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November 2015

Greetings!

## Coping More Effectively with Work Pressures



[For Individuals](#)



Are you avoiding some work tasks or failing to meet some responsibilities because they are hard to cope with or are stressful? Tim, my client was. So we explored some alternatives to avoidance.

Tim's job related stress evoked anger, anxiety and frustration. This blocked his capacity for coping with problems and dealing with people on a thoughtful, rational basis. It is important for us to maintain composure in the face of mental and emotional stress. Tim and I came up with a process that helped him understand what troubled him and it could help you too.



[For Organizations](#)



- Keep a journal of stress provoking situations or crises over the next month. Write down the emotion during the event. Let the anger and frustration out in writing. Relax for 10 minutes. Then make a conscious effort to remove yourself - emotionally - from the situation.

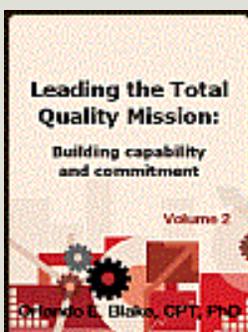


Keep an objective record of what was said and done. Track down the consequences of what was said and done. Did something escalate? What kinds of reactions did you see from others to your comments? Make a note of what could be done differently. Reenact the scene in your mind to understand why.

- After you have analyzed your feelings and actions, talk to some of the other people who were involved in the situation.

Ask them about their feelings regarding the situation. Find out

## Leading the Total Quality Mission Volume 2



[Click the book to order](#)

A book about the value

of aligning good leadership practices with a commitment to total quality and the inherent worth of people in organizations.

You will be introduced to how-to processes and tools that, when implemented, make your total quality (TQ) and continuous improvement (CI) programs successful.

**Leading the Total Quality Mission: Building Capability and Commitment, Volume 2** By: Orlando E. Blake PhD

### Testimonials

"Thanks for all the help this year! It's been wacky rollercoaster year, but I'm feeling great about life & work, and certainly much better than a year ago. Your advice and coaching has turned a challenging year into one of developmental progress."

**Herman Johannesmeyer,**  
Director Production,  
Unilever/SlimFast

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**Dr. Orlando Blake**

how they cope with this type of stress. If there was anger, try to clear the air.

- At the end of the month, review your journal to see if your evaluation of the consequences has led to any improvement in coping with stressful situations.

Identify areas in your work where the greatest pressure and stress occur. See if there is any way to reduce exposure to these areas without hurting your job performance.

## Mindfulness Self-Assessment

*Scroll down to link to our free assessment!*

### Tim Improves His Concentration

**Tim took additional steps to improve his concentration:**

1. He identified distractions that prevented him from staying focused.
2. When he pursued a task or course of action he kept a record of the time required.
3. He scheduled time to step away from the task just to think without interruption; this was usually 20 minutes. This helped him focus on the big picture of what the results would lead to and the value of his results.
4. Tim selected time consuming routine tasks. Then over a two week period he evaluated his approach to the tasks. After the task was completed he critiqued his approach, its necessity, and the time consumed. He then revised his approach based on his self-critique.
5. He reprioritized his task list. Tim used a 1 to 5 scale; 1 indicating low priority and 5 indicating major priority. Then he kept a record of the time spent on his routine and prioritized tasks and responsibilities over a two week period.



At the end of two weeks there was a significant change in the way he approached his work and he was more productive. Additionally, Tim talked to a trusted colleague and his manager to detect his typical reaction to stress. They worked on a more constructive strategy to deal with his stress.

An interesting side note; because Tim's job required a lot of analysis, on his own, he spent additional time (about 30 minutes each day for two months):

- Doing mathematical puzzles, e.g. Sudoku, reading De Bono's Thinking Course, etc.
- Learning more methods for checking the accuracy of

Dr. Blake's 25 years business of experience includes senior executive positions for Warner Bros and Guess? Inc. Orlando is a Founding Fellow of the Institute for Professional Coaching Association at Mclean Hospital a Harvard Medical School Affiliate and a Certified Performance Technologist from International Society of Performance Improvement. Dr. Blake has authored of more than 7 books covering TQM, Conflict Resolution, Career and Personal development, and Leadership.

computations

- Memorizing the decimal equivalents of common fractions, other computations, and practicing basic algebra.

Bottom line, he noticed an increase in the average amount of work he was able to complete during his work day.

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Mindfulness Self-Assessment:

Provides a useful quick tool to evaluate one's own mindfulness experience.

Take this Assessment by clicking here.

**Mindfulness Self-Assessment**

Sincerely,

*Orlando E. Blake, PhD, CPT*

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