

## *Development Suggestions for Resilience*

### Suggested Readings

<b>Title</b>	<b>Author/Publisher</b>	<b>Learning Mode</b>
First Things First: To Live, to Love, to Learn, to Leave a Legacy	Covey, Stephen A. and Roger and Rebecca Merrill/ 1996/ Fireside Publishers	Book + AudioCD

### Activities:

1. Develop multiple contingency plans so you are not locked into any single course of action.
2. Avoid creating rigid systems that are difficult to change. The objective is to design systems that can be constantly adjusted around the changing needs of the organization.
3. Know yourself and your reactions to last minute crises. Build in extra time up front if you are uncomfortable with last minute changes.
4. Volunteer for a temporary assignment in a work unit that is known to have a “pressure cooker” environment because of the intense pressures and fast pace of the tasks.
5. Realize that most people are resistant to change. Try to develop ways to overcome that resistance.
6. See plans and schedules as a means to an end, not an end of itself. They should help, not hinder or restrict.
7. Make a habit of thinking “outside the box.” Look for novel and nontraditional solutions.
8. Consider using a team approach to problem solving. Use the team to structure or define the problem and to brainstorm over solutions.
9. Learn from your mistakes.
10. Be persistent.
11. Keep track of lessons learned; refer to them periodically to reinforce your learning.
12. Do not dwell on failure or spend time trying to rationalize or blame others. Instead, identify your role in the reversal or setback, how it could have been avoided, how you will handle similar situations in the future, and move on.

13. Focus on learning from failure by asking yourself what you can learn from such situations and by soliciting feedback from others.
14. View reversals and setbacks as an opportunity for creative thinking and problem solving.
15. Assess your performance for the past three months and decide which three things you are most proud of doing and which three you are least proud of doing.
16. Develop constructive coping skills, such as time management strategies, reframing issues in cognitive rather than emotional terms, breaking problems down piecemeal, addressing the problem in bits rather than all-at-once.
17. Do not avoid challenges. If a situation arises that is similar to the situation in which you experienced a setback, use the knowledge gained previously and attempt to resolve the situation successfully.

### Tips

1. Be factual when analyzing setbacks; avoid personalizing the causes of failure.
2. Develop a support system that you can turn to for help with obstacles and setbacks.
3. If you are having trouble reaching a goal, list any obstacles that are impeding you and decide if the obstacle needs to be addressed, or if it will go away if left alone.
4. Break challenging or large tasks into smaller, manageable tasks.
5. Develop interim goals, set timeframes, and force yourself to adhere to the schedule.
6. Make a list of your work activities and keep a record of how much time you spend on each activity for a week. Analyze to see where you are spending your time.
7. Be aware of the goal and what must be accomplished, and accept the goal as something you are willing to work for.
8. If feasible, force yourself to finish a project before moving on to another by establishing short, proximal (rather than distant) deadlines for each of the projects.
9. If you encounter temporary setbacks, analyze the causes of failure and attempt to problem solve around each.
10. Reward yourself for achieving goals.
11. Draw on peers and superiors to understand your strengths and weaknesses as an aspiring leader.
12. When you experience temporary setbacks, set the task aside for a short time.

13. Look at issues and problems from all possible angles. Generate a list of alternatives.
14. Make a habit of thinking “outside the box.” Look for novel and nontraditional solutions.
15. Make a list of all of the problems facing you. Rewrite each problem as an objective. List several creative ways to reach each objective.
16. Participate actively in professional organizations, and stay current in the professional literature to keep track of the newest developments in your field.
17. Develop multiple contingency plans so that you are not locked into any single course of action.
18. Think about how to use your environment and conditions to your advantage.
19. Know yourself and your reaction to last-minute crises; build in extra time up front if you are uncomfortable with last-minute changes.