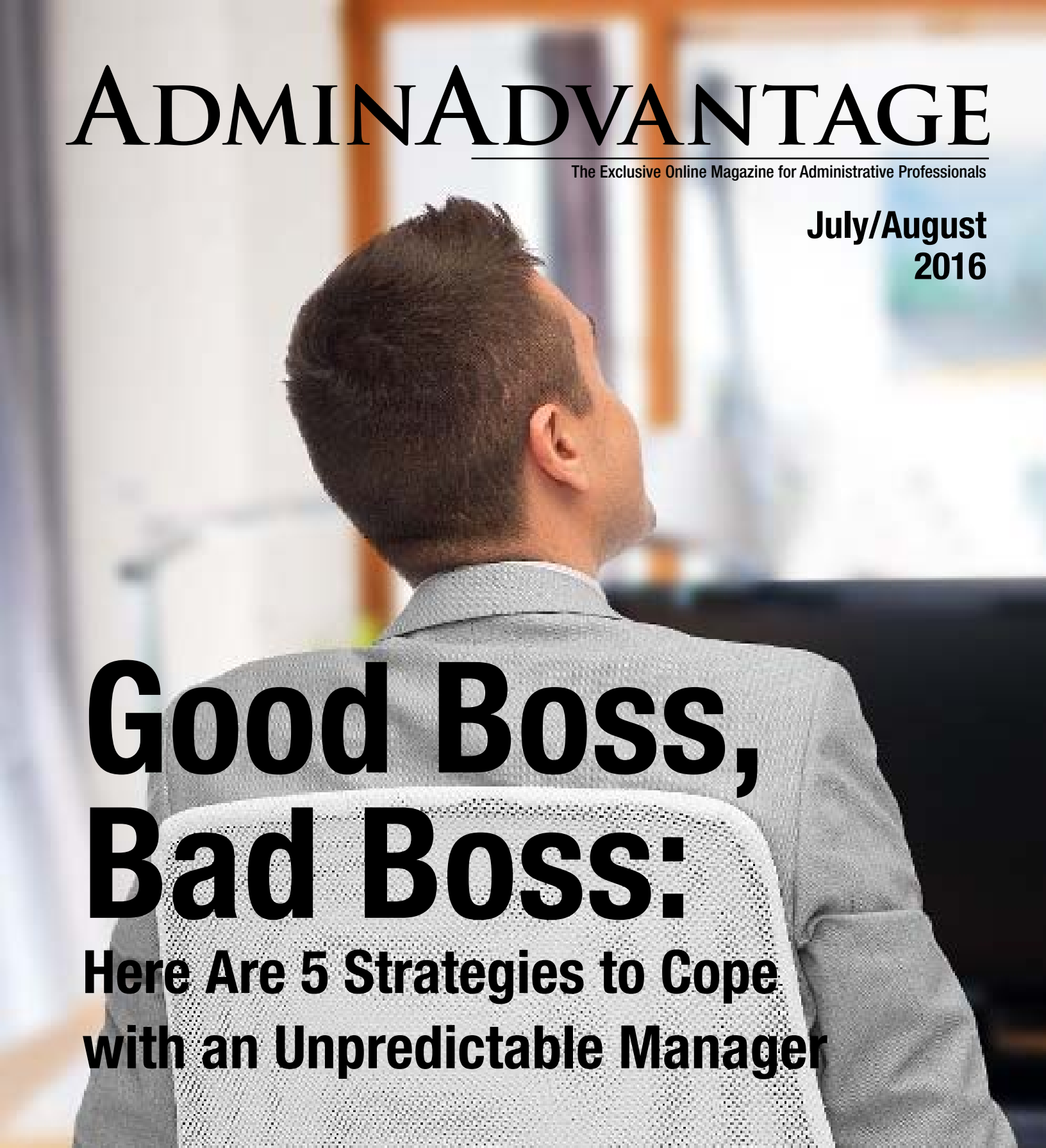


ADMINADVANTAGE

The Exclusive Online Magazine for Administrative Professionals

July/August
2016



Good Boss, Bad Boss: Here Are 5 Strategies to Cope with an Unpredictable Manager

FEATURES:

Look Out for Your Managers on Their Business Trips

Staying Fit at the Office: How to Turn Your Desk into a Fitness Center

16 Tips to Brighten Up a Dark Day

A publication of
Deskdemon.com
North American edition

ADMINADVANTAGE

US & NORTH AMERICAN EDITION

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CONTENTS

of July/August '16

6 Look Out for Your Managers
on Their Business Trips

10 16 Tips to Brighten Up a Dark Day

13 Move Over, Multitasking: Mindfulness Is Here
12 Tips for the Office Introvert

17 Good Boss, Bad Boss:
Here Are 5 Strategies to Cope
with an Unpredictable Manager

23 Stresspensation:
Evaluating the Impact of Stress in Career
Decision Making

17



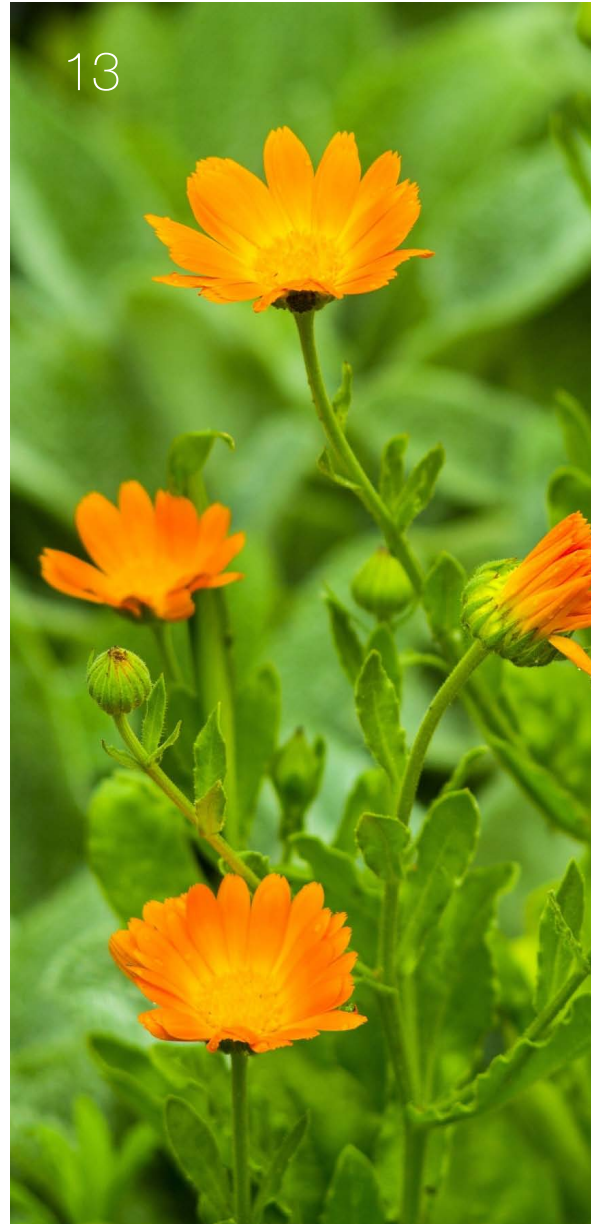
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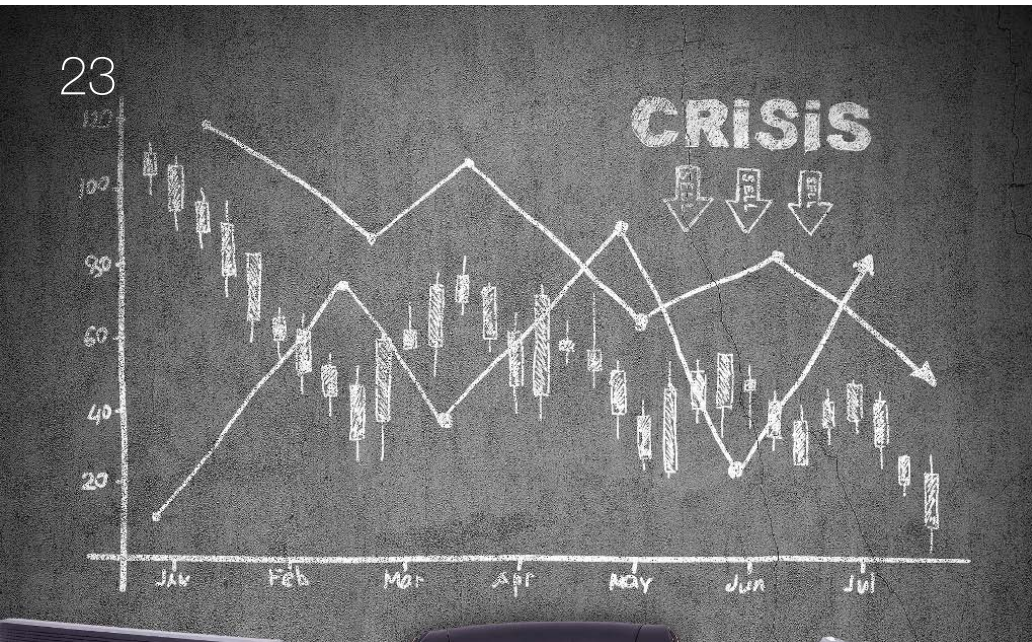
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13



23



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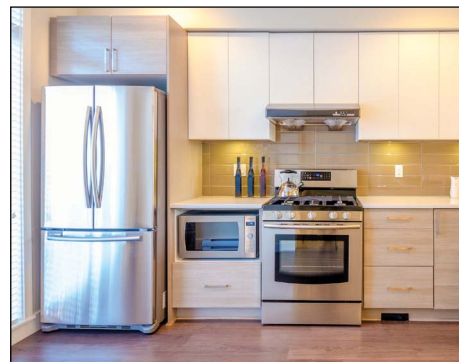
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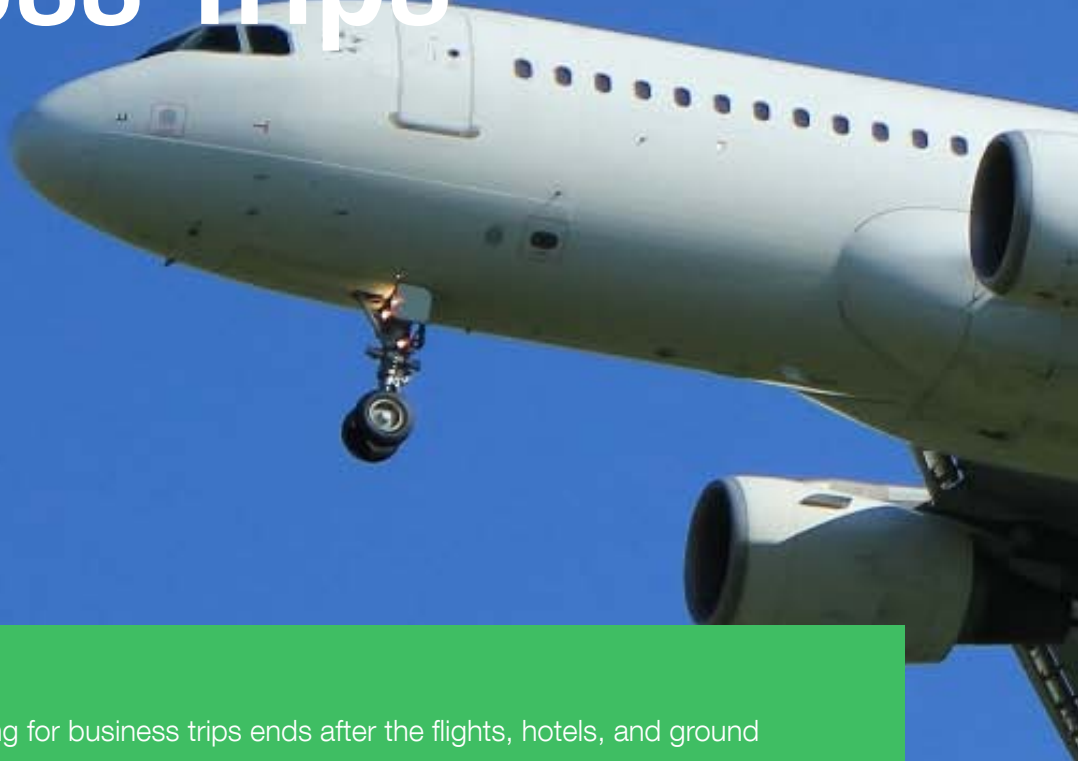
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Look Out for Your Managers on Their Business Trips

by Tae Lee



Many people think planning for business trips ends after the flights, hotels, and ground transportation are booked. However, as most admins know, business trips are marathons for managers and require constant back and forth communication, even after they've boarded the plane. Here are some tips to help you expertly format a business itinerary in Outlook to make communication smoother and make sure your manager has everything they need, at the touch of a button. ►►

Each section starts with how to name events in Outlook. This is critical because it will provide your manager an at-a-glance summary of what they need. Then, it goes into setting reminders for your manager and how to optimally time them to make sure your manager is always prepared and on time. There is so little room for error on business trips that it is always better to over prepare than under prepare. Using these tips will help you and your manager be as prepared as possible for business trips and will minimize the amount of frenzied email conversations before meetings that admins so often experience.

1. Flights: Airline Number, Departure-Arrival Airport, Departure- Arrival Time

Setting reminders for flights is critical, a missed flight could be disastrous and will cast a negative mood over the whole business trip. Set a reminder 3-4 hours before the flight so they can do one last check of their bags before leaving for the airport. Within the body of the Outlook notes be sure to include the following: car service information (if applicable), airport terminal number, reservation number, duration of the flight, and tips for the airport. Tips for the airport can include things like the location of the lounge, wifi hotspots, good restaurants, and anything else your manager has mentioned in the past when traveling through that airport.

2. Hotels: Hotel Name, Reservation Number

Timing reminders are not necessary for hotel segments in Outlook. When creating this event

in Outlook, set the start and end times to the hotel check-in time, that way your manager can see the earliest time they can arrive at the hotel. In the notes include: reservation number, name the reservation was made under, room type, and phone number of front desk. If your manager will be traveling in a foreign country, include the hotel name and location in the local language in the notes so your manager can easily show a cab driver, or local, the location of their hotel without worrying about a language barrier.

3. Rental Car/Car Service: Pickup/Dropoff Location, Reservation Number/Name

This step also does not require a timing reminder. Instead, the start and end time will be their flight arrival time. In the notes be sure to include provider name, contact information, and car type. If your manager will be taking a rental car, make sure you also include directions, such as shuttle location, on how to get to the lot. Or, if your manager is getting a car service, include the driver's name as well as any identification information the company provides.

4. Ground Transportation: Drive to [Meeting Name], Time

This step is often overlooked when creating an itinerary, but is crucial in making sure your manager knows exactly what time to start preparing for a meeting and when they need to leave their hotel. Lookup estimated travel times between meetings and events and input these into your manager's calendar. Set the reminder to 15 minutes before they need to leave so they

LIFESTYLE

can start packing up and preparing themselves for the meeting. If your manager is going to be driving themselves, include a link to Google Maps with directions so their addresses will already be input.

5. Meetings and Events: Meeting with [Person/Company], Time


Reminder for meetings and events will be the same as the reminders seen in ground transportation in step 4: 15 minutes before your manager needs to leave the hotel. This is the most important section for detailed notes in Outlook. Be sure to include: contact information, for both the individual as well as their admin, specific meeting topic, link to their presentation material and notes, as well as proper attire.

6. Meals: Meal with [Name], Restaurant, Time

Reminders for meals and reservations are a little bit more subjective depending on the type of meal, the occasion, distance from hotel, and how nice the restaurant is. Typically, the nicer the restaurant, the more time your manager will need to get ready for the meal. In general, remind them at least 30 minutes before the start of the dinner and then use your best judgment to adjust how much time to actually leave. In the notes of their Outlook calendar, clearly state what name the reservation was made under and for how many people it was made for. Also include the restaurant's phone number and who you spoke to when making the reservation.

7. Free Time: Free Time

This step is optional and can be left to personal preference. Some managers like to have their Outlook calendars display only the bare necessities while other like to have their free time clearly mapped out on their calendars. If your manager likes seeing their free time blocked out, add these in between their flights and meetings and give some suggestions of activities for them to do based on their interests.

Creating these itineraries can be a little daunting at first, but practice makes perfect! There are also tools that can help you keep all of the little details of your trip in order. TRAVO will take your managers meetings and events and will instantly create an end-to-end itinerary for you. Their itineraries include flights, hotels, and ground transportation (including turn by turn directions). Once the itinerary has been created, you can add your notes to the individual tiles and then export to Outlook and all of the steps above will be completed! 

Tae Lee is the CEO and founder of TRAVO (www.travo.com), an instant trip planner specializing in helping admins plans business trips faster, smarter, and easier. Travelers from over 300 companies use TRAVO for its innovative itineraries that include flights, hotels, ground transportation, forecasted weather, traffic, and so much more. Connect with us on Facebook, LinkedIn, Twitter, and our TRAVO blog.

16 Tips to Brighten Up a Dark Day

by Kurt A. Tasche

There are a great deal of things that can darken your day. Maybe storm clouds are covering up the sun or you simply learned that your son needs braces that will cost more than your last automobile. If you need fast relief, have a look at these fast and easy treats for your body and mind. ▶▶

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QUICK WAYS TO BRIGHTEN UP YOUR MIND ▼

1. **Count your blessings.** Cultivating appreciation makes you happier. Draw up a long list of things that you're grateful for and post it someplace where you can see it throughout the day. Tell somebody how much they mean to you.

2. **Hang out with good friends.** Connect with others. Invite a bunch of friends over to view a movie and eat popcorn.

3. **Volunteer in your neighborhood.** Support a deserving cause while you take your mind off your problems. Pull weeds for elderly neighbors or do fundraising work for a local charity.

4. **Invest in others.** Studies show that money can purchase joy when you invest it in others. Surprise your mom with a heated mattress pad to help her sleep. Or, go to your local fast food restaurant and buy some meals for any of the homeless in your area. Trust me, that alone will brighten your day fast!

5. **Head outside.** Experiencing nature raises our spirits. Have a nice picnic lunch in the park.

6. **Learn a new skill.** Adding to your achievements offers lasting fulfillment. Sign up for an online course or ask your next-door neighbor to show you how they keep their yard so green.

7. **Laugh aloud.** Smile wide and think of something that makes you want to chuckle. Watch funny cat

videos on YouTube or think about the funny thing that took place at your kid's school play.

8. Listen to some positive music. Positive music is contagious. Put together a playlist of songs that make you want to dance and be joyful. Sing along with the band and notice how happy you begin to feel.

9. Pet your dog if you have one. Your dog is an excellent role model for teaching you how to put aside your cares and just live in the moment. Let him or her cheer you up when you're feeling blue.

QUICK WAYS TO BRIGHTEN UP YOUR BODY ▼

1. Breathe deeply. Breathing has an effect on how you feel. Focus on the flow of oxygen going into and leaving one nostril. Follow your breath down through your throat and chest. Feel your stomach rise and fall.

2. Lower your shoulders. Scan yourself from head to toe. Open up any areas of tightness and tension. Draw your shoulders back and down.

3. Massage your feet. You may be cranky because your shoes have actually been pinching your feet. Kick them off and dip your toes into a tub of warm water. Dry off and roll a tennis ball around under your arches.


4. Try aromatherapy. Choose an invigorating

fragrance like grapefruit or peppermint. If you're agitated, select relaxing lavender or sandalwood.

5. Move around. Exercise is a natural and advantageous stimulant. Accelerate your heart beat with some laps around the track or ten minutes on an inclined treadmill. You might even play a game of catch with your children.

6. Stretch out. Want a yoga pose that will perk you up? Sun salutations will do the job. To calm down, rest on your back and extend your legs straight up against a wall.

7. Rest. On the other hand, maybe you're dragging because you need more rest. Take a short nap and go to bed early so you'll be bright-eyed and fresh tomorrow.

Some days are gloomier than others, but you can be prepared for conflicts and difficulties. Utilize these pick-me-ups or develop your very own techniques that keep you smiling and content no matter what's going on around you. 

Kurt Tasche is a martial artist, Internet entrepreneur and motivational coach who writes articles and produces videos on the subjects of marketing and personal development. You can connect with him on his Facebook Page <http://facebook.com/kurttasche>.

**“ AT FIRST
I WAS EMBARRASSED.
ME, A CAT, LIVING WITH
A SINGLE GUY. BUT WHEN
I WATCH HIM PICK SOMETHING
UP WITH HIS HANDS AND EAT IT,
I CAN'T HELP BUT LOVE HIM. ”**

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Move Over, Multitasking: Mindfulness Is Here

12 Tips for the Office Introvert

by Brandi Britton, OfficeTeam

There's a good chance you've heard neurobiologists and doctors talking about mindfulness in the news lately. They tout the benefits of being mindful and hold it up as the antidote to the stress we experience while trying to juggle several tasks at once ▶▶

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What is mindfulness? Simply put, it's the ability to focus on the present and take on one task at a time, rather than dividing your attention among several different assignments. It's hard to do, especially for busy administrative professionals who are often expected to multitask every day.

But it is worth the effort, particularly if you've noticed that you're not getting very much done at work anymore, or that the assignments you do manage to complete aren't up to your standards. Ready to give it a try? Here are the advantages of being mindful, as well as a few tips for incorporating mindfulness into your administrative career.

THE BENEFITS OF MINDFULNESS ▼

For decades, administrative professionals have been trained to switch quickly from one assignment to the next. Indeed, many job postings for administrative jobs list "the ability to multitask" as a preferred character trait. However, several scientific studies have shown that multitasking can damage your cognitive abilities. On the other hand, mindfulness has many benefits in terms of both health and work performance:

Decreased stress. When you try to perform numerous tasks at once, you're constantly worried you might be forgetting something. You rush through one assignment so you can pick up where you left off on another one, causing anxiety and stress. When you are mindful, however, you calmly attend to each duty before

turning your attention to the next. You know what you've completed, and you know you've done a good job, so you can move on with a clear head.

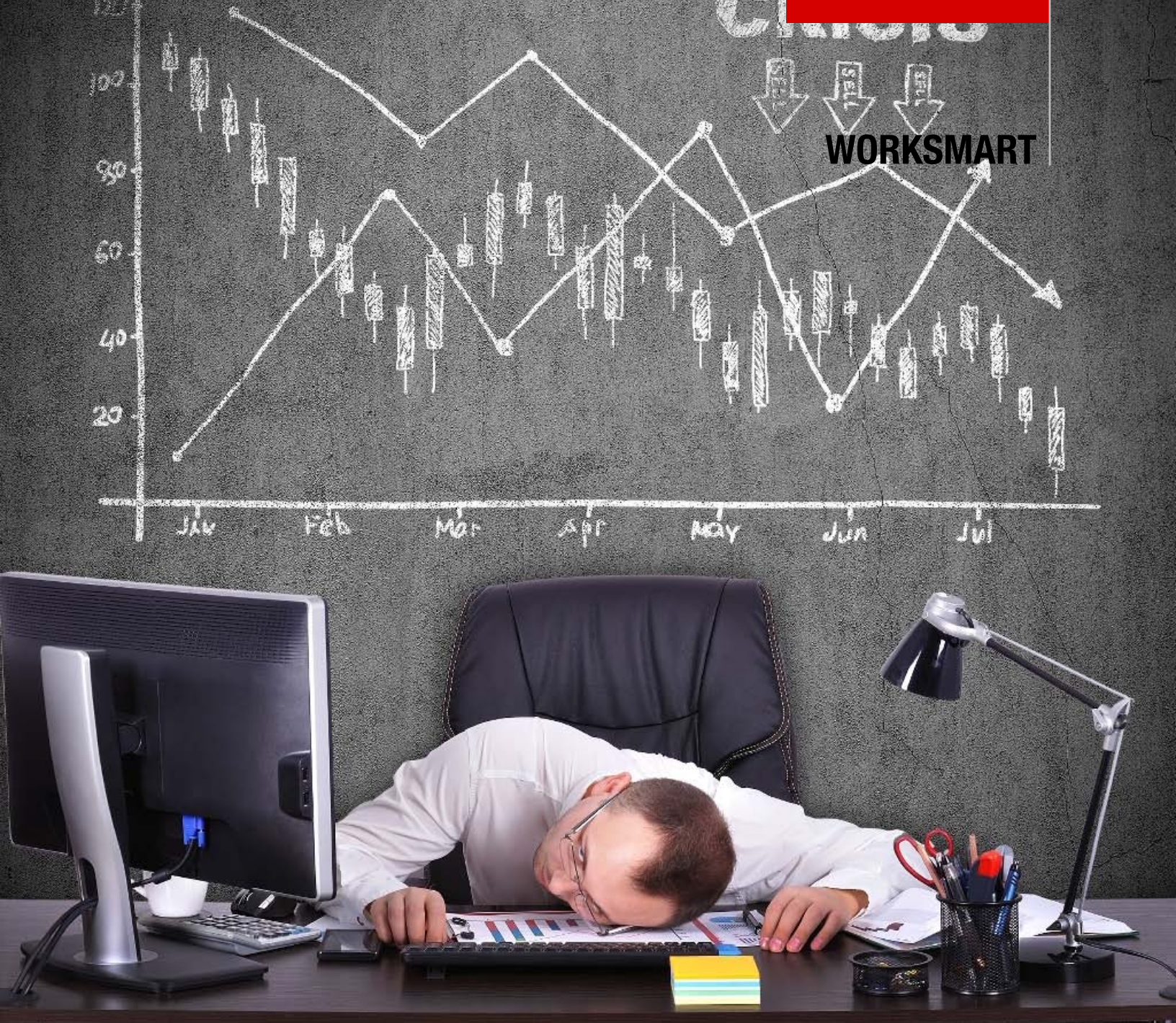
Better engagement at work. When you concentrate more fully on your work, you're more engaged in each activity — and you find it more fulfilling and rewarding. You can also enjoy stronger relationships at work because you are fully present with your boss and colleagues, rather than thinking about all the other things you have to do before 5 p.m. Mindfulness makes you a better listener and, therefore, a more valuable administrative professional.

Increased productivity. Rather than saving time, multitasking wastes it. It's actually very difficult to do more than one thing at a time, and when you multitask, you're constantly stopping and starting, which takes more time in the end than just concentrating on one thing at a time. With greater mindfulness, you could check five items off your to-do list by the end of the day instead getting halfway through eight tasks.

HOW TO BE MORE MINDFUL AT WORK ▼

Weaving mindfulness into your job takes time and discipline. With mobile devices and 24/7 connectivity, not to mention bosses who want things done immediately, we live in a world filled with distractions and interruptions. Here are some things you can do to gradually become more mindful in the workplace.

Do one thing at a time. Some workplace experts



call this unit-tasking or monotasking. When you answer the phone, focus on the conversation and on providing excellent customer service, and nothing else. Don't check your email, text a colleague or sift through the papers on your desk. Use that same focus for meetings, phone conferences, filing papers, writing memos and entering data. You may think monotasking will cut into productivity, but you're actually more

efficient when you force yourself not to be pulled in different directions.

Master your email. Are you a slave to your email, responding to a message every time you receive a pop-up notification? If so, it's time to practice e-mindfulness. Go to your email settings and opt to check email manually, rather than receiving notifications every time you get a message.

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A good rule of thumb is to check and reply to messages when you first get to work, before lunch and again about an hour before the end of the day. When you set aside blocks of time just to deal with email, you can better concentrate on other tasks.


Separate the personal from the professional. There's not much you can do about work phone calls or your boss's requests, but you can manage other distractions that prevent you from being more mindful at work. If possible, silence your personal phone and put it away. Those pings, banners and alerts can break your concentration and tempt you to jump from one task to another. Also, when you can't see your phone, you'll be less tempted to check social media or play Candy Crush. Save those enjoyable but productivity-busting activities for your lunch and coffee breaks.

Get away from the phone. The telephone is a vital part of the administrative profession, but the incessant ringing can wreck productivity and mindfulness. When you have to really focus on a project, ask a fellow admin to answer your phone for a while. Then work in a different location, such as an unused conference room, to get away from noise and other distractions.

Be mindful during breaks. When you eat lunch, focus on just your meal, rather than trying to consume your sandwich and answer your emails at the same time. If you go for a walk around the block, don't listen to podcasts or music, but pay attention to the sights and sounds around you.

When you return to your desk, you'll find that you're more alert and energized than before.

Promote mindfulness at work. Some companies provide in-house yoga classes because they can help employees be more focused and present at work. If your workplace doesn't offer this benefit, talk to your manager about fully or partially subsidizing noon-time yoga. Explain how this practice can result in greater mindfulness and productivity.

It can be difficult to be present and focused when you're pulled in a million different directions at work, but it is possible to practice mindfulness in your administrative job. Start off small and keep at it. Gradually you'll not only be more mindful, but also more productive and content. 

Brandi Britton is a district president for OfficeTeam, the nation's leading staffing service specializing in the temporary placement of highly skilled administrative and office support professionals. OfficeTeam has more than 300 locations worldwide and offers online job search services at roberthalf.com/officeteam. Connect with us on Facebook, LinkedIn, Twitter, Google+, Pinterest and the OfficeTeam blog.



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Good Boss, Bad Boss: Here Are 5 Strategies to Cope with an Unpredictable Manager

by Dr. Bruce A. Johnson

Jekyll, reflecting on mankind, “All human beings... are commingled out of good and evil.” You may be familiar with the Robert Louis

Stevenson story of Dr. Jekyll and Mr. Hyde. Dr. Jekyll believed that he found a method of separating the good and evil that he believed resides in all of us. The consequences of his experimentations did not bode well for him or the safety of others ▶▶

The story of Dr. Jekyll and Mr. Hyde has been used as an analogy for the balance many people try to maintain, between being a good person and doing “the right thing” at work, and acting in accordance with other self-interests. We have all likely worked with individuals who may not have always acted in the best interest of their employer and/or their customers, which can create an ethical and possibly moral conflict.

A duality can also be used to describe individuals who are perceived as being moody, or someone who does not demonstrate a well-balanced sense of emotional intelligence. This is a person who seems to have an on/off switch that can be triggered or activated, with or without warning. Those individuals are challenging to work with and when it is your manager whose personality or demeanor seems to constantly change - that poses even greater challenges as that person is responsible for your work assignments, performance evaluation, and reputation with your employer. When you find you are in this situation, there are coping strategies you can implement to help how you respond to and work with this manager.

The Art of Managing Others

While there are countless articles written about managing employees effectively, along with resources that describe leadership styles that bring out the best in employees, managing others is still individually based. For example, some managers can manage employees

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well while other managers have developed leadership qualities. Some managers are actively engaged in the development of their employees and others manage from a distance - intervening only when there is a conflict that cannot be resolved.

One aspect of managing others that has a significant influence on working relationships is a manager's disposition. Some managers rule with an "iron fist" while others may view their role as collaborating with employees. Some managers may seem like dictators and others may appear to be aloof and not very responsive to the needs of their employees. It is this disposition that can appear to fluctuate from time to time and if so, that is when employees may perceive they are working for Dr. Jekyll and Mr. Hyde.

DO PERSONALITIES MATTER? ▼

As a career coach, I've heard many clients state that they did not expect their manager to act in a certain manner after starting a new job - as if that manager intentionally changed their personality. Most people display their best personality when starting a new position, and that includes the employee and their manager. Even with the most engaging job interview, and use of behavioral based questions, it is not always possible to predict how someone else will behave in the long run. You may believe that you have a good feeling about a manager; however, you won't know if that feeling is an accurate measurement until you have worked with that person.

There is an expression that is often used when employees do not get along and it refers to a difference in personalities. A manager or an employee may state that about the other when it is difficult to get along with them and/or a working relationship has broken down. If the manager has made that statement it is often used as a warning sign and indicator that the employee is expected to change in some manner. No matter how hard employees work to ensure that relationships at work remain professional, after time on the job there is always going to be a personal aspect. Friendships are formed, cliques are established, and a distinction of who is liked or not liked becomes clear - and may be based entirely upon perceptual factors. This happens with every employee and every manager within an organization.

FIVE COPING STRATEGIES ▼

When it seems that you are working for a manager who frequently changes personalities or their disposition, there are strategies you can consider as a means of coping with and working with that individual.

#1. Find a Way to Relate

When you are able to relate to someone else you are finding common ground with them and being relatable means that you are breaking down potential barriers that could block a productive working relationship. This is not a process that works instantaneously or happens

overnight, rather it is a process that is done through a series of positive interactions. When you look for ways to relate to your manager, try to find neutral topics that avoid emotional reactions. In other words, if your manager is challenging to work with you may want to avoid discussing politics with him or her.

#2. Learn to Tolerate Your Manager

If you have a manager who exhibits extreme behavior, learning to tolerate them can be challenging. I am not stating that you have to accept their behavior or try to understand why they act in the manner that they do now. However, you can look at the bigger picture. What would it mean for your job, your career, your team or department, and your employer if you try to tolerate how your manager acts? Learning to tolerate a manager also means you do not go above them and try to report why you believe their behavior is inappropriate - unless you have a justifiable matter that would involve someone from a Human Resources department. How you perceive your manager may be different from the perception held by their superior.

#3. Conduct a Self-Analysis

Any time you are finding what you believe is inconsistent behavior from your manager, the first step is to look inward. While that may seem counterintuitive, it is important because you need to evaluate your perception of this person - along with the actions you have taken

or would like to take now. Here are some questions to ask: Have you done your best to develop and nurture a working relationship? Have you performed your very best regardless of how you perceive your manager? Is there anything more you can do or should do now to make the situation better? Finally, if you believe that this situation is unacceptable and cannot be changed, is it time to find a different department to work in or look for a new job?

#4. Watch for the Emotional Triggers or Warning Signs

If you have a manager whose disposition can fluctuate from day to day, it will likely occur often enough that you begin to develop a sense of what the warning signs are or when the changes are going to take place. If so, you can learn to work around or work with those changes. If the personality changes occur suddenly and without warning, then your only alternative may be to avoid any actions that can be viewed as confrontational. You may never know why these changes occur and trying to get to the bottom of it can also be an exercise in futility. However, as you get to know your manager you should be able to identify those times and situations when you should avoid direct contact - unless you are specifically asked a question or instructed to do something for them.

#5. Always Maintain Your Own Emotional Control

It could be easy to state that emotional intelligence on your part is the answer; however, a sudden change in your manager's personality or

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disposition requires more than managing your emotions - it most likely means you need to hold back any actions or responses. While you may feel frustrated, you must do your best not to let those frustrations show as it will only create greater tension between you and your manager. Keep in mind that your manager is in a position of authority and any actions on your part that can be viewed as being negative or hostile will only result in negative outcomes or consequences - whether or not you are justified in how you feel about your manager. Maintaining control applies to all of your actions and all of your communication, both verbal and written communication.


CONSIDER YOUR MANAGER'S PERSPECTIVE ▼

You may view your manager's personality and disposition strictly from the lens of how it applies to you and your working environment. However, you should also consider their perspective as well. A manager is not only responsible for their outcomes and productivity; they are also responsible for an entire team. Their role can be very demanding, especially if goals are not being met. This certainly does not justify any manager acting in a manner that is not emotionally balanced; however, as an employee you can learn to empathize with their role, try to understand what they expect of you, and work to improve how they perceive you and your work. How you respond to your manager can ultimately influence their disposition towards you, either in a positive or negative manner.

If you work for Dr. Jekyll and Mr. Hyde, there may be no immediate or easy answers but what you can learn to do is to learn to cope with the situation - to lessen your emotional reactions and help you still work to the best of your ability, for the overall benefit of your job and career.

Coping strategies can also lessen the potential for experiencing stress and built up long-term frustration. What you never want to do is to aggravate someone who seems difficult to work with now. You may never fully understand or be able to explain why your manager acts the way that they do now but you have an ability to control your response to them at all times.

Dr. Bruce A. Johnson is an innovative educator with experience in higher education as an online instructor and college professor, along with work as a corporate trainer and manager of a corporate training development.

Dr. J has developed expertise in his career with adult education, distance learning, online teaching, faculty development, and instructional design, along with organizational learning and development. 

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CRISIS



Stresspensation: Evaluating the Impact of Stress in Career Decision Making

by Lonnie Pacelli



TRAINING

Brad was an incredibly bright young executive with a very promising future. Ever since graduating college, he seemed to take on increased responsibilities in his company like a duck to water. He married his college sweetheart, Nancy, right after graduation and has two small children. Brad's talent didn't go unnoticed in the industry, with several competitors approaching Brad about his willingness to join another firm. He steadfastly resisted, that is until the offer of all offers came his way. ▶▶

ACME Corp, a larger and more prominent competitor to his current company, wined and dined Brad and ultimately offered him a VP position with a higher salary and better benefits. The offer was too good to pass up so Brad talked with Nancy about the job and they both became enamored with how this was going to advance Brad's career and what they would be able to do with the extra money. Brad joyfully accepted ACME's offer, gave his current company two weeks' notice, and started in his new VP role.



Within a year of joining ACME, he noticed some unexpected side effects of his new position. He was required to be in weekly global executive virtual meetings which could happen at any time of the day or night. He was routinely working 60+ hours a week, missing dinner with Nancy and the kids. He traveled at least once a week, many times to put out fires at clients. His eating habits were horrendous and he wasn't exercising due to his schedule. He began putting on weight. Nancy was frustrated with him not being around and his kids missed their daddy. The stress was unbearable and led to Brad one day grabbing his chest and collapsing during a customer meeting.

While the above story about Brad is fictional, each one of us knows of a Brad (or perhaps is Brad) who made a career choice without considering the effects of the extra stress. The American Institute of Stress (yes there is such an organization) has quantified the cost of stress to employers at \$300 billion annually due to things such as absenteeism, accidents, turnover, diminished productivity, and medical costs. Add to that the personal costs of stress (i.e., poor health, weight gain/loss, sleep deprivation) and the relationship costs of stress (i.e., fractured relationships, friends or loved ones alienation, missed school plays), and you have a perfect storm of negative factors which make any kind of work-life balance virtually impossible to attain. In my 30 years of working with career professionals, stress typically

takes a back seat to compensation and when considered, it is usually only a slice of the true stress level that the professional will endure. In the first ten years of my own career I saw stress as a given and gave it no consideration when evaluating career alternatives. This was a big mistake and a lesson I learned the hard way.

Fortunately, I learned it early in my career and was able to make some positive changes.

However, some professionals never get it.

To help the professional evaluate the impact of stress when deciding on a career change, I've defined a comparative increase/decrease method to evaluate the impact of stress, based on three stress types:

- (a) Relationship Stress
- (b) Work Stress
- (c) Personal Stress

For each stress type, a qualitative degree of stress is defined as follows:

- 1 - Minimal Stress
- 2 - Moderate Stress
- 3 - Significant Stress

In evaluating the impact of stress, each of the three stress types is assigned a value for the current and new job alternatives, then a comparative increase/decrease assessment is derived for each stress type. Let's put this to an example.

TRAINING

Let's say that a systems analyst (I'll call her Ann) is currently in a job paying \$90,000/year and she's been offered a new position paying \$100,000/year. On the surface, Ann likes the idea of a \$10k raise and looks at the three stress types for each job, as follows:

Current Position

- **Relationship stress = 2 due to infrequent evening meetings only.**
- **Personal stress = 1 due to ability to keep up with personal interests without sacrifice**
- **Work stress = 2 due to some tight deadlines**

New Position

- **Relationship stress = 3 due to evening meetings and four international trips/year to work with offshore developers**
- **Personal stress = 2 due to having to alter exercise schedule, and having to drop book club**
- **Work stress = 3 due to mission critical deadlines and regular status updates to senior management**

When you look at the three stress types the following pops out about the new position:

Stress Type	Current Position	New Position	Increase/Decrease
Relationship	2	3	Increase
Personal	1	2	Increase
Work	2	3	Increase

Ann is now faced with the following decision:

Is the salary bump of \$10k worth the incremental relationship, personal and work stress she'll endure? Depending on whatever other decision criteria Ann factors into her decision, the answer could be yes or no. Whether or not she takes the job is still her decision; what the process has done is forced her to consider the three stress types and derive data points in which she can use in her overall decision-making.

There are a number of important considerations for you to digest in using this methodology:

First, this is not an autonomic decision-making tool where the numeric answer is the sole job determinant. The impact of stress methodology is meant to bring relationship, personal, and work stress factors to the forefront of your decision making process.

Second, you need to be realistic about stress levels. "Wishing down" a stress level doesn't make it go away; it just sets you up for a letdown (or worse) after you've made your decision.

Third, you need to let your friends and loved ones come up with the relationship stress value and not assume a value for them.

The real benefit in the methodology is the thought process and discussions you have along the way. Don't shortcut how your stress type values are determined or you'll miss out

on some valuable nuggets.

Fourth, the methodology applies to any type of career change which involves new or different responsibilities, including promotions. Most of us are wired to blindly accept promotions without regard for the additional stress which may accompany the promotion.

Fifth, there will likely be stress in any job change; make sure you look at your steady-state stress level versus the “learning curve” stress level.

Your Go-Dos

When faced with your next career decision, follow these five steps to assess your impact of stress and help you decide on your career choice course of action:


1. Ask a lot of questions about the job and the degree of relationship, personal and work stress entailed in the job. Seek out others who may have done the job before or others who have some inside perspective.
2. Look at the job responsibilities (both stated and those you derive through interviews) and determine how much stress each of the responsibilities will create for you. Decide on a 1-3 work stress value.
3. Write down the personal activities and goals you have (i.e. exercise 4x/week, sleep at least 7 hours a night) and determine how the career

choice would impact each of the activities and goals. Decide on a 1-3 personal stress value.

4. Openly discuss with your friends and loved ones what the career choice would mean in terms of impact to relationship time (i.e. not being home for dinner, availability to help with homework) and ask them to decide on a 1-3 relationship stress value.

5. Derive the increase/decrease in stress for each of the three stress types.

6. Decide how you're going to factor the impact of stress into your overall decision.

Remember, the real benefit in utilizing the impact of stress methodology is in the discovery process you'll go through to understand relationship, personal, and work stress drivers for different career choices. Be real with yourself as to how a career choice will affect you and those you love. 

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Can you spot the 5 differences

