

SELF-MANAGEMENT AT WORK

1: Think about one moment at work where you couldn't control your negative reactions towards your team/colleagues or supervisors due to stress or workload pressure. Please write down:

- What were your emotions?
- How did these emotions make you react and interact with others?
- What did you think at that moment and afterwards?
- Which response did you get from the others after your reaction?

2: Do the same exercise by thinking about one moment where your colleague or supervisor reacted negatively towards you.

- What were your emotions?
- How did these emotions make you react and interact with this person?
- What did you think at that moment and afterwards?
- Which response did this person get from you after his/her reaction?

3: Now, looking at these moments where you have experienced negative reactions at work, reflect and answer the following questions:

- Were you proud of your reaction or did you regret it? Why?
- What would you like to change in your reaction, or what would be a better reaction in those situations?
- Which reactions could you get from others after these changes?

Please note the changes and reactions that you think would lead to a more positive outcome in the interaction with others as well as to control your own emotions.

