

## Stress Management Cheat Sheet – Work & Life

**Goal:** Reduce stress from context switching, unclear priorities, and team dynamics by using simple, actionable strategies.

### Context Switching & Focus

Stressor	Strategy
Frequent switching between meetings, topics, deep work	Time-block focus periods; create “buffer zones” between meetings; batch similar tasks; use a short transition ritual (stretch, coffee, notes).
Back-to-back meetings preventing focus	Schedule no-meeting blocks; protect recovery time; use mini reset exercises; capture context with quick notes.
Multiple big initiatives + urgent requests	Prioritize top 3–5 tasks; batch routine tasks; reserve buffer time; communicate realistic capacity.

### Team & Communication Challenges

Stressor	Strategy
Ambiguous goals / unclear leadership	Ask clarifying questions; align on success criteria; document agreements; propose short alignment rituals.
New or shifting teams / lack of rituals	Suggest quick routines (stand-ups, check-ins); clarify roles and responsibilities; propose lightweight communication norms.
Navigating stressed colleagues	Prepare key points; practice neutral phrasing; show empathy; use asynchronous communication when possible.
Strategy meetings outside your expertise	Prepare questions; focus on your perspective; contribute structured observations; acknowledge limits.

### 4. Information & Planning Gaps

Stressor	Strategy
Lack of understanding of strategic direction / unknown unknowns	Request briefings; clarify intended outcomes; ask structured questions (“What’s the goal?”).
Missing background info for decisions	Ask pre-meeting questions; request pre-reads; focus on facilitating discussion; summarize key points for clarity.
Day-to-day work + ad-hoc requests + new initiatives	Prioritize by impact; time-box ad-hoc tasks; batch routine work; communicate realistic capacity.

### Quick Tips for Daily Practice

- **Buffer & reset:** 5-min reset between meetings.
- **Prioritize ruthlessly:** top 3–5 focus items per day.
- **Document & clarify:** take notes, confirm agreements, reduce ambiguity.
- **Communicate boundaries:** share availability and realistic capacity.
- **Self-check:** pause, breathe, or short walk when overwhelmed.

<b>Driver</b>	<b>Good Use (Healthy Expression)</b>	<b>Overused (How It Plays Out)</b>	<b>Allowers</b>
<b>Be Perfect</b> “It has to be flawless.” “That’s not good enough yet.”	High standards, attention to detail, reliable quality	Overchecking work, fear of mistakes, difficulty delegating, harsh self-criticism	<b>I am allowed to make mistakes and learn from them.</b>
<b>Hurry Up</b> “Faster!” “There’s no time.”	Energetic, decisive, able to meet deadlines efficiently	Impatience, rushing, multitasking excessively, constant time pressure	<b>I am allowed to take my time and work at my own pace.</b>
<b>Try Hard</b> “Push harder.” “It’s not enough yet.”	Persistent, committed, willing to invest effort	Overexerting unnecessarily, equating struggle with value, difficulty stopping	<b>It is okay for things to feel easy and flow naturally.</b>
<b>Please Others</b> “Don’t disappoint them.” “Keep everyone happy.”	Empathetic, cooperative, team-oriented	Difficulty saying no, neglecting own needs, conflict avoidance	<b>I am allowed to set boundaries and value my own needs.</b>
<b>Be Strong</b> “Don’t show weakness.” “Handle it yourself.”	Calm under pressure, resilient, emotionally steady	Suppressing emotions, reluctance to ask for help, carrying burdens alone	<b>I am allowed to ask for support and show my feelings.</b>