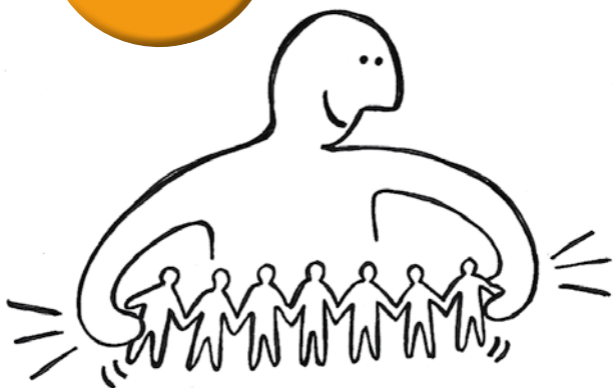


# A Quick Guide to Personal Effectiveness and Energy at Work



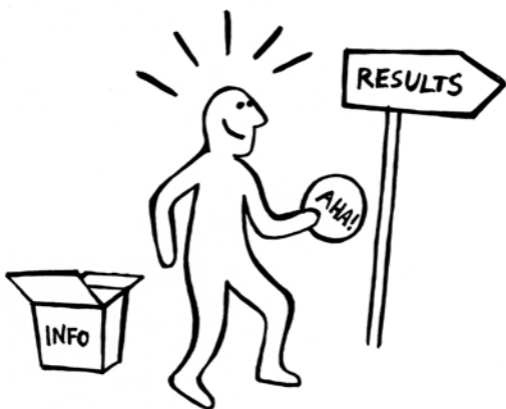
# The Challenges of Modern Work Life

**Modern work life** is full of impressions, encounters, experiences and inspirations, challenging our skills to change and adapt.

It is a stimulating environment but many individuals may find themselves in a situation of physical and mental stress resulting in anxiety and fatigue.

The main purposes of our “Personal Effectiveness and Energy”-workshops and this supplementary quick guide are:

- › Increase awareness of work-related stress drivers.
- › Increase awareness of stress symptoms and phenomena.
- › Find mental coping strategies and tools to enhance the personal effectiveness at work.
- › Provide simple energy exercises to manage stress in typical work situations.
- › Open up for discussions and sharing of personal experiences to increase personal effectiveness, energy and to find a healthy work-life balance.



# The Dangers of Long Term Stress

**On a personal level,** causes to stress often come from a distortion between real or perceived expectations and available resources such as time, energy or knowledge.



## Psychological reactions

- Sleeping disorders and dizziness.
- Over-sensitivity and bad temper.
- Decreased ability to manage impressions.
- Short-term memory and concentration disorders.
- Worries, anxiety and depression.

## Physical reactions

- Stomachache, headache, backache and muscular pain.
- Heartburn, high blood-pressure, chest pain and ulcers.
- Infections, asthma, allergies and eczema.
- No appetite and loss of weight.
- Tiredness, fatigue and un-wellness.

# Coping Strategies and Competence

**Our wellness and performance at work**, are dependent on our life situation and the way we organise our work (work styles).

A modern work environment is physically and mentally challenging. Feeling well and performing in the long run therefore requires skills of the needs and constraints of the body and mind.

Coping strategies are mental skills and efforts that people can employ to master, tolerate, or reduce stressful situations.

Apart from living a balanced life with healthy eating, proper rest and positive relationships, individuals can actively make use of the following at work:

- › **Personal effectiveness** – tools for managing and organizing your daily chores.
- › **Personal energy** – tools for restoring, maintaining or optimizing your energy levels.



# Key Skills for Personal Effectiveness

Since personal effectiveness is a matter of mastering your behaviours, it requires your dedication and patience.

Below is a set of simple mental tools to use in the daily work environment.



- 1 Resource boxing** Define and stick to your prioritized tasks on a daily to yearly basis, given the resources you have.
- 2 Purposefulness** At the start of the working day – define the most important tasks that shall be completed.
- 3 Task chunking** Plan your work in transaction time and focus time. Complete one task at a time.
- 4 Forced isolation** Work in a closed space. Sometimes away from the office. Turn off mobile and computer alerts.
- 5 Effective meetings** Have distinct meeting purposes and agendas. Disallow electronic communication devices.

Remember results rule – not the efforts.

# Pointers To Personal Energy

**Results, passion and a high spirit** are fueled by high energy levels. Below are a series of exercises, that regularly employed, can increase wellness and performance at work.



1

## **Mind-fulness**

Regulate your body, breathing and mind for energy and poise. Be wholly focused of the task at hand.

2

## **Stretching & massage**

Stretch or massage the muscles regularly, particularly the stressful neck and shoulders.

3

## **Focused meditation**

Let go off the outside and turn your focus to your breath – follow its flow in and out through your body.

4

## **Energy exercise**

Imagine breathing in fresh positive energy and breath out used energy, stress, worries and anxiety.

5

## **Positive affirmation**

When uneasy or insecure, tell yourself from the bottom of your heart – “I am healthy, I am happy , I am great!”.

End the power break by massaging your face and walk about briskly.

# Smart Use Of Social Media

## Information overload and e-mail boxes out of control

can be managed via a proper use of digital communication channels and social media.



1

### Plan usage

Plan your media usage. Do not search for information, let it come via feeds and social filters.

2

### Manage signals

Schedule what channels to check at what time. Follow-up according to established "service levels".

3

### Communicate

Skip e-mail and communicate with tools that maximize visibility such as blogs and sharing sites.

4

### Collaboration

Avoid document ping-pong and unproductive meetings. Use wikis and web conferencing tools.

5

### Network & share

Use social networks for sharing information, find experts and become aware of others' activities.

Social media are based on openness and trust. If you give a little, you will gain a lot.

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