

Thriving in Chaos
With Tracy Knofla, High Impact Training
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What we've learned

_____ taught us the following:

1. We have choices...its not always easy to see these choices. We need to take some time or find a way to get some perspective on our situation.
2. Ask for help...we are not super people - superman is a comic book character. We are not diminished in the eyes of others when we ask for help.
3. Offer help...even if we don't think we are allowed to. Most people won't ask for help or may refuse help after the first offering - keep asking. Your co-workers need help.
4. There are physical consequences to the chaos in our lives...headaches, ulcers, other assorted pains. There are emotional consequences as well.
5. We need to develop systems to manage/organize some of the chaos more effectively.
6. Respectfully question the priorities of new projects or the need for YOU to accomplish the task. Often we believe there is no room for negotiation when someone assigns us a task. If you are sincere and respectful, you should be able to ask clarifying questions or negotiate project assignments.
7. You need to take time for reflection - especially when it seems that you DON'T have time to reflect. This will help you see your accomplishments and gain that all-important perspective.
8. When you are over-loaded, no new project (or old favorite project) is interesting to you. Part of the reason we become overloaded is because so many things seem interesting to us.
9. Monitor what we give to others. Are we paying attention to the subtle and not so subtle signals they are giving us? Are they overloaded and crying for help by procrastinating on projects? Are they chronically sick? Be aware that these may be symptoms of bigger issues.
10. Sometimes the PRIZE isn't all that we think it is going to be. Some projects/tasks may not give you the payoff you think they will. Perhaps they could be delegated to others.

Thriving in YOUR Chaos

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Take small steps for BIG results!
**Commit to one of these methods of thriving developed
from participants like yourself...**

Find a mentor to work with
Hold others accountable
Offer help to others
Volunteer
Be proactive
Train/Cross Train
Set limits
Increase staffing levels
Get and participate in a hobby
Define and use resources
Laugh a lot
Stick by business ethics
Practice effective communication
Accept Help
Practice stress relievers
Do the nasty jobs first
Evaluate office process/procedures

Keep learning
Think before you act
Ignore the Rat Race
Don't personalize job criticisms
Stop procrastinating
Be internally motivated
Set realistic goals
Become technically efficient
Use your sense of humor
Ask for help when needed
Network with others
Find ways to have fun
Take your breaks
Exercise regularly
Take innovative risks
Schedule time for yourself

Take care of YOU
Become a bit more organized
Automate repetitive tasks
Delegate
Prioritize
Be selective in how you use time
Change what's not working
Have a positive attitude
Strive for balance
Be flexible
Say no more often
Change the rules
Practice what we preach

*Determine what your stress relievers are -- practice them regularly *Don't sweat the small stuff -- it's mostly small stuff! *Identify failures and weaknesses and learn from them. *Think outside the box. Heck, throw out the box! *Start with one technique - evaluate its effectiveness for you. *Then incorporate more!

Celebrate the new you!

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Balance

of Humor

Choices

Thrive vs. **Cope**

Reflection

Simplify

Excellence Not Perfection

Sense

Patience

Acknowledge Your "Gifts"

Support from Friends

Take Risks

Experiment

Own Your Attitude

Change What You Can

Have Fun

Support From Friends

Be realistic about your operating style

