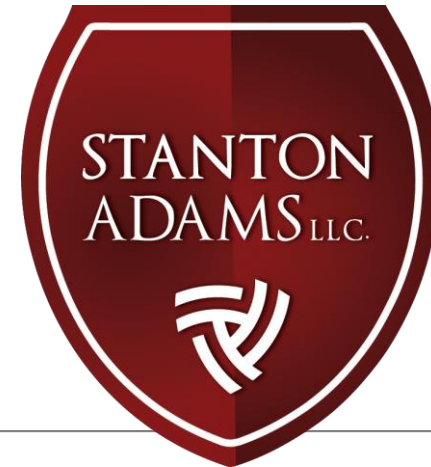


# Managing Office Politics

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CECILIA STANTON ADAMS



## 5 Principles of Managing Office Politics



1. Set the Standard
2. Surround Yourself with Champions
3. Resolve Conflict
4. Be the Change
5. Embrace Resilience



# 1. Set the Standard

Peace

Wealth

Happiness

Success

Friendship

Fame

Authenticity

Power

Influence

Justice

Integrity

Joy

Love

Recognition

Family

Truth

Wisdom

Status

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# Set the Standard

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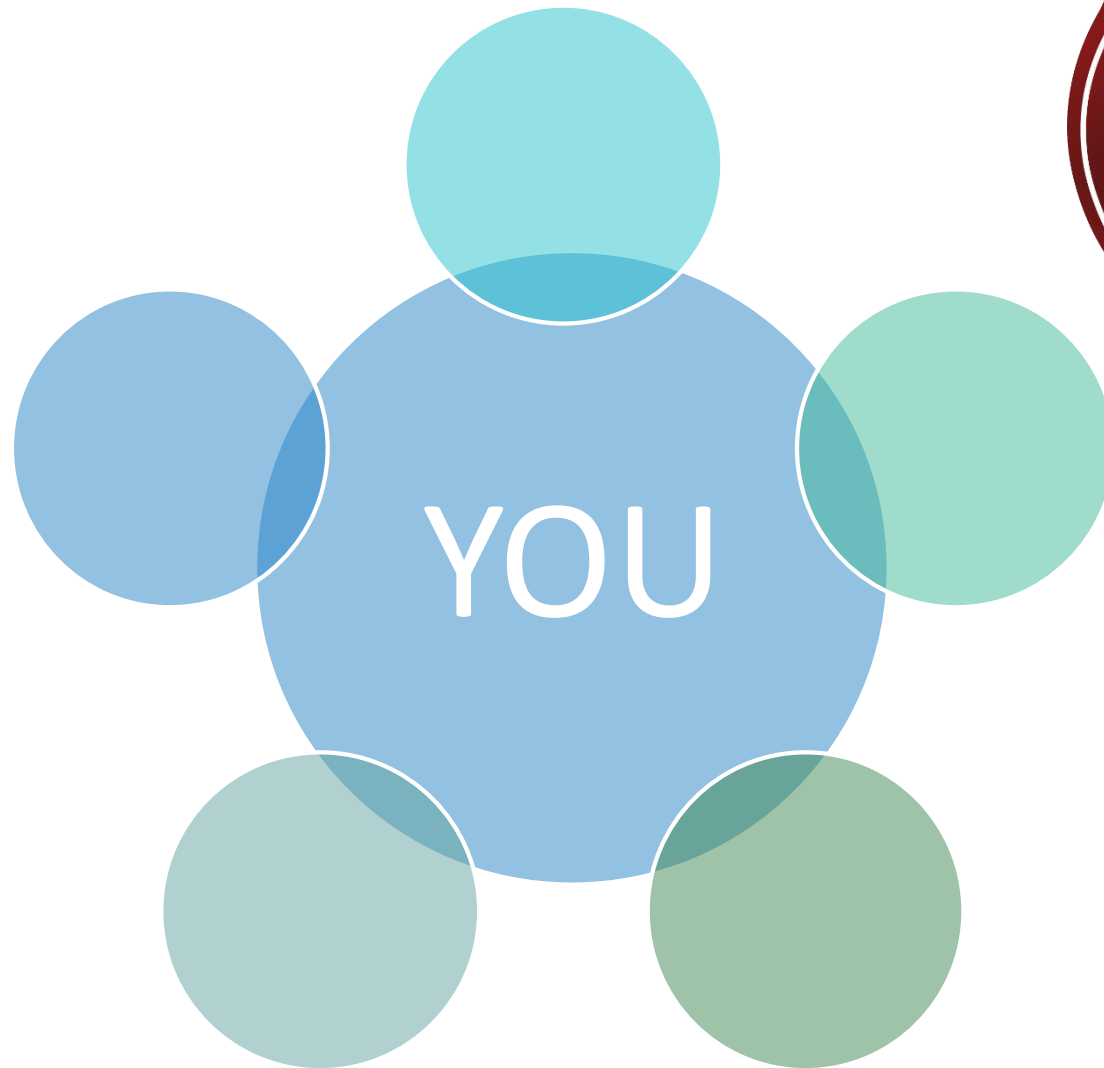


How am I practicing, promoting, and living these values?

What can I do to really practice and live these values when it's hard?

How can I apply my values to build better relationships with the people I work with?

## 2. Surround Yourself with Champions



List 5 Success Champions in Your Life

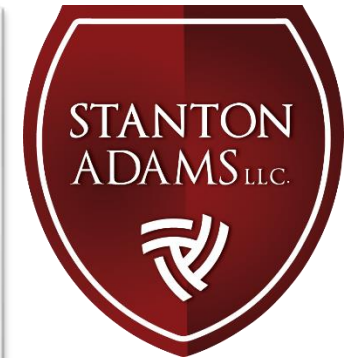
## 3. Resolve Conflict

### Tips for Successful Resolutions



1. Describe the disagreement without blaming anyone.
2. Ask them for their point of view. Be genuinely curious and open about seeing things differently.
3. Let the other person feel heard. This lowers their defenses, builds trust and establishes rapport.
4. Understand what their goals are. Find common ground.
5. Agree to a joint course of action to resolve the conflict.

## 4. Be the Change





Instructions:

Been there:

INTERRUPTING

Done that:

How Changeable:

<input type="checkbox"/> INTERRUPTING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> NOT LISTENING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> CONDESCENDING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DEMANDING PERFECTION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> CRITICIZING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> LACKING PATIENCE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BELITTILING OTHERS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> TAKING ALL THE CREDIT <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> ACTING ARROGANTLY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DISTRUSTING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> MICRO-MANAGING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BLOWING-UP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> NOT CARING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> IGNORING OTHERS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BLOCKING CAREER MOVES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> EMBARRASSING OTHERS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> CONTROLLING <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> WITHHOLDING INFORMATION <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BEHAVING RUDELY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BLAMING OTHERS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> PLAYING FAVORITES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> SPREADING RUMORS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BETRAYING TRUST <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> SETTING IMPOSSIBLE DEADLINES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MANAGING UP NOT DOWN <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> WITHHOLDING PRAISE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> TELLING LIES/ HALF TRUTHS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> OVERUSING SARCASTM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> BREAKING PROMISES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> GIVES ONLY NEGATIVE FEEDB <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



## 5. Embrace Resilience



- **1 out of 3 adults experiences extreme stress**
- **1 in 8 adults experiences anxiety**
- **1 out of 6 adults experiences depression**
- **Resilient people are prepared for anything**

# HOW RESILIENT ARE YOU?

Read each item in the first box, place a score from (does not describe me at all) – 5 (describes me completely)	Score from 0-5	X – areas of focus
I have a reason to get up in the morning.		
If something is worth starting, I'm going to finish it.		
I'm not upset for too long when life doesn't go my way.		
I stay true to myself even when I'm afraid to do so.		
I depend on myself to find a way through anything.		
I rely on my sense of humor to improve my outlook.		
I see an obstacle as a challenge to overcome.		
My life has meaning.		
I am determined even if the odds are against me.		
I know what's most important to me, and this knowledge guides my life		

# Resiliency Score

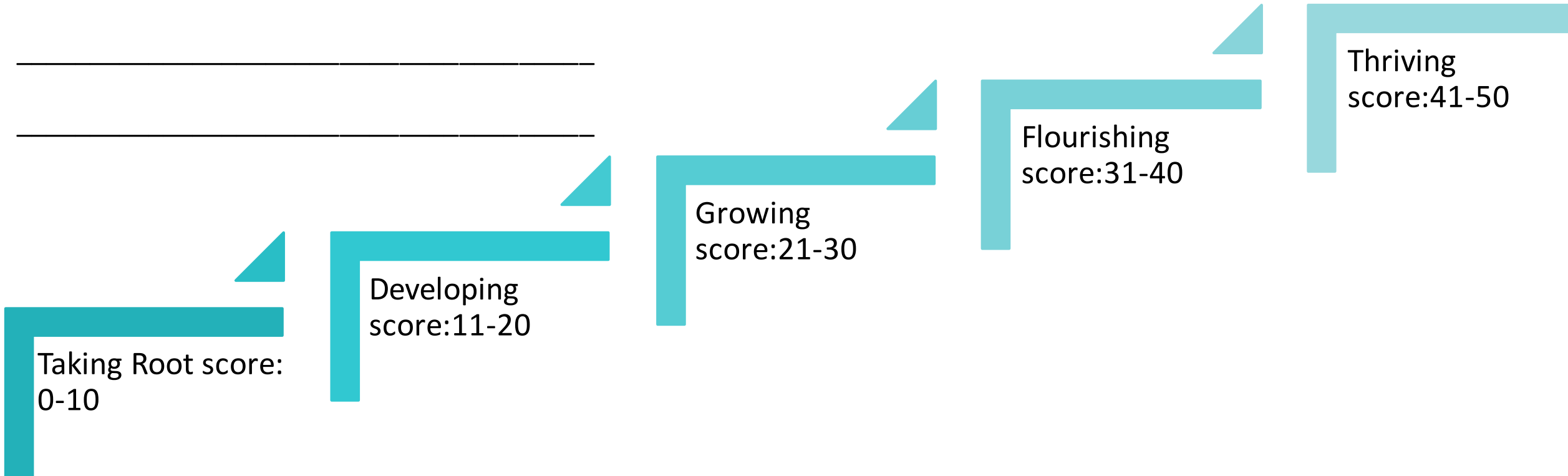
What is 1 thing you can do to begin developing a stronger sense of resilience?

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# THE SIX DOMAINS OF RESILIENCE

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graph TD; V[VISION] --> C[THE SIX DOMAINS OF RESILIENCE]; Co[COMPOSURE] --> C; R[REASONING] --> C; H[HEALTH] --> C; T[TENACITY] --> C; Col[COLLABORATION] --> C;
```

## VISION

- PURPOSE, GOALS & CONGRUENCE

## COMPOSURE

- REGULATE EMOTIONS
- INTERPRETATION BIAS
- CALM AND IN CONTROL

## COLLABORATION

- SUPPORT NETWORKS
- SOCIAL CONTEXT
- MANAGE PERCEPTIONS

## REASONING

- PROBLEM SOLVING
- RESOURCEFULNESS
- ANTICIPATE & PLAN

## TENACITY

- PERSISTENCE
- REALISTIC OPTIMISM
- BOUNCE BACK

## HEALTH

- NUTRITION, SLEEP & EXERCISE

# My Resilience Action Plan

The strengths that will help me to overcome obstacles includes:

I can help others remain resilient by:

When I'm stressed, things that help me to regain focus include: