

Adapting, Succeeding and Thriving in the Workplace

Presentation by
Sarita Maybin, Professional Speaker/Author

IPMA-HR Western Region Conference
April 28 – 30, 2010



Are you ready for change?

“It’s not the strongest species that survive, nor the most intelligent, but the most responsive to change.”

-Charles Darwin



Seven Steps for Thriving on Change

>>Respond “yes” or “no” to each statement

- ✓ **I have a “big picture” vision for my life**
 - ✓ **I view change as an opportunity for growth**
 - ✓ **I am able to identify both the positive and negative in any situation**
 - ✓ **I have an understanding of current events and issues**
 - ✓ **I have a network of friends and colleagues whom I can count on for support**
 - ✓ **I have a good sense of humor**
 - ✓ **I have strong communication skills**
-



The Big Picture

- In times of uncertainty and challenge big picture serves as a “true north”
- Use the big picture as a motivator and vision for your staff
- Resources for fine tuning your big picture:

Book - **If You Don't Know Where You're Going, You'll Probably End up Somewhere Else** by David Campbell

Book – The **Brand You 50** by Tom Peters

“You’ve got to think about big “things” while you’re doing small things, so that all the small things go in the right direction.” -Alvin Toffler



Change as a Positive

- Ask: What are the opportunities in the obstacles?
 - Research of Dr. Martin Seligman, University of Pennsylvania professor shows optimism can be learned
 - Resource for finding out how positive you are:
Dr. Seligman's Website
www.AuthenticHappiness.com
-



Understanding Current Events

- Anticipate change by following industry trends...read the “writing on the wall”
 - Active involvement in industry associations provides networking opportunity
 - Ask Yourself: How do world events and current economic times impact your day-to-day work?
-



Who's in Your Network?

- Top 5 people we associate with is who we become
- Do you need to upgrade?
- Strategic Networking Resources:

Book – Is Your Net Working? Anne Boe

Book – Dig Your Well Before You're Thirsty
Harvey Mackay



Sense of Humor Helps

- Coping and Connecting thru “inside jokes”
 - Counteract negativity thru humor
 - Sarita’s Humor Winners
-



Communication is Key

- Using “I” and “we” vs. YOU
 - Gaining buy-in and cooperation by HOW we communicate...especially in uncertain times
 - Favorite Phrases: “Help me Understand”, “I would appreciate,” “I need your help”
 - Communication Resource: Sarita’s Book – If You Can’t Say Something Nice, What DO You Say: Practical Solutions for Working Together Better
-



3 P's for Staying Positive

Based on work of Dr. Martin Seligman

- PERSONAL – It's not about you!
 - PERMANENT – “This too Shall Pass”
 - PICTURE – How important is the situation in YOUR big picture?
-



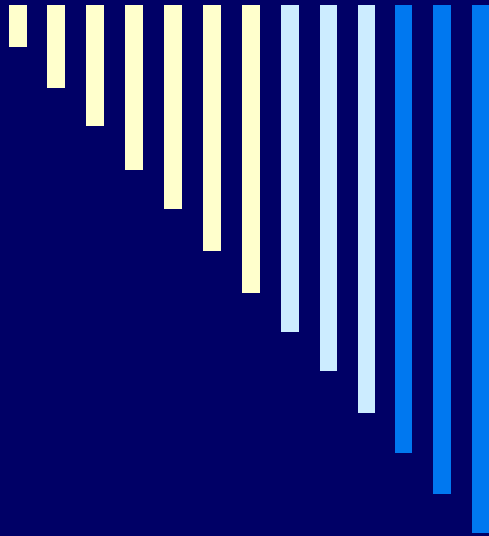
Counteract Negatives with Resiliency Resources

- “Planned Panic” - Margaret Wehrenberg, psychologist and author of 10 Best Ever Anxiety Management Techniques
 - What are your top 5 “resiliency resources?”
-



W.I.I.F.M. – What's In It For Me?

- Ask the WIIFM question in tough situations
 - Identify pros & cons
 - Human Behavior driven by gaining pleasure or avoiding pain
 - Resource: Tony Robbins' CD Set Get the Edge
-



GET A LIFE!

Research shows balance is better!



Getting Done the Things that Matter Most

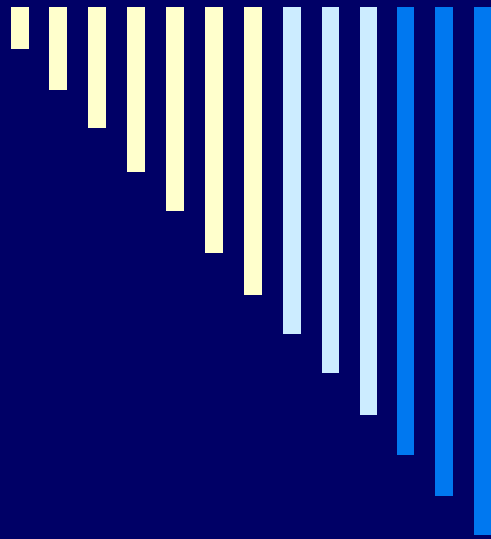
“We must not, in trying to think about how we can make a big difference, ignore the small daily differences we can make which, over time, add up to big differences that we often cannot foresee.”

- Marian Wright Edelman



Urgent vs. Important

- 30% of our time should be spent on “Putting out Fires” –Tasks that are both URGENT AND IMPORTANT
 - 65% of our time should be spent on tasks that have no deadline – IMPORTANT and NOT URGENT
 - Remaining 5% spent on O.P.S – “Other People’s Stuff”
-



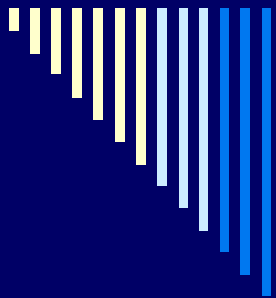
How can you
maximize resources
by identifying what's
urgent, important or
neither?



Five Ways to Rekindle Passion for Your Work

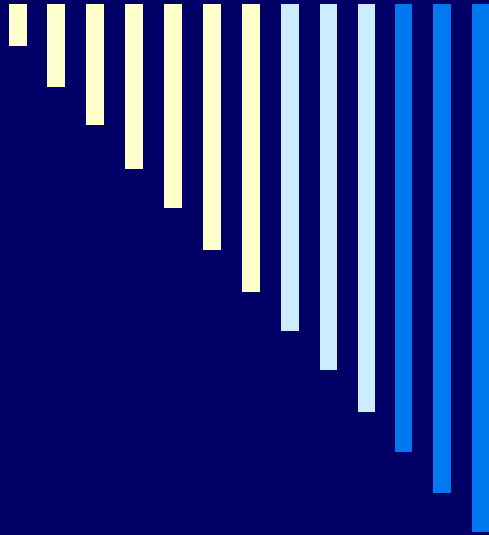
1. Set a goal – meet the challenge
2. “Two-sided coin” – Teach. Learn.
3. Nourish – Revisit “resiliency resources”
4. Attitude of gratitude
5. Serve

Resource – www.payitforward.org



ACTION PLAN

What one idea from this presentation will you use to “adapt, succeed and thrive” at work or home?



Tomorrow is a new day

Finish every day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept in. Forget them as soon as you can. Tomorrow is a new day! – Ralph Waldo Emerson
