

# Working At Your BEST

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TOOLS FOR MANAGING WORK AND FAMILY LIFE

## One of Those Days

Some days, perhaps many, no matter what you do, nothing at work seems to go right. You want to throw up your hands, jump out of the window or do something equally unhealthy. Here's how to hang in there:

- **Do something (anything!) that spells forward progress.**

Say you've got a big project due in several days and you're road-blocked. The essential people are not in the office, you can't get the approvals or the resources you need, nothing's working as planned and you're ready to scream. What to do: *Look for some small victory.* It might be as simple as reorganizing the project materials, putting them into the proper file folders, or making a couple of phone calls you'll eventually need to make anyway.

When you string together two or three small tasks for which you can get a "win," your outlook improves, and stress

begins to subside.

Then, conclude your day with these positive steps:

- **Leave work at the office.** As the day winds down, even if it was a near-disaster, give yourself the mental, emotional and physical break of separating from your work—at least for the evening.

- **Take a different way home,** perhaps along a more scenic route. Stop and get an ice cream cone, if it'll make you feel better. Once home, put on comfortable clothes.

- **Talk to people at home** (or call a friend). Give people you love at least 5 minutes of your complete attention. ★ *Advice from Jeff Davidson, whose new book, **The Complete Idiot's Guide to Managing Stress**, was just published by Alpha Books.*