

# Getting Equipped for Working Under Pressure

## MY EXPERIENCE ...

- I like it when the remote team include me in their discussions
- I like it when people say 'Hello' to me in the morning
- I feel more comfortable and at ease when my colleagues show me appreciation and attention. But I have difficulty receiving criticism.
- It makes a big difference to me if I can work in an office with a decent view and lighting
- I am sensitive to my surroundings
- I hate having to wait for conference calls to start
- I need to know that a meeting is going to finish on time
- To feel comfortable, I need things to be scheduled so that I can manage my time independently
- I need explicit, constructive feedback on my presentations. Hints and polite nonsense don't work for me.
- Feedback and guidance on my work give me direction and reinforce my confidence
- I need my boss to take my views into account, even if he decides not to act on them. It's important that they listen to me and understand the meaning of my actions.
- To feel comfortable in a group or organisation, I need my contribution to be recognised - « We appreciate your commitment »
- Sometimes I need to hide away in a café where no one can disturb me
- I need regular moments of calm- to be able work at my own pace, to let my imagination and ideas run free
- I am happier sorting out a crisis than in a routine
- I get bored if I have to go too long without a new challenge
- When I can do things, it makes me feel more alive!
- It's important to me to work with people that share my sense of humour. People that I can have a laugh with.
- I often feel the need to stop work and have a quick word with other people

## MY NEEDS ...

- **To feel appreciated, loved** and surrounded by people close to me, for whom I am important (recognition of me as a person)
- Of a pleasing environment** (sensorial needs)
- **Of structured time**, of being able to plan, identify processes and procedures
- That my work be recognised** for its quality and contribution
- **That my values and opinions be** taken into account
- **Of solitude** : of calm moments for myself, to be alone (private space)
- **Of excitement** : projects, challenges, strong sensations, prestige, stimulus
- **Of contact and complicity**, fun and varied

## BUG

- • I over-adapt, trying to please
- I find it hard to say 'no'
- • I go into too much detail and become perfectionist
- I find it hard to delegate (I prefer to do things myself because then I know they will be done properly)
- • I focus on what is wrong
- I notice and mention small mistakes
- • I tend to withdraw.
- Lacking concentration, my thinking becomes dispersed, I explain things poorly
- • My attitude is "get on with it!"
- I push others to make an effort and sort things out for themselves
- • Without making a clear request, I invite others to help me/do my work
- I moan and groan
- I make noise but little progress

## MY FIRST REACTION ... ... BEFORE GOING ON TO FIX THE BUG AS FOLLOWS:

→		<ul style="list-style-type: none"> <li>• I check what other people really need (before deciding what I will do for them)</li> <li>• I look after myself before taking care of others</li> <li>• I learn how to say NO</li> <li>• I express my feelings, especially anger when it arises</li> <li>• I express my wishes and needs clearly and precisely</li> </ul>
→	<p>• I recognise that I need ... (being honest with myself about I am feeling and what I need...)</p>	<ul style="list-style-type: none"> <li>• I aim for realistic results and deadlines. I don't impose unnecessarily ambitious goals on myself. I settle for what is necessary and sufficient.</li> <li>• I don't seek perfection on intermediate deliverables which are bound to be modified later</li> <li>• I accept that some projects will remain unfinished</li> <li>• I accept that I can act even if the information available is incomplete</li> </ul>
→	<p>• I try to fulfill that need (perhaps starting by expressing the need - writing it down or talking to a friend)</p>	<ul style="list-style-type: none"> <li>• I look first for the positive aspects of a situation</li> <li>• I accept that others make mistakes</li> <li>• I discipline myself to examine the real consequences of a mistake whenever I notice one</li> </ul>
→		<ul style="list-style-type: none"> <li>• I cultivate openness and express my desires clearly</li> <li>• I allow myself to be flexible and direct</li> <li>• I accept the possibility of discussions outside the normal work context</li> </ul>
→		<ul style="list-style-type: none"> <li>• I give people positive encouragement</li> <li>• I look after other people, helping and supporting them</li> </ul>
→		<ul style="list-style-type: none"> <li>• I take responsibility for following through and getting things done</li> <li>• It's Ok to succeed!</li> </ul>