

Survive to Thrive



For you

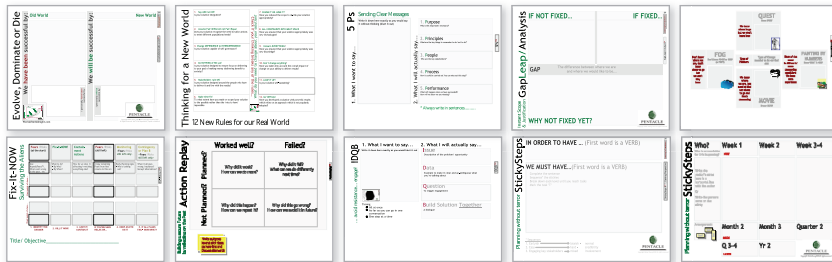
http://www.PentacleTheVBS.com/Joined_Up_Management.htm

For your organisation

<http://www.PentacleTheVBS.com/LearningToTransform.htm>

Password protected tools and techniques

<http://www.PentacleTheVBS.com/PETsForLife.htm>



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New Worlde's Personal Resilience Survival Guide

Eddie Obeng



But first
remember



Nothing
lasts
forever



Other
people
can help



Today's
decisions
tomorrows
problems



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*Based on a title by Douglas Adams and an idea from Kevin Braithwaite

TimeStealers

Make Time - then Spend Time to Change



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Emails

- Never start on these until you've planned your day - see below - they will hijack you and you will become disorganised
- Respond to unsolicited emails, don't delete them - ask the person why they have included you and what they would like you to do
- Always update the header - it's the one thing everyone reads
- Structure the body to make it easy to comprehend, remember, you're not J K Rowling - Big Picture: Issues: Details - Actions
- Don't send spam CYA emails to other people either



Phone Calls

- Never make these unless you can make notes and the other person can also make notes- otherwise you have to rely on your memory and this fills up your mind and bandwidth
- Always check first if it is a good time to talk to ensure that you have got the person's full attention



Audio/Video Conferences

- The typical Audio Conference is "one person speaking and 12 people doing their emails". Always use SpinCasting™
- If it is possible, use software to share your computer screen so that you can all see and update simultaneously the same working documents and notes of conference.



Reporting

- If you are not sure what question the data you are being requested to provide answers, ask. Sometimes the information is already available in a different format
- Don't let your stakeholders experience the AnxietyGap™ of not knowing what is going on - if you do they will ask you for reports and updates that they don't actually need



(Poor) Planning

- Always plan each day the day BEFORE. When you are under pressure it is incredibly difficult to plan on the day. Find somewhere quiet at the end of the day to grab a half hour to plan the next day
- Never plan 100% of activity for the next day - leave space, about a fifth of the time, to respond to events which will come in unexpectedly
- Always KillTheAliens™ in advance. Unless you're a lucky person the fears you identify will probably come true when you least wish them to



YOU

- Stop distracting and interrupting yourself
- When you want to think, turn off your gadgets and out down the phone
- Stop distracting and interrupting others - unless it's to make them laugh!

Resilience

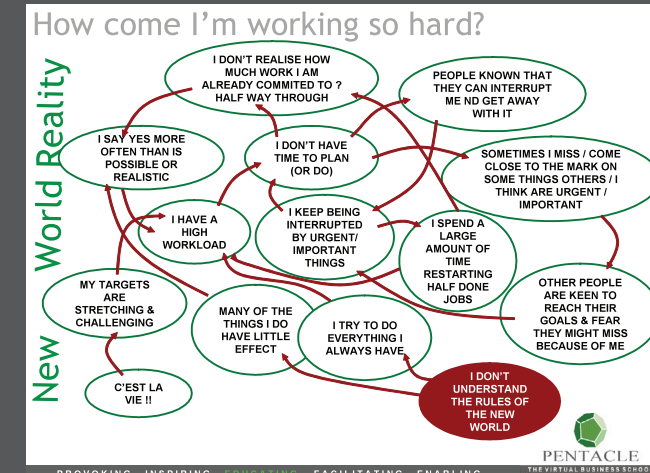
Behaviour

- Choose behaviours in line with your values and your chosen organisation's values
- Try to do some sort of exercise which gets you out of breath for (about) half an hour a day
- Be physical - walk swinging your arms and breathing deeply
- Smile 😊

Emotion

- Manage your emotions
- Use positive self-talk
- Engage others before you try to get them to act
- Don't overreact to the surprise others dump on you - instead focus and remember to influence them - for this you may need to go into your QuietPlace™
- FutureDreaming™ helps lessen the effect of the shock
- Don't forget to play!

Stick to the B.E.A.T.



Actions

- Do NOTHING which is Of NO USE
- Be aware if what you are doing is 'Painting-by-numbers', 'going on a quest', or if you are 'lost in the Fog'. Choose the appropriate way to tackle this
- Think Twice act once - Plan what you're not sure of by StickyStepping™ your way through it

Thinking

- Learn the 12 Rules and apply them rigorously
- Try never to arrive in places where your mind hasn't been before It is OK to have considered the future if only to conclude, "Hmmm. Needs more thought"
- If your thinking can guide you to break patterns and work on root causes rather than immediate issues, your life will steadily improve ↑



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