

Leading Self – Reinventing Yourself Through Challenging Times | Quick Guide



Why

- ❖ In face of challenges, it is vital to spend time in reinventing yourself to maintain confidence and motivate yourself to continuously learn and move towards your goals.
- ❖ In this ever-changing world, being adaptable and agile became an essential survival skill.
- ❖ When you cope with challenges, identifying your new way of thinking and working will allow you to discover new opportunities to connect, collaborate, learn and grow.

What

- ❖ Pause and reimagine the situation
- ❖ Get your mind ready to navigate challenges
- ❖ Focus on what we can control and influence
- ❖ Clarify priorities and ask for support
- ❖ Learn to adapt and thrive in uncertainty

How-To Checklist

Reimagine the situation

- Give time to step back and embrace your feelings
- Share your feelings and concerns with others, and listen to others' perspectives
- Seek to understand the situation and how it will impact you personally and professionally
- Breakdown the challenge into small parts
- Reframe the challenge as an opportunity to rethink priorities, to learn and to be innovative

Get Your Mind Ready

- Recall when you have been flexible and resilient
- Rethink your purpose and goals
- Focus on what and how you can control and influence, and identify opportunities
- Remind yourself that your supervisor and your teammates are going through the challenge together
- Identify your trusted resources
- Look for small wins (how you had navigated the challenge) so far

Seek Clarity and Support

- Discuss and clarify new work arrangements and priorities with your supervisor and teammates
- Share your opinion openly
- Clarify what's expected of you and of your supervisor
- Look for new learning and development opportunities to build capabilities
- Identify collaboration opportunities and brainstorm creative solutions
- Be vulnerable and seek support proactively from others

Adjust and Adapt

- Adjust your way of working
- Plan how you can navigate the changes
- Continue to contribute your strengths and support others
- Continue to seek feedback
- Continue to learn as much as possible
- Review your small wins and recognize your own and others' efforts
- Learn to reinvent your work and way of working and learning

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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 <https://www.youtube.com/watch?v=zzE6Fd7D-jU&t=27s>

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

<https://www.jackcanfield.com/blog/the-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
- Minimal Influence
- Direct Influence
- Control

Then, ask yourself

❓ 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
<https://www.mindtools.com/pages/article/resilience.htm>
- Watch TEDxChristchurch *The Three Secrets of Resilient People* by resilient expert Lucy Hone
https://www.ted.com/talks/lucy_hone_the_three_secrets_of_resilient_people