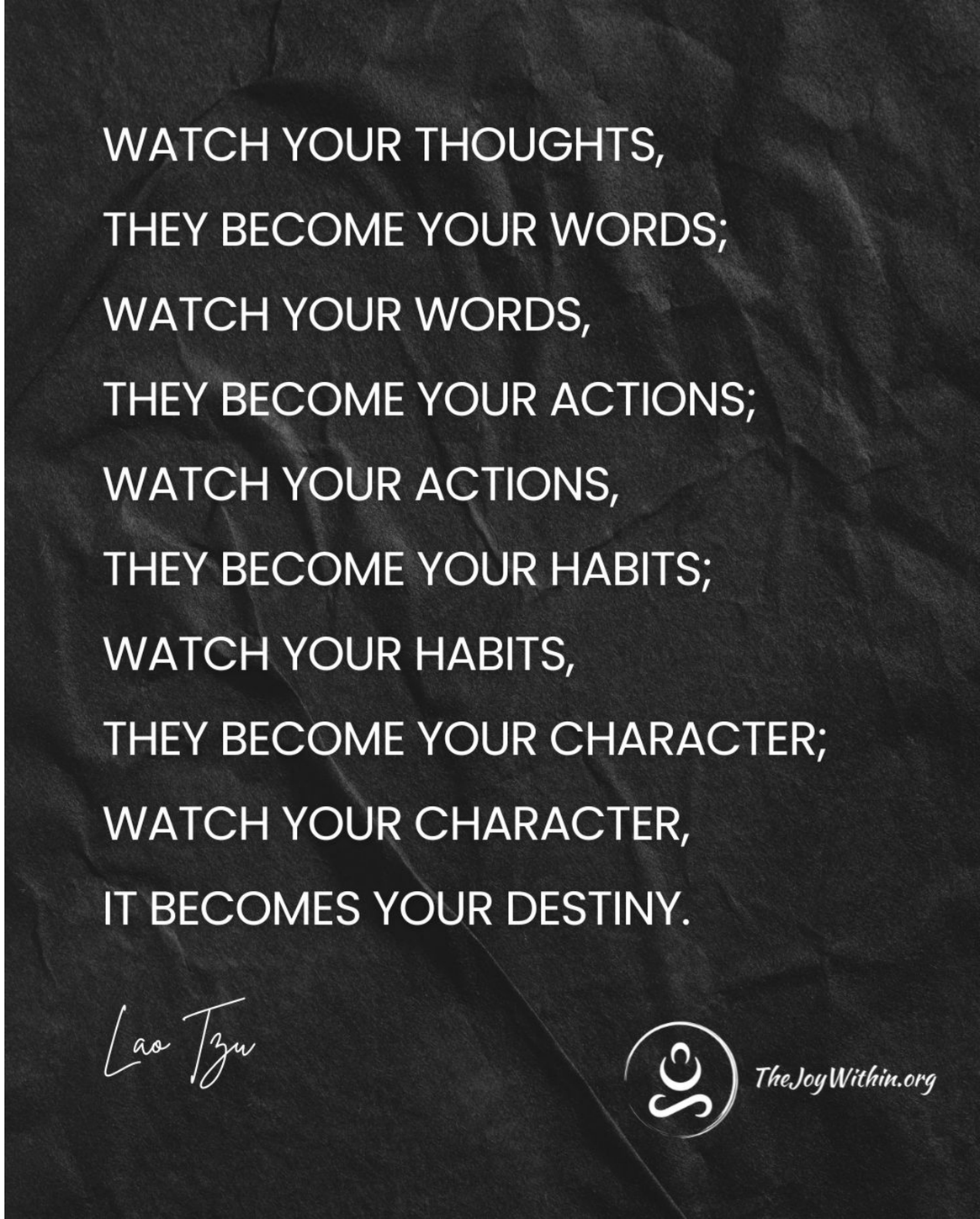
The P.I.P.E. Framework

4 Ways to Shift Negative Thoughts.

- **Permanence** —> What frequency or duration is implied by the thought?
- **Intensity** —> How strong is the emotional language?
- **Pervasiveness** —> How global is the thought?
- **Essentiality** —> How urgent or important is it?

Focus on Small Shifts in Language

- **Permanence**
  - He *always* does this. —> He *often* does this.
  - They're *never* on time. —> They're *rarely* on time. —> They're *not usually* on time. —> *Sometimes,* they're late.
- **Intensity**
  - I *hate* it when… —> It *really bothers* me when… —> It's *so annoying* when… —> I get *so frustrated* when…
- **Pervasiveness**
  - Everyone is really upset about this… —> The team is really upset about this… —> Sarah and John are really upset about this…
- **Essentiality**
  - I *have to* finish this today. —> I *should* finish this today. —> I *would like to* finish this today. —> I'm *looking forward to* finishing this today.



Example: Shifting From Negative to Neutral

- *I hate John. He's always so demanding and I can't stand how he keeps piling on more pointless work.*
- *Sometimes, I hate John. He's so demanding and I can't stand how he keeps piling on more work.*
- *Sometimes, John really gets on my nerves. He can be so demanding and I can't stand how he keeps piling on more work.*
- *Sometimes, John really gets on my nerves. He can be demanding and I'm mad that he keeps assigning me more work.*
- *Sometimes, John bothers me. He can be demanding and I'm frustrated that he just assigned me more work.*
- *Sometimes, John can be frustrating. He expects a lot and I already have a lot on my plate.*
- *Sometimes, John can be tough. His expectations really challenge me.*

Example: Shifting From Neutral to Positive

- *Sometimes, John can be tough. His expectations really challenge me.*
- *John is tough, but reasonable. It's ok that he challenges me sometimes.*
- *John is tough, but reasonable. He really pushes me to do better.*
- *John is a firm leader. He really pushes me to become stronger and to do my best.*
- *John is a good leader. He pushes all of us to become better.*
- *John is a good leader. He knows when to challenge us, and gets the best out of everyone.*
- *I really appreciate John's work.*

Remember: The Stories We Tell Matter

- *If we're not careful, little negative stories will add up, impacting the way we feel, the actions we take, and the results we get.*
- *We can shift these stories by choosing the language we use and the meaning we attach to our thoughts.*
- *When we pay attention, we can find opportunities to become calmer, more confident, and happier, everywhere we look.*



Australia & New Zealand Banking Group Ltd

Australian bank warns of lower bonuses if staff do not come into office

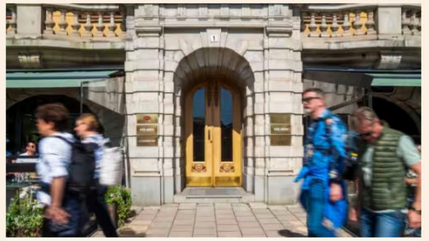
2 HOURS AGO



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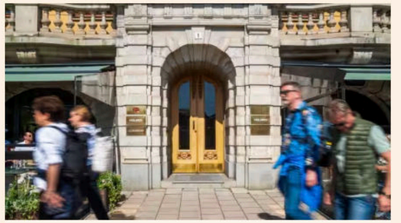
Australian bank rewards higher bonuses to staff who come into office.

2 HOURS AGO



Hedge funds

Hedge fund short sellers suffer $43bn of losses in market rally



Hedge funds

Investors enjoy sweeping gains as market rallies.

Next Steps

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Email kyle@thejoywithin.org with questions.



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