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Mind Management for Management

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ABSTRACT: *Human mind is complex, so is its manifestation in deeds and actions. Everybody at his workplace is managing people around them who come in various hues and forms. We all have created multiple external layers which have distinguished and separated us on the basis of positions, designation, job titles we own in our offices. This has led to creating workplaces with people spreading negativity and creating toxic work environment. The challenges are manifold for the work zone and one has to learn, de-learn and relearn many lessons. Insecurity of losing job, hightend consumerism and materialism, the workplaces rife with stiff competition and organizational politics has created pressure on the human mind to manage its potential to deliver for survival. Spiritualizing the workplace could be an answer to handling the ordeals at workplace. This requires providing a framework and creating life nurturing conditions to bring together diverse group of stakeholders to share their ideas in order to create collective wisdom and energy. The paper discusses various predicaments of workplace and way out in dealing with people and handling situations.*

Most men and women, young and old are working these days, so they have to resonate with challenges in their offices and workplaces. The challenges are manifold for the work zone and one has to learn, de-learn and relearn many lessons. Insecurity of losing job, hightend consumerism and materialism, the workplaces rife with stiff competition and organizational politics has created pressure on the human mind to manage its potential to deliver for survival.

“Our minds are now caught in a virtual web that comprises constant communication with other people, constant bombardment with information, constant worrying or thinking about yesterday or tomorrow but very often never just being in the here-now” Solomon¹ (2013).

Tough very tough is the life today. How can we cope with often difficult situations we face at workplace without ruining our health or happiness? Easy said then done.

¹ Solomon, P. (2013). “The Difference in Doing and Being” The Speaking Tree, The Times of India, Aug. 12, 2013.

Workplace toxicity caused by dysfunctional colleagues can be stressful and frustrating. We often believe that it is impossible to work towards the congenial work environment, have supportive colleagues and facilitating boss. When life is pushing us hard towards stagnancy how to remain an enthusiastic person.

The answer is creating a world around us with "Life Positive". Spiritual laws must be at work even at workplaces. These laws can help create a harmonious and supportive work environment. The technology driven lifestyle is compelling the society to formulate holistic systems and lifestyles in all the areas of human activity.

The new age paradox is that though we have a lot of knowledge about various techniques to control our life but we either have no time or energy to utilize this knowledge we find ourselves lost. Spiritualizing the workplace could be an answer to handling the ordeals at workplace. This requires providing a framework and creating life nurturing conditions to bring together diverse group of stakeholders to share their ideas in order to create collective wisdom and energy.

Communicating and sharing with each other helps in peeling away the external layers which have distinguished and separated people on the basis of designations, job titles and positions they own in their offices.

Spiritual mindset can help people peel off these layers and work in their humanness for the common goals and create positive change in their mindsets. We all suffer from pressure, tension, depression, anxiety, guilt and feeling of jealousy. We feel envious of others who managed to achieve things 'I knew I was capable of', but did not care to strive towards it at the right time. I missed the train. This creates feeling of low self-esteem and keeps lurking on our minds. This negative energy keeps flowing within us and inwardly it makes us more jealous, angry and unhealthy person and outwardly we take up the position of judging and belittling others in order to show our supremacy over them. In the process we start over rating ourselves and under rating the success and achievements of others. More we do this, more we are caught in the quagmire of low-self esteem.

Can we take responsibility for our well being and work towards the well being of others. Can we spiritualize the workforce and workplace? The answer is yes we can. Laws of spirituality are so created that they help us flow with life and resolve our problems with others. This involves expanding our own strength, efficiency and effectiveness, dynamism and also endurance and acceptance of others.

The coping strategies to deal with dysfunctional people on the job are specific to the kind of person we are dealing with. However, the thumb rule is "Do Not Let Your

Colleagues Problem Become Yours Problem". With problem colleagues around you it may be a challenge to keep your focus, achieve your goals and carry out your routine job responsibilities. Spirituality helps to handle such work environment while many professionals may decide to leave the organization and find some other suitable option.

We can control the predicaments at workplace and limit the negative impact of people with negative energy and improve the situation. There are some suggested ways to handle them.

<i>Predicaments at Workplace</i>	<i>Way Out</i>
Highly negative and toxic colleagues	<ol style="list-style-type: none"> 1. Avoid interfacing with negative persons till it is unavoidable. 2. Leave them at their own mercy. 3. Document all communication with such dysfunctional persons who often have the habit of writing letters and maintaining records to prove their efficiency.
Conflict amongst colleagues	<ol style="list-style-type: none"> 1. Avoid getting caught up in the office drama of conflicting members. They are driven habitually to lock horns with each other or amongst each. 2. Maintain a professional approach while dealing them.
Rumors and gossips	<ol style="list-style-type: none"> 1. Take no personal interest in rumors and gossips. This is the past time with some employees who have nothing else to do.
Inappropriate conversation against the organization	<ol style="list-style-type: none"> 1. Avoid lending your ears to highly politically motivated colleagues. 2. Differentiate between employee welfare debate and debate against the organization. 3. There is always a hidden personal agenda of such employees. They unnecessarily drag you to support their cause by creating a movement.
Disrespectful, screaming and obnoxious colleague	<ol style="list-style-type: none"> 1. There is no point in reasoning with someone who is screaming and yelling. Don't get drawn into shouting at him. 2. Look straight into his eyes and give him a feeling that there is no reason to shout. 3. Stop him calmly, if things get out of control.
Grumpy and cranky colleagues	<ol style="list-style-type: none"> 1. Remaining silent with such colleagues is the only solution. 2. Often others know that he is grumpy and cranky. So, he is only making fool of himself because others are also silent on his boorish behaviour.
People who steal credit for your work	<ol style="list-style-type: none"> 1. By criticizing your performance and taking credit for your work, their intention is to take away your confidence. 2. Do not let them over shadow you. 3. Place the facts before peers. 4. Stop associating with them on any project if given an opportunity.
Argumentative colleague	<ol style="list-style-type: none"> 1. Argumentative people want to control and over power. Draw a line with them. 2. Change the argument into discussion.

<i>Predicaments at Workplace</i>	<i>Way Out</i>
	<ol style="list-style-type: none"> Don't ask his opinion. Do prepare for the expected questions of arguments from his side in the forthcoming meeting.
Unfriendly male colleagues	<ol style="list-style-type: none"> These colleagues believe they are superior to the female species so they express their feelings by becoming unfriendly persons. This is called suffering from "Alpha Male Syndrome". Make polite communication to understand if it is only towards you. Ignore his behaviour if communication doesn't work. Don't take it personal.
Unfriendly female colleagues	<ol style="list-style-type: none"> Though they do not suffer from 'Alpha Male Syndrome'. However their behavioural manifestations are similar. They lack the broad vision of administration due to inexperience. They would often focus on minor or petty details. A broad smile giving assurance that their points are important and shall be given due attention. This will solve the problem.
Unethical colleagues	<ol style="list-style-type: none"> The number of unethical colleagues is very large in any organization. They are manipulative, climbers, financially dishonest. They gain professional mileage by obliging senior or even junior associates. Be discrete in dealing with them. Clearly point out "Do's" and "Don't" while assigning them independent work and keep a constant vigil over them. If anything comes to surface report the matter to the seniors. Overlooking unethical conduct of such employees will ruin the organization.
Clingy colleagues (overfriendly and over-dependent persons)	<ol style="list-style-type: none"> These people are suffering from "Attention Deficit". They depend on more capable and independent people. Be assertive with them without letting them dramatize the situation. Let them do their own work. Give them work so that they gain confidence. Leave them alone finally.
Intruders Vs. Loyalists in a peer group	<ol style="list-style-type: none"> Identifying intruders in your work life as a senior person in the Organization may be tough. Intruders can fake loyalty. Loyal persons have high integrity. They discuss praise, disagree, support and are candid about their opinion and stand by you through thick and thin. Keep them near you. Intruders lack integrity. They are sycophants. They will agree to everything you say. They will ensure their attendance in your office in order to prove they are close to you. Avoid them.

Negative and difficult people come in variety of shades. It is your self-esteem, self-confidence and your professional approach which will decide how difficult or easy it is for you to handle them. Communication is a very powerful tool to ease out the pressure. People with negative energies are also emotionally weak, they need your attention and empathy. Negative feedback must be communicated to them skillfully without destroying the already fragile self-image of such persons. We are always looking for serious and difficult solutions to simple problems. We need to understand the basic human nature in order to deal with it. This calls for spiritualizing the work environment. Spirituality is essential for health, trust, credibility, respect, creativity, commitment, ethical behaviour, productivity, efficiency and effectiveness. Spirituality helps in creating depth in our thoughts, feelings and actions, it transforms workforce.