





# Jelly Bean Activity

- As you enter please take your favorite color jelly bean 
- Don't eat it yet!!



# Stress and Leadership

Reading First Principal's Meeting

# Personality Traits

- **White or Black**-highly structured, neat, plays by the rules
- **Green**-love recognition, leaders, decisive and direct
- **Yellow**-quiet, smart and artistic, hard workers, spiritual
- **Orange**-cheerful and good natured, friendly, quick with and enjoy life
- **Red or Pink**-full of energy, genuinely care about others, quality communicator, sensitive
- **Violet or Blue**-flirty, creative, short attention span, disorganized, procrastinators, set high standards





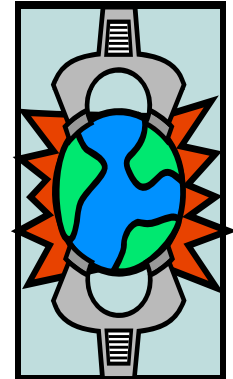
## Personality Types Under Stress

What is stressful to one person may be all in a day's work for another.

- Early life experiences
- Men and Women
- Type A and Type B

# FACTS ABOUT STRESS

- Stress is how we respond to events, not the events themselves
- Stress is inescapable
- Not all stress can or needs to be controlled: we need positive high energy stress
- False perceptions often cause stress; find out the facts before you get stressed



# Your attributes will influence the way **STRESS** will affect you.

- Your upbringing
- Your personality
- Your genetic makeup
- Your coping methods



# Stress-producing situations

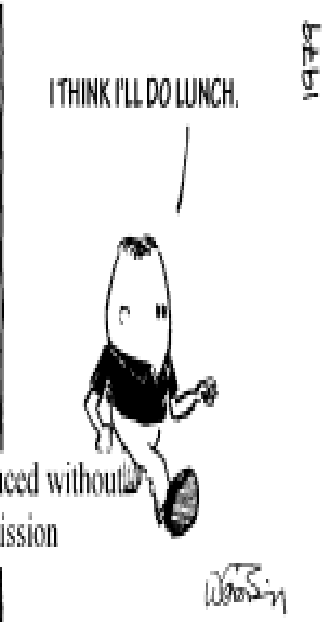
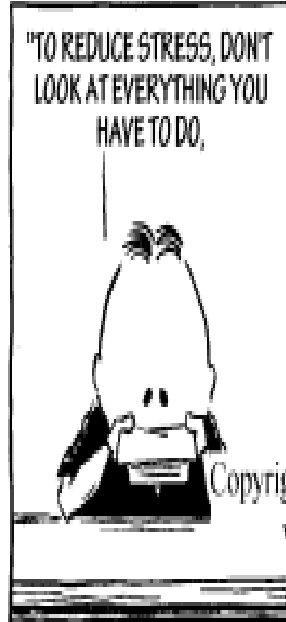
- Change
- Workload
- Lack of control





# How Can We Reduce Stress ?

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- Positive stress adds anticipation and excitement to life, and we all thrive under a certain amount of stress.
- Our goal is not to eliminate stress but to learn how to manage it and how to use it to help us.



# Become aware of your stressors and your emotional and physical reactions.

- Notice your distress. Don't ignore it. Don't gloss over your problems.





## Recognize what you can change

- Can you change your stressors by avoiding or eliminating them completely?
- Can you reduce their intensity?
- Can you shorten your exposure to stress?
- Can you devote the time and energy necessary to making a change?



**But most of all,  
remember this...**

- There are NO PROBLEMS...
- There are only “life situations.”
- You have the POWER to choose what battles you want to fight.

# Stress Survey

- Please take 5 minutes at your table to complete the stress survey
- Please discuss at your table and be prepared to share the most common stressor
- Chose a spokesperson to present to the group



# Overall Survey Findings

- Most administrators are stressed at work
  - Lack sleep
  - Lack of healthy diet
  - Lack of exercise
  - Lack a plan to relieve stress
- The findings of this survey both types of stress personal and business go hand in hand



# Survey Findings to Minimize Stress

- Administrators that minimized their stress had a plan in place at their worksite to alleviate stress
  - Set appointments
  - Closed door
  - Delegate tasks



# Human Response to Stress

- Now, more than ever in human history, people are overwhelmed by the stresses of life.
- The pace of change is due to new technology and the new information that it generates has created overloads that we are not able to handle in appropriate ways.
- The primitive response to stress remains the same Flight/Fight Response.



# Research in Executive Stress Management recommends:

- Regular exercise
  - Relaxation practices
  - Change of eating habits
- These are the three components of a lifestyle designed to encourage health and symptom prevention.
- They require time and energy, but give back health, well being, and effectiveness.
- The business world recognizes the importance of reducing stress in the work place by providing gyms at work, memberships to gyms, yoga classes, and the latest trend, hiring Eastern philosophers to teach CEO's how to stay centered.

“Work can never tire you! What tires you are your worries about the past and anxieties about the future.” ---Swami Parthasarathy

on the causes of stress





## Self-Care/Stress Ten Timely Tips Article by L. John Mason, Ph.D

- Take 40 Deep Slow Diaphragmatic Breaths Each Day

**Try this! Though very simple to do, it is a very powerful stress management strategy**

- Use Regular Relaxation Periods for Work Breaks.
- If you would like some guidance in developing your stress management skills consider finding an appropriate tape or CD that is targeted for your specific interest. **You will be surprised to find that this will save you time and energy.**



- Get Regular Exercise.
- Eat Sensibly.
- Get Focused on New Directions and Regular Planning.
- Use and Develop Your Humor!
- Protect Yourself From Negative Co-Workers and Relationships!

**Take good care of yourself!!**





- **Get Back In Control!** If you can not control all the people and situations that happen around you....at least you can control the way you respond!
- **Give Sincere Compliments Freely and Smile!** Be positive and let it shine on all that surround you. It will come back many times more.
- **Learn to Really Listen!** It is the best communication technique that you can develop!



# Reducing Stress and Increasing Productivity

All these are great and necessary techniques to relieve our stress by temporarily removing ourselves from the situation, but we must also change:

- Our source of stress- our work environment
- Need to create an environment that allows for maximum productivity through reducing stress and taking on a managerial role.





## Malachi Pancoast- President of the Breakthrough Coach Management Development for Instructional Leaders

- Malachi Pancoast- states, “We must assume our proper role as Executives in today’s Educational Environment.”

### Technician

- A specialist or expert whose expertise runs narrow and deep
- Technicians do one thing and they do it well
- School examples: secretary, teacher, librarian, custodian, nurse, counselor, AP



### Manager

- A person whose job is to get things done through other people
- Primary functions: coordinating the actions of others, supporting and coaching, directing, orchestrating events
- School examples: Superintendents, Assistant Superintendents, Principals
- Managers get paid to talk, not to do anything



# Baseball Analogy

You never see the manager bat, pitch, or field. The manager needs to be observing all aspects of the game to get the big picture.



# Malachi Pancoast's Seven Steps to Producing a Breakthrough in your Time and Results

## Clean The Office

- Get rid of everything that does not belong in the office of a manager
- Have your office be impeccable, like an operating room
- The leader's office should have the consciousness of a conference room

## Redefine your Secretary's Role

- When first invented, very high level job
- The secretary runs the show, you do what you're told

## Hand Over the Calendar to you Secretary

- The secretary protects and manages your time
- All phone calls. Meetings, appointments get scheduled through your secretary

## Your Secretary Handles All your Mail and Paperwork

- The secretary needs to know more about what's going on than anyone else
- The secretary gathers, stores, and organizes your paperwork
- Your office remains impeccable



# Continued....

## Your Secretary Holds A 20 Minute Meeting with you Every Day

- Your secretary reviews the paperwork with you and recommends action
- The secretary takes the paper with her when complete
- The two of you do this together every day, no matter what

## Become Superfluous to the Operation – DO NOTHING

- Become unneeded- do not play – coaches do not play
- Put your attention on developing your people so that you become replaceable

## Hire a Coach

- Sees what you cannot see when you are playing
- Sign of strength not weakness
- Keeps you on track when you become distracted





Don't Worry.....Be Happy!!