

Being Proactive

Being proactive is all about moving forward positively. It means we respond effectively to what is happening around us focusing on what we can control, rather than on what we can't. Being proactive also means planning ahead and anticipating change.

1. It is the start of the week. You feel overwhelmed by all the things on your to-do list. It's 8.30 am and you sit down at your desk.

What do you do?

- a) Feel anxious about all the things I need to get done. I start writing down what I think I'll be able to achieve that morning but then another email comes in. (2 points)
- b) I feel a little anxious and take a few deep breaths to focus. I prioritise some of the tasks on the list in terms of what I can realistically do today and start on the most challenging one. (3 points)
- c) Switch on my computer, check email and respond, get distracted by a shopping website and think about making another cup of coffee. (1 point)

1. You start the day off in a great mood. Your colleague calls you, and for no reason, seems to fly off the handle. What is your typical response?

- a) I'm upset at this attack for no reason. I refuse to put up with it and put an end to the call immediately, saying I'll ring back later (2 points)
- b) I'm outraged and seek to defend myself. I can't have someone talking to me like that and I won't have it. We get into a long drawn out fight and I end up exhausted before the day has even started! (1 point)
- c) I listen without reacting and use the time to centre myself. I realise that whatever the reason is for this outburst, it is probably not personal. I listen and try to engage my colleague and if that does not work I suggest we speak later that day when h/she is less upset. (3 points)

3) You're feeling a bit invisible at work and it feels like others are moving forward faster than you. What is the best thing to do?

- a) Don't worry about it. These things sort themselves out eventually – you're pretty confident about your abilities (1 point)
- b) I can't really see a clear way forward. The company is going through some challenging times – it may be best to wait and see what happens. (2 point)
- c) I start scheduling in some calls and meetings and look for ways that I can contribute. I also start researching the skills I may need to develop and ask my manager for a meeting to discuss my progression specifically (3 points)

4) You've received feedback on a draft work report which is chock full of tracked changes and comments by a number of people. You did not realise your draft was being shared with a number of people. What do you do?

- a) I fire back an email immediately saying this is not appropriate and that I am not happy and reiterate that this was a draft only. (1 point)
- b) I take some time before responding to understand the situation more fully and who has provided feedback. Although I'm a bit upset I respond politely, thanking them for the feedback and giving a revised date by which they can expect the next draft incorporating the feedback. (3 points)
- c) I acknowledge their feedback but largely ignore it and pick out only the changes and amends that I agree with (2 points)

5) You have been alarmed and upset by recent economic and world news events. You realise that there will be a lot of change ahead – what do you do?

- a) I start looking for things that I can control – i.e. my wellbeing and daily routine, skills I can develop, limiting how much I watch or listen to the news, being mindful of how much I am on social media. (3 points)
- b) It's important to keep on top of events and so I make sure I listen to the news as much as possible. I also exchange lots of views and ideas with friends on social media platforms and in conversations. I feel I need to vent as much as I can. (1 point)
- c) It's all very worrying. I feel helpless and concerned and really not sure what to do at all. I end up sleeping badly and finding it hard to control my moods and emotions (2 points)

