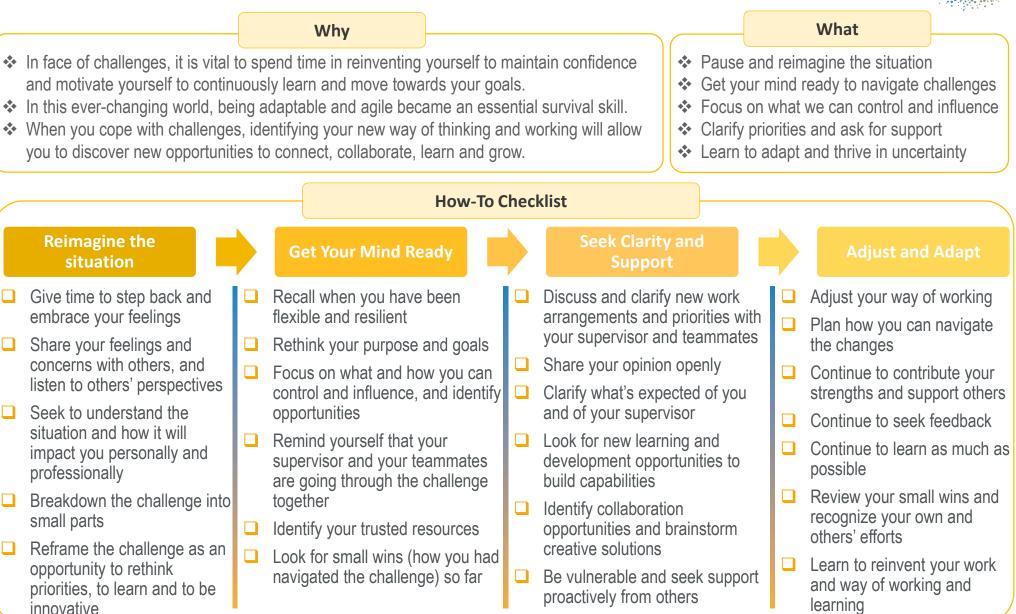
Leading Self – Reinventing Yourself Through Challenging Times | Quick Guide



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Owning Your Engagement

Besides your supervisor, you are also responsible for your own engagement. You can define your engagement by identifying how you can work best, what you enjoy doing most and your areas of strengths at work. Then, you can proactively seek clarity, collaboration opportunities and support from others, and also engage others in a conversation in which you may discover more about how you can thrive.

	Engaging conversations in times of changes
Engagement Hierarchy	By asking the right questions and listening attentively, you can quickly connect with your manager and understand how you can optimize your individual and team performance during the times of changes.
Growth	 How are my development goals impacted by the change? How do the challenges optimize my learning and development? Am I on the right track? How can I do better?
Teamwork	 How can I better collaborate with and support others to go through the challenge? How do we maintain our quality in the revised priorities? How do our revised priorities impact DS's priorities? What is your opinion about my revised action plan?
Individual Contribution	 Which areas can I develop in the changed priorities? How can I support you in managing the change? How is my work? Anything to reinforce or correct? How can I contribute with my strengths to navigating the challenges?
Basic Needs	 Are there any materials and equipment / information which support my revised priorities? How are my priorities and project timeline impacted?

Leading Self – Reinventing Yourself Through Challenging Times | Resources and Readings

Cultivating an Outward Mindset in Times of Changes

People with an inward mindset only focus on themselves and are more likely to blame others for their frustrations and create conflicts, especially during challenging times. People with an outward mindset take others into account, pay attention to others' needs and perspectives, see challenges as opportunities and are more likely to see collaboration opportunities and leverage collective thinking. To cultivate an outward mindset, we can

- See others' needs, objectives, and challenges
- Adjust your efforts to be more helpful to others
- Measure and hold yourself accountable for the impact of your work on others

To learn more about outward mindset, watch video *Two Mindsets* by The Arbinger Institute <u>https://www.youtube.com/watch?v=zzE6Fd7D-jU&t=27s</u>

Excerpt from: The Outward Mindset: Seeing Beyond Ourselves (Article), 2017 by Michael McKinney

E + R = O

Jack Canfield's The Success Principles:

E (Events) + R (Responses) = O (Outcome)

You cannot control the events you encounter. You don't have direct control over the outcomes. But, you can control your responses to the events to generate better outcomes.

Read article *The Success Formula that Puts You in Control of Your Destiny* by Jack Canfield <u>https://www.jackcanfield.com/blog/the-</u>

formula-that-puts-you-in-control-of-success/

Circle of Influence

Circles of Influence is a great tool to find your way to cope with challenges. When you feel out of control, you can categorize the events into 4 circles:

- Zero Control
- Direct Influence

Minimal Influence > Control

Then, ask yourself

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Which circle am I going to put my focus, time and energy into?

To learn more, watch video *Circles of Influence* by Debra Russell

https://www.youtube.com/watch?v=scZYignY3rU

Building Resilience

Even if you think you are not a resilient person, you can learn to develop a resilient mindset. To learn more about how to build resilience:

- Read article *Developing Resilience* by Mind Tools Content Team <u>https://www.mindtools.com/pages/article/re</u> <u>silience.htm</u>
- Watch TEDxChristchurch The Three Secrets of Resilient People by resilient expert Lucy Hone <u>https://www.ted.com/talks/lucy_hone_the_t</u> <u>hree_secrets_of_resilient_people</u>