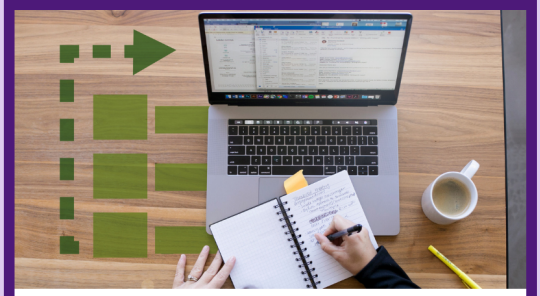
teams@work.

EVERYDAY IS BRING YOURSELF TO WORK DAY!

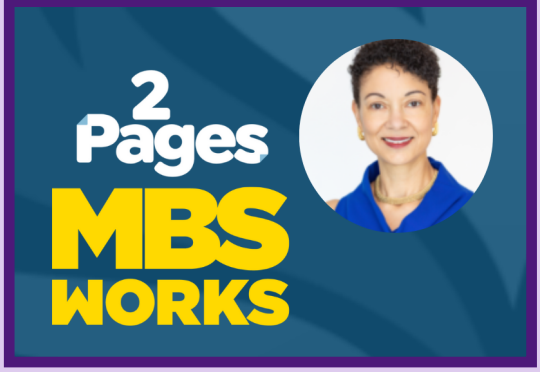
Issue 15 | August 26, 2022

PRIORITIZING YOUR TASKS

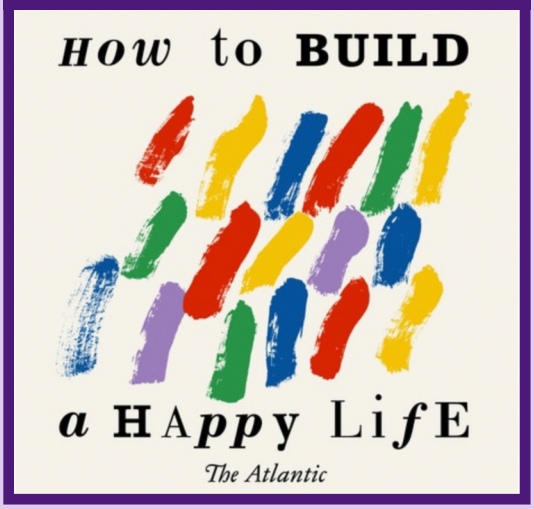


LinkedIn Learning

WEIGHING THE PRICE OF AMBITION PODCAST



HOW TO FIND THE SECRET TO MEANINGFUL WORK



How to Start What You're Avoiding

Think about something you're having a hard time getting started on, something important to you. Maybe it's a particular kind of work — like writing a proposal or crafting a particularly delicate email. Maybe it's an important conversation you know you need to have with someone. Or, when you've had similar conversations in the past, you spent 10 minutes talking *around* what you wanted to say instead of just saying it.

Perhaps you never get to that important but hard thing, accomplishing all sorts of smaller tasks but avoiding this one. Bring to mind that thing you are having a hard time getting started on. It's likely your greatest struggle isn't actually doing the thing. It's getting started on doing the thing.

Our minds and bodies have an incredible capacity to adapt to just about anything. The hard part is rarely *being* in the new normal. It's *adjusting* to the new normal. The hard part is the *transition* because it almost always represents a shift from doing something comfortable to doing something uncomfortable.

We tend to think that getting traction on our most important work requires that we be skilled and proficient at that work — but that's not quite right. The real thing we need to be skilled and proficient in is moving through the moment before the work. This means the skill we need to develop is transitioning. Here are three steps to building competence in making these transitions:

Start with willpower. Commit to repetition.

Benefit from adaptability.

Learn more about applying these steps by reading the full article: **How to Actually Start the Task You've Been Avoiding**

TALK ABOUT IT

There are a few concepts to explore when getting started, especially if you plan to put any amount of time into something. Ask yourself or your team these questions:

- **How do our daily/weekly goals align with the purpose of our unit and achieving the TCU mission?**
- **When we say yes to one goal, what are we saying no to?**
- **How does this task or project add value?**

8 SIMPLE TIPS FOR GETTING STARTED WITH SOMETHING

1. **Chose something you really want.**
   Find your own motivation and reasons for achieving goal.
2. **Research and make a plan.**
   Others may share their thoughts and opinions with you. Do your research to reduce resistance and anxiety.
3. **Ask yourself: What is the worst that could happen?**
   Imagine the worst scenario and how you could recover from that. Then implement steps toward success instead.
4. **Make it easy on yourself.**
   Don't over complicate things.
5. **Pump your emotional state.**
   Find ways to get motivated; this could include journaling, vision boards, meditation, music or inspirational quotes.
6. **Find encouragement and help from other people.**
   Get a buddy or build a support system to help keep you accountable.
7. **JUST DO IT!**
   Avoid overthinking! Shut off your 'practical' brain and just do it.
8. **Learn about time management.**
   Focus on finding a few tips for managing your time and making your goal a reality.

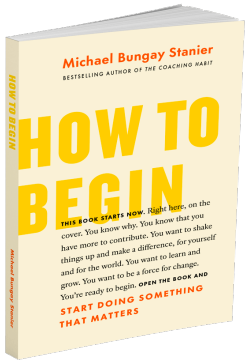
Adapted from: https://www.positivityblog.com/8-simple-tips-for-getting-started-with-something/

HOW TO BEGIN: START DOING SOMETHING THAT MATTERS

The difference between wanting and having is doing.

Keep this idea in mind when considering a goal worth pursuing. If you want a little motivation, forward this newsletter to one person and copy HR Training as a recipient to be entered for a chance to win a copy of Michael Bungay Stanier's book, **How to Begin: Start Doing Something That Matters**.

**previous HR giveaway winners are not eligible to win*



CULTURAL & EMOTIONAL INTELLIGENCE IN THE WORKPLACE

Sign up for this session and complete a self-assessment on anti-bias behaviors and learn about empathy to better understand, create and cultivate effective work environments.

November 15, 2022 | 3:00 pm - 4:30 pm | via Zoom

TCU HUMAN resources

Questions?
Reach out to us:
hrtraining@tcu.edu