

Strategy #7: Focus on the Pros for Your Organization

On page 15, we asked to list your personal Pros for engaging in proactive learning, collaborative teamwork, and stress management. Now, we would like you to focus on the Pros for your organization. How would your organization benefit if you made changes in the following areas? List as many Pros as you can.

What are the benefits for my organization?

To increase your Pros, compare your list to the list we've provided.

| Proactive Learning | Collaborative Teamwork | Stress Management |
|--|---|--|
| will help my organization anticipate changes in the market place | increase employee morale | result in fewer missed days of work for illness |
| will create a more dynamic work environment | improve communication of ideas | reduce conflicts between co-workers |
| will help my organization identify best practices | break down barriers between departments | increase productivity |
| will ensure that my organization remains competitive | encourages creative problem solving | reduce the likelihood of violence in the workplace |
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The Pros on the previous page apply to most organizations. There may be other Pros that are specific to your organization. How can proactive learning, collaborative teamwork, and stress management help your organization meet its present challenges and increase its long-term success? During the next week, try to identify more Pros for your organization and add them to your list.

Strategy #8: Create a New Self-Image

Participating in proactive learning, collaborative teamwork and stress management can help you change the way you think and feel about yourself. As you learn more about the benefits of change, ask yourself whether you can really think positively about yourself if you don't master change.

Now that you have more information, ask yourself these important questions:

- *Will I feel better about myself if I learn more about advances in my field?*
- *Will I see myself as a more valuable employee if I collaborate with others?*
- *Am I harming myself, my organization, and the people I care about by living and working with a high level of stress?*

Think Before You Act

Most behaviors are automatic. You do them without even thinking about them. You can begin to create a new self-image by stopping to think before you act.

Stop and ask yourself...

Avoiding Proactive Learning

- Can I really put off learning until the next crisis?
- Are there ways of learning that I like?
- Is the easiest way really the best way?



Not Collaborating with Others

- Why don't I want to get input from others?
- Will I really get more recognition if I work on my own?
- Is missing out on opportunities to collaborate a good idea?

Experience Too Much Stress

- Why do I allow myself to get so stressed?
- Am I really too busy to practice stress management?
- Will I regret this later?



Strategy #9: Small Steps

To progress to the Preparation stage, you need to take some small steps towards proactive learning, collaborating with others, and stress management. Small steps can lead to big gains over time. During the next month, take at least one small step listed under one of the following behaviors:

Proactive Learning

- Write down a new project idea you have and share it with a co-worker.
- Read an article about advances in your field.
- Talk with an expert about how to improve on a business practice or process.
- Find data to back up a decision you make at work.
- Learn more about the successes and failures of one of your organization's competitors.

Collaborative Teamwork

- Identify a goal you share with others in your organization.
- Ask a co-worker to brainstorm with you as you solve a new problem.
- Make a conscious effort to remain open to others' ideas.
- Pay attention to how you handle differences of opinion.
- Identify a project at work that would benefit from collaborative teamwork.

Stress Management

- Take three 10-minute walks this week.
- Plan one enjoyable social activity this week.
- Talk to a close friend about your worries and concerns.
- Take 15 minutes out of your lunch break to practice relaxation exercises.
- Try to limit your stress for 24 hours.

Look over the list and circle the small step you will try during the next month. If you try at least one of these small steps, you will be progressing to Preparation.