

Solutions

Volume 6, 2024

Stay Calm Under Pressure

Staying calm under pressure is an acquired skill, but it is unlikely you were taught how to do it. Work deadlines, facing irate customers, family emergencies, and public speaking are all examples of where staying calm under pressure counts. Remain calm under pressure by replacing negative thoughts with positive affirmations. Say to yourself, “I’ve done this before and will do it again this time.” Focus on action steps to solve the problem or situation. Don’t dwell on the magnitude of what you face. This practice reduces panic and emotional stress, and it reinforces a feeling of empowerment to help you feel in control. While solving the problem, practice deep breathing to reduce anxiety. How-to hint: Regularly practicing mindfulness and meditation can help you more quickly switch from panic to calm mode when under pressure because it conditions the part of your brain associated with awareness and attention.

Be a Better Listener at Work

At work, you will build stronger relationships, solve more problems, and help customers feel valued if you practice “active listening.” Active listening is a communication technique that demonstrates you are fully and effectively listening to another person. While listening, they know you understand what they are saying because you are reflecting their message and recognizing their verbal and nonverbal cues. Finally, you give feedback that reassures the speaker you have a mutual understanding of the discussion. So, here are the keys: Demonstrate attention, actively show understanding of what is being communicated, respond to nonverbal cues, validate the speaker’s feelings by expressing empathy, and paraphrase what you heard.

Enhancing Your Relationship with the Boss: Share Personal Interests

These days, most bosses are aware of the risks associated with asking employees personal questions. Your boss may wonder about your personal interests outside of work but be understandably reluctant to probe. This is an opportunity for you. Tip: Consider sharing personal interests and hobbies with your boss in casual conversations. It sounds too simple, but it has a profound rapport-building effect because it helps your boss see you more as a whole person and builds a more personable relationship beyond just work-related interactions.



Myths Keeping You from Psychotherapy Help

If you ever decided against seeking psychotherapy, was it because of one of these myths? 1) The therapist will examine every detail about my past. Fact: Professional counselors help you decide what you want to accomplish in counseling, and your past may play no role in achieving these goals. 2) Only those with severe mental illness seek professional counseling. Fact: Most psychotherapy clients are not mentally ill. They are seeking solutions for life's challenges. 3) The professional counselor will judge or criticize me. Fact: Professional counselors are trained to be nonjudgmental and supportive so you feel safe and can work through your issues. 4) Seeing a professional counselor means I am weak. Fact: Seeking professional counseling shows a willingness to address problems and work toward a healthier, more balanced life. 5) Therapy takes a long time, and it might change my personality. Fact: Therapy can vary in length, often leading to positive changes in only a few sessions. However, the focus is on coping and solving problems, not changing your personality.

Mindfulness Meditation

One of the most researched and proven techniques for managing stress – yet one of the least known and least practiced – is “mindfulness meditation.” Mindfulness meditation involves paying close attention to your thoughts, feelings, and bodily sensations in a calm and intentional way. Do it by sitting quietly, eyes closed, and gently bringing awareness to your breath. When distractions arise, acknowledge them, but gently redirect your attention. This practice cultivates mental clarity, emotional balance, and well-being. Regular practice may improve concentration, reduce stress, and build emotional resilience. Resource (book): “Deeper Mindfulness: The New Way to Rediscover Calm in a Chaotic World,” May 2023.



(2) www.mondaycampaigns.org [search “mindfulness introduction”]

Career Counselling & Support Services

Feeling dissatisfied or undecided about your career?

Career counselling can help you identify your interests, values and personal styles in order to make better career choices or meet your professional goals.

Our career specialists provide consultations on issues including educational planning, career advancement and career changes, interview preparation, and resume preparation. FSEAP's confidential services also include options for comprehensive career assessment and consultation to identify and target career goals and identify opportunities and options for personal and professional growth.

Get in touch with your EAP provider today to sign up for services where you can workshop your resume, develop strategies for professional networking, conduct pre-interview research, planning, and follow-up, and practice your communication skills.

