

WORK LIFE EQUATION

WORK = TASKS + OBSTACLES

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Work life at it most fundamental involves tasks you need to do and obstacles that can prevent you doing them.

TASKS

- Do you know what tasks you are expected to execute? – Role clarity
- Do you know how to execute the tasks you are responsible for? – Skills-set
- Do you know how your performance at task execution will be measured? – KPIs
- Do you know if your workload is sustainable? – Can you prove your workload is unsustainable?

OBSTACLES

What impedes your ability to execute the tasks you are responsible for? Obstacles can fall into three categories: self, events, others.

SELF

Are you an obstacle to achieving the successful execution of your duties in the work-place? If yes, then you need to establish why. Things to consider are:

- The mood you predominately engage in the workplace, is it negative, low energy, tense or stressed? If any of the aforementioned relate to you, what do you need to do to break the negative mood?
- The mind-set you engage in the workplace, is it a fixed mind-set or a growth mind-set? A growth mind-set is more resilient to set backs and is more creative when facing challenges Carol Dweck the psychologist coined the phrases growth mind-set and fixed mind-set. She studied the behaviour of children and identified the beliefs held concerning learning and intelligence. Those who believe their intelligence is not limited engage more effort to achieve a desired outcome. If you are faced with an obstacle do you give up easily or do you doggedly pursue the desired outcomes trying different approaches.
- Your energy levels will impact on your ability to overcome obstacles. What do you do to ensure you have high levels of energy to bring to the work environment? Do you ensure you take breaks? Do you address unsustainable workloads with your manager? Do you get some exercise?
- Your focus impacts on your ability to tackle obstacles. Do you focus your attention on the past, ruminating about issues that have occurred? Do you focus your attention the future creating anxiety? Do you focus your attention on the present where your efforts can produce results?

EVENTS

When faced with an event that impedes your ability to execute your tasks, identify your level of control over the situation. Do you have full control, some control or no control? If you have no control then you need to accept it. If you have some control you need to endeavour to exert some influence over it. If you have full control then you need to act upon it.

OTHERS

Obstacles can be other people. If people with whom you interact are causing you difficulty you can take a number of actions.

Difficult conversations

You can prepare for and engage in a difficult conversation to resolve the matter. You might need to conduct some research into how best to approach this type of interaction.

People styles

You could study the concept of people styles that will give you insights into your own behaviour and that of others. In addition, you will understand what type of behaviour is best to engage when interacting with different people styles.

Influencing skills

You could develop your influencing skills to persuade others of your ideas to build consensus and achieve your desired outcomes.

If you would like more information concerning management, leadership and communication skills please see www.michaellukecollins.com