

### Survival Guide for Basic Mistakes

	Basic Mistake	Survival Guide
#1	Expect Somebody to Reduce Your Stress	Don't count on anybody else coming along to relieve your stress. Put <i>yourself</i> in charge of managing the pressure. There's a good chance you're the only one in your work situation who will, or even <i>can</i> , do much to lighten your psychological load.
#2	Decide Not to Change	The organization is going to change – it <i>must</i> – if it is to survive and prosper. Rather than banging your head against the wall of hard reality and bruising your spirit, invest your energy in making quick adjustments. Turn when the organization turns. Practice instant alignment. Your own decisions may do more to determine your stress level than anything the organization decides to do.
#3	Act Like a Victim	Accept fate, and move on. Don't yield to the seductive pull of self-pity, at least for any extended period of time. Acting like a victim threatens your future. You're better off if you appear resilient and remain productive. Just stand proud, pick up the pieces, and start putting your career back together.
#4	Try to Play a New Game by the Old Rules	Study the situation intently. Figure out how the game has changed, how priorities have been reordered. Decide which aspects of your job you should focus on to leverage up your effectiveness the most.
#5	Shoot for a Low-Stress Work Setting	Don't fall into the trap of believing there's such a thing as a low-stress organization that's on track to survive. In fact, just the opposite is true. You serve your best interests by aligning with an outfit that's got the guts to endure the pains of change, and by avoiding those organizations destined to go belly-up because of their desire for short-term comfort.
#6	Try to Control the Uncontrollable	Ask yourself if the struggle makes sense. Are you really in a position to control the situation, or will you just get emotionally tired trying? Sometimes the most mature, most dignified, and most sensible move is to nobly accept what we can't change.
#7	Choose Your Own Pace of Change	Keep in step with the organization's intended rate of change. Match to the cadence that's being called by the people in charge, instead of allowing yourself to take whatever amount of time you want or feel you need. Don't lag behind – there's little chance a lull will come along and give you a chance to play catch-up.

<b>#8</b>	Fail to Abandon the Expendable	Reengineer your job. Eliminate unnecessary steps, get rid of busywork, and unload activities that don't contribute enough to the organization's current goals. Focus your efforts on doing "the right things." And ditch those duties that don't count much, even if you can do them magnificently right.
<b>#9</b>	Slow Down	Speed up. Cover more ground. Put your faith in action – in mobility – and maximize your personal productivity.
<b>#10</b>	Be Afraid of the Future	Now's the time for some serious mind control. Instead of worrying about bad things that might happen, get busy trying to create the kind of future you want. The best insurance policy for tomorrow is to make the most productive use of today.
<b>#11</b>	Pick the Wrong Battles	Remember the advice of Jonathan Kozol – "Pick battles big enough to matter, small enough to win."
<b>#12</b>	Psychologically Unplug from Your Job	Fall in love with your job, and keep the romance alive. Don't let the stress of change drive a wedge between you and your work. Sure, your employer will benefit if you're committed, but not as much as you will. High job commitment is a gift you should give to yourself.
<b>#13</b>	Avoid New Assignments	Stretch yourself today so you'll be in better shape tomorrow. Reach for new assignments that broaden your experience base. Remember that one of the best techniques for stress prevention is to keep updating your skills so you're highly employable.
<b>#14</b>	Try to Eliminate Uncertainty and Instability	Develop a greater tolerance for constant changes in the game plan. For mid-course corrections. For a raw surprise. Allow a little more confusion in your life. Be willing to feel your way along, to "wing it." Think of your job as having movable walls – flex to fit the immediate demands of the situation, instead of struggling to make the job adapt to you.
<b>#15</b>	Assume "Caring Management" Should Keep You Comfortable	Be careful in what you use as evidence to evaluate how much the organization cares about people. High stress and heavy pressure may provide the best proof that management's heart is in the right place. All things considered, trying to keep you comfortable could be the most cold-blooded management move of all.

Source:

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