

MINDFUL PROJECT MANAGEMENT



PROJEKTBEZOGENE ACHTSAMKEIT

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MINDFUL PROJECT MANAGEMENT

- 1 PROJECTS & EMOTIONS
- 2 TOO MANY IDEAS?
- 3 MISPLANNING
- 4 STRESS
- 5 PROCRASTINATION
- 6 SELF-PERCEPTION
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SOURCES: „EIN GUTES PROJEKT“ VON EIN GUTER PLAN

“BURNOUT - THE SECRET TO UNLASH THE STRESS CYCLE“ BY EMILY NAGOSKI & AMELIA NAGOSKI

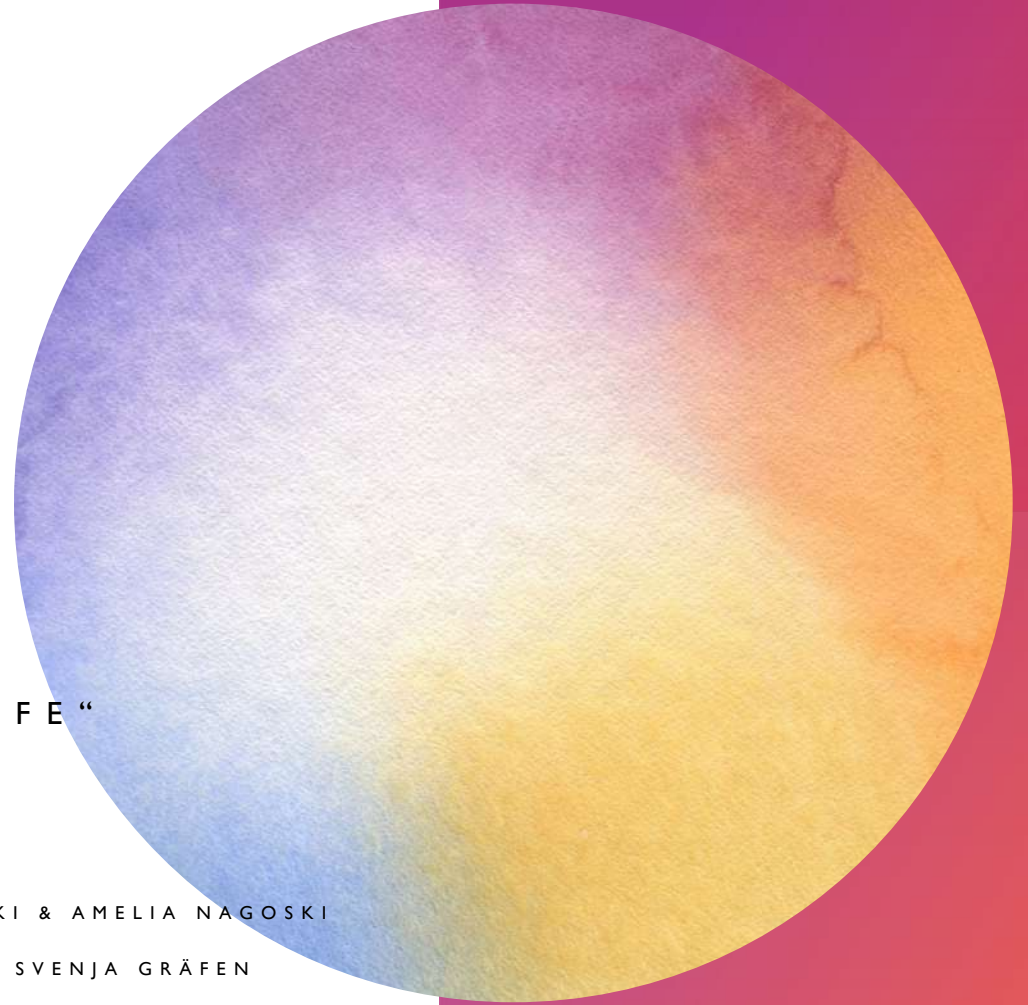
„RADIKALE SELBSTFÜRSORGE. JETZT! EINE FEMINISTISCHE PERSPEKTIVE“ BY SVENJA GRÄFEN

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@VULGADRAWINGS

FRITZ HINTERBERGER, 2008

EISENHOWER PRINCIPLE



„We all have three homes: Our body, our mind and our earth.“



Friedrich Hinterberger, "Burnout und Klimawandel haben die gleiche Ursache: Wir arbeiten zuviel und zu intensiv", in: Lernende Organisation 45, S. 28-35, 2008



Find the right temperature!



PROJECTS & EMOTIONS

informed optimism

valley of despair

finish

informed pessimism

celebration

uninformed optimism



- Excitement
- New Energy
- Ideas
- No concrete planning
- Lots of motivation
- „ist eh nicht so viel Arbeit“

- ✓ Use start motivation
- ✓ Realizable goals
- ✓ Done is better than perfect, good enough is enough
- ✓ Every project can be made bigger afterwards



UNINFORMED OPTIMISM

- Rough time plan
- Realizing first difficulties
- Real time demand of the project
- Questioning whether you can meet the demands

- ✓ Good project planning
- ✓ Clarity of priorities
- ✓ Focus on goals
- ✓ Maybe choose smaller goals/project frame
- ✓ Limit distractions

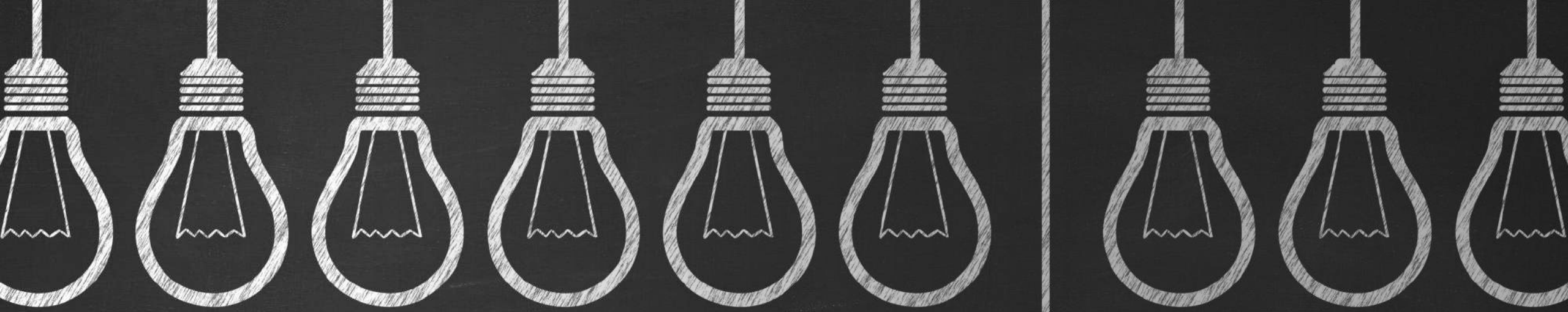
INFORMED PESSIMISM



- Complete working mode
- Eventually lost start euphoria
- No results yet
- All about to-dos
- Fear/stress/uncertainty

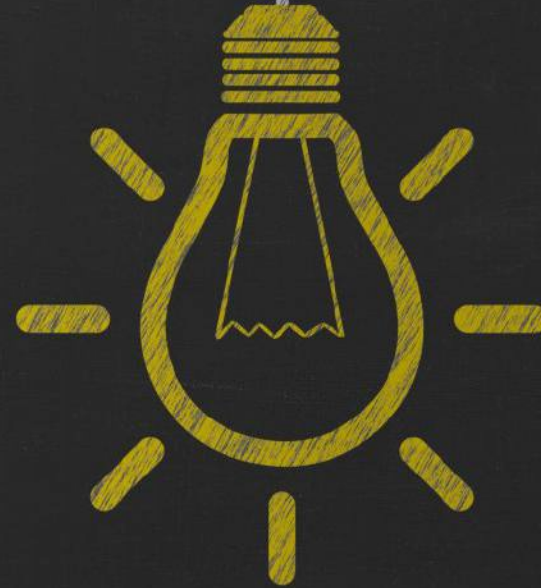
- ✓ This period is normal !
- ✓ Can last some weeks
- ✓ Remember start motivation
- ✓ What's the larger picture?
- ✓ Clear structure for: work, leisure, routines
- ✓ Keep up good habits
- ✓ Train a positive inner voice, your inner critique can block you
- ✓ exercise self-acceptance: it's a hard period and that's ok. My work is ok. For the moment it's the best i can do. maybe it could be better but it could also be much worse.
- ✓ Question perfectionist expectations
- ✓ Appreciate small successes
- ✓ Reflect on possible procrastination
- ✓ Delegate to-dos
- ✓ Get External help if needed!!
- ✓ Learn & workgroups/community against loneliness
- ✓ **DO NOT PUSH THE PROJECT THROUGH** if you suffer too much. Prioritize health. You may give up an idea, but not yourself.

VALLEY OF DISPAIR



- Most things are done
- Time gets short but tasks are clear and seem doable
- Maybe you have adapted the project but the goal is close
- Power comes from finishing soon
- Established working routine, flow

INFORMED OPTIMISM



- !possibility of overwork
- relaxation and balance remains important

FINISH



- Last days maybe stressful but „euphoric stress“
- Hope
- ✓ Appreciation!!!!
- ✓ Put an emotional end to the project

CELEBRATION

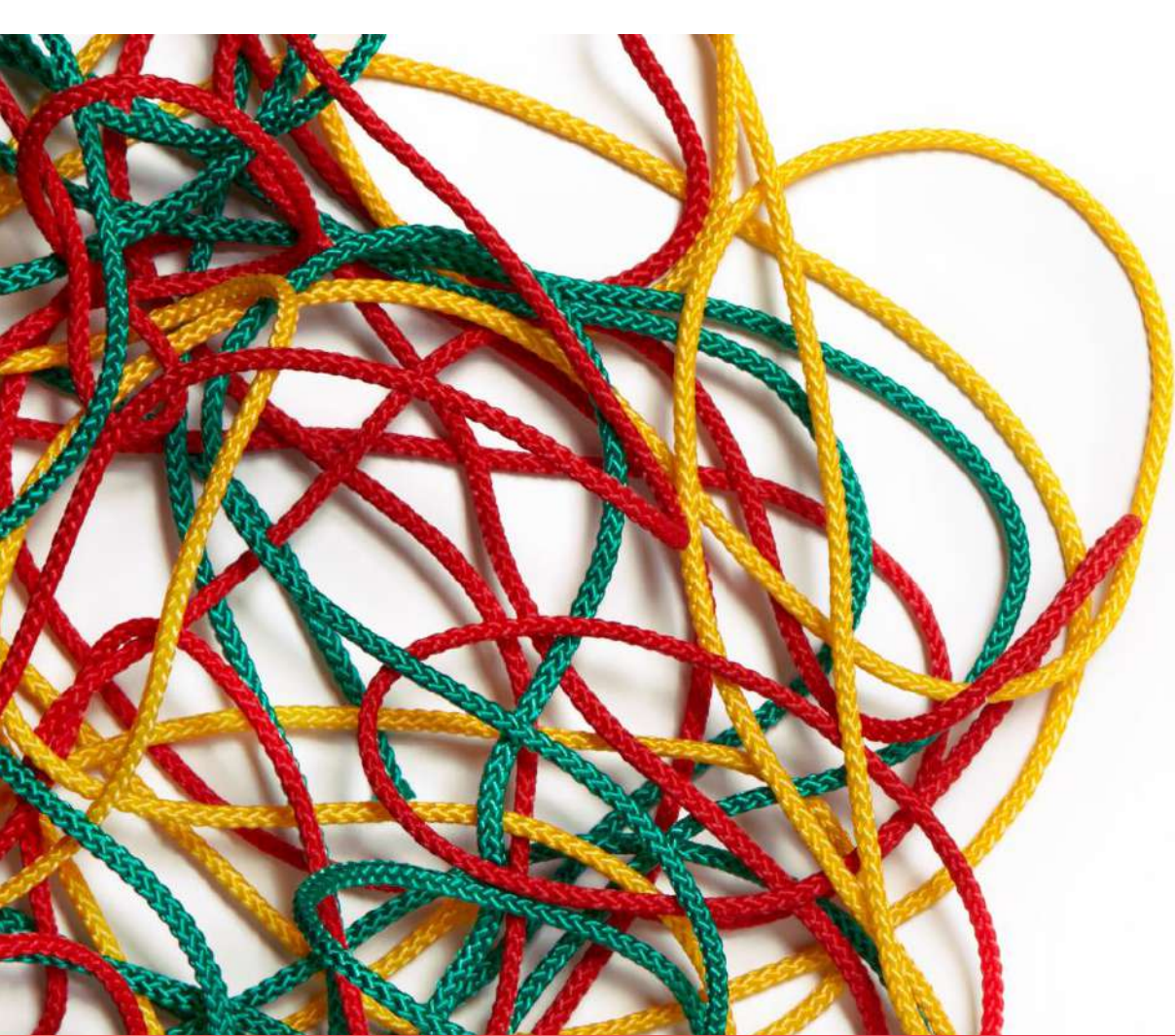
- MOST IMPORTANT PART OF EVERY PROJECT
- Always plan in celebration
- Be proud of yourself
- Do what's good for you and chill.

Exercise:

Have you experienced similar emotional periods? Similarities & Differences?
What helps you continuing?
When do you know you need to stop?

Talk in Groups

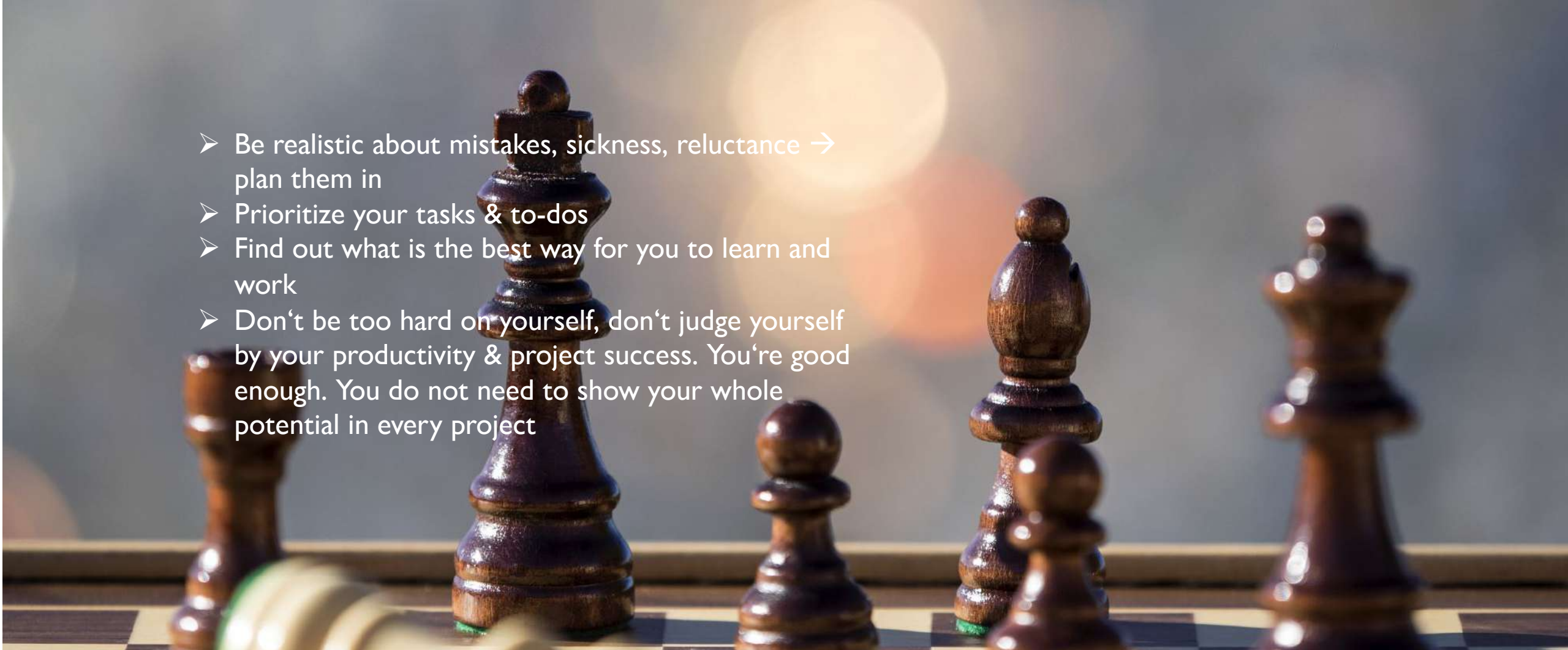




**TOO MANY IDEAS?
“PRODUCTIVE TENSION”**



- Someday-maybe-lists
- Ideas can occupy your mind/decrease mental capacity
- Practice saying No
- Make conscious decisions: Either put it away or realize
- Check your “why“

- 
- Be realistic about mistakes, sickness, reluctance → plan them in
 - Prioritize your tasks & to-dos
 - Find out what is the best way for you to learn and work
 - Don't be too hard on yourself, don't judge yourself by your productivity & project success. You're good enough. You do not need to show your whole potential in every project

5 RULES AGAINST MISPLANNING

- Collect all that occupy you – get them out of your brain
- For today: choose max. 10
- Put 4 on the next day
- Prioritize the remaining
- (e.g. 1 – 2 - 2 – 3 – 3- 3 – 3)
- Eisenhower Prinzip (Table)

Wichtigkeit →	wichtig, aber nicht dringlich Exakt terminieren und selbst erledigen	wichtig & dringlich Sofort selbst erledigen
	weder wichtig noch dringlich nicht bearbeiten	nicht wichtig, aber dringlich delegieren
Dringlichkeit →		

TO-DOS

- Consciously decided?
- Selbstbestimmung + Selbstwirksamkeit
- Ein paar Gründe für Prokrastination:
 - Fear of failure
 - Fear of confrontation
 - Fear of success (success means responsibility, maybe jealousy, etc.)
 - Fear of consequences
 - Shame (not being good enough, already missed some deadlines,...)
 - Rebellion



PROCRASTINATION

Exercise:

How do you deal with new ideas?
How do you manage your to-dos and plans?
Any hints?
What are your experiences with procrastination





PRAGMATIC VIEW ON STRESS

STRESS REACTION CYCLE

Evolutionary adaptive response to threats

External stressors: Work, money issues, family, time, cultural norms and expectations, experiences of discrimination

Internal stressors: self-doubt, self-criticism, body image, identity, memories, thoughts about the future

Help to cope with dangers

Neurological and physiological change (adrenaline, endorphin, cortisol: increase in muscle tension, Increased blood pressure, faster breathing, less sensitivity to pain, higher alertness, more awake, slower digestion, etc. Concentration on threat

Fight, Flight, Freeze

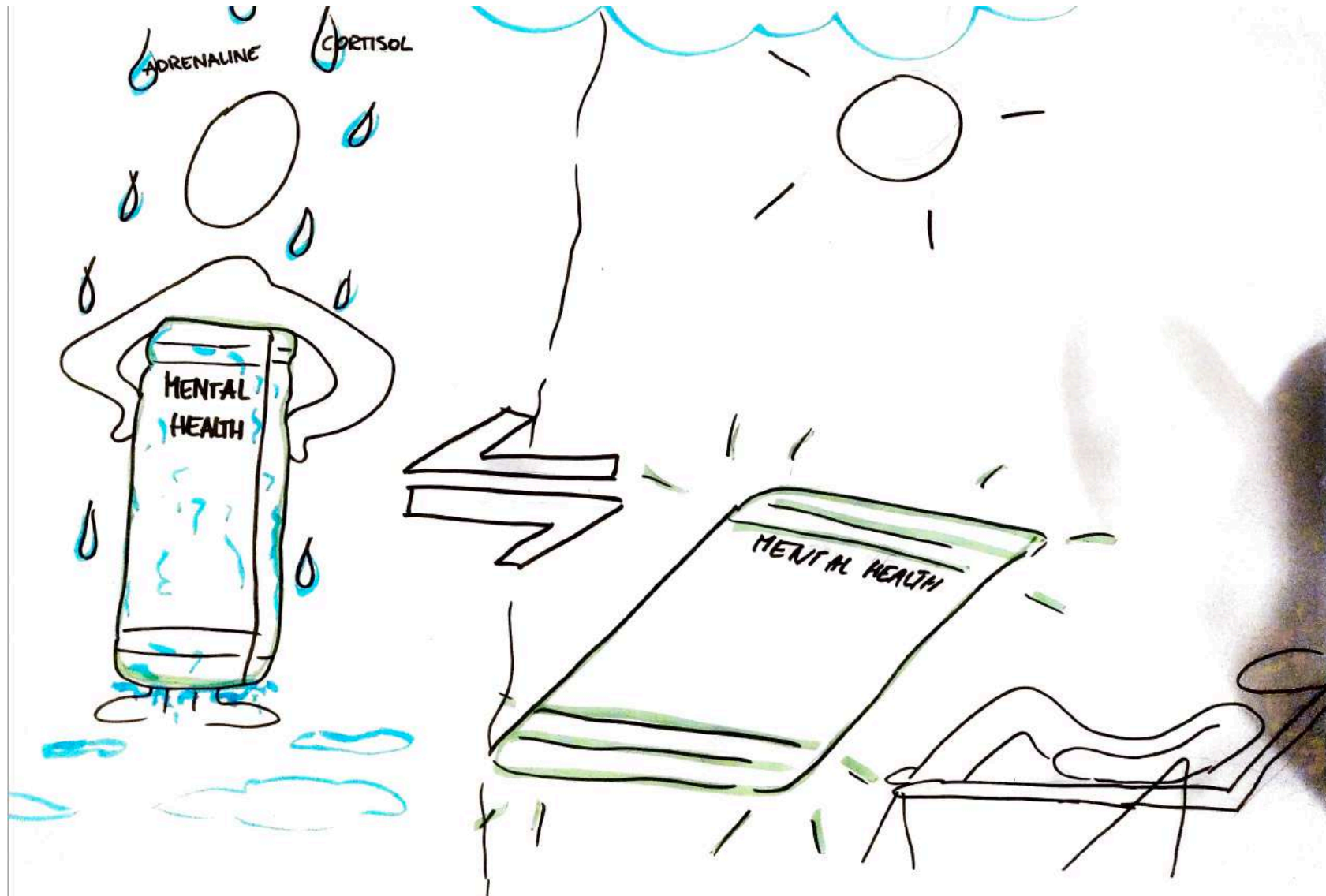
After threat: does not equal relaxation. Stress hormones still in the body

STRESS REDUCTION is important (physical best, 20-60 min. /day) to LET GO of the stresshormones in the body

Otherwise: danger to get stuck in emotions/stress hormones ("tunnel") (e.g. because chronic stress, social acceptance, security.)

COMPLETE THE CIRCLE


Translated with www.DeepL.com/Translator (free version)



Exercise:

What are your personal distressors?



- 
- Long lasting pressure/tasks – privately or in the job
 - Overload + exhaustion
 - Long lasting impact on life and personality
 - Everybody can be effected – it's not your personal fault
 - social + ecological problems

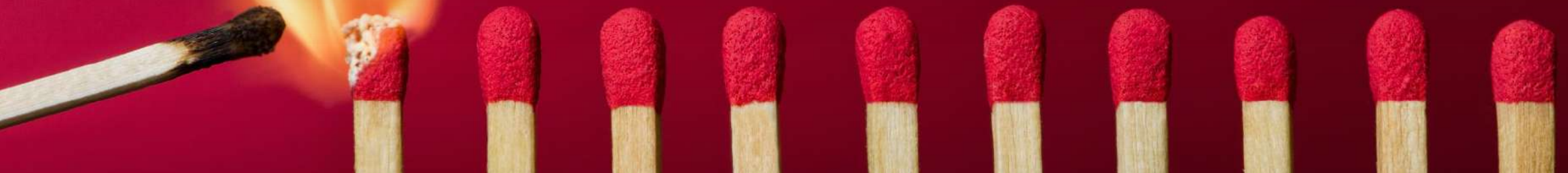
You control the goal/challenge – not the other way around!

BURNOUT

- Be aware of signs of exhaustion
- Crisis prevention is easier than curing it afterwards
- Train self-awareness + self-acceptance

Causes:

- No control/influence
- No appreciation
- No community
- No values
- Too much work
- Injustice
- Emotional drainage (not only quantitative workload)



1

NO REVOLUTION WAS SOLELY LED BY ONE SINGLE PERSON

Revolutionary changes happen with collectives and groups of people coming together. Realize that you cannot carry the weight of the world on your own shoulders – instead, join and network with other groups, collectives and organizations. It will bring balance to your activism.

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HOW TO RECOVER AND TAKE CARE OF YOURSELF WHILE FIGHTING FOR SOCIAL CHANGE

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REVOLUTIONARY CHANGE NEEDS ACTIVISTS THAT TAKE CARE OF THEMSELVES AND OTHERS.

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3

4/8

In a world where we feel constantly overwhelmed with the amount of information that we receive on the daily, it is important to take a step back and differentiate between information that may be valid/good to know and information that you already know. You don't have to know (about) everything. Turn off your phone when it gets too much. The information will be there once you get back.

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RECOVERY AND REST IS NOT THE ENEMY OF CHANGE, BUT RATHER A NECESSARY PART OF IT.



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DEAR BIPOC:

2

Repeatedly seeing re-traumatizing videos of BIPOC being violently abused by the police will take a toll on your mental health. Remind yourself that you don't have to watch and see these videos in order to know about the oppression and exploitation of your own people. You don't have to re-traumatize yourself in order to know that we need social change.

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ISOLATION OF YOURSELF AND OTHERS IS WHAT THE STATE WANTS TO SEE.

4

If you feel numb, lonely and disconnected from everybody, talk to people who know exactly how it feels to fight for social change – if you talk to someone, who doesn't get why you feel like the way you do, it will make you feel even more lonely at the end. Surround yourself with comrades who fight for the same thing.

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- ✓ I sleep well & enough
- ✓ I am happy with my work/can accept my work
- ✓ My tasks and work do not cause fear
- ✓ I have structures and routines
- ✓ I get appreciation
- ✓ I care about my social life, leisure, activities and interests
- ✓ I trust myself to fulfill all tasks
- ✓ I have enough breaks
- ✓ I can „turn off“ in my leisure time & enjoy it
- ✓ My tasks do not cause too much stress
- ✓ I do not criticize everything I do
- ✓ I am aware of my needs and emotions, can name, express and accept them
- ✓ I do not feel all left alone with my tasks
- ✓ I ask for help and can delegate
- ✓ My expectations and demands are realizable



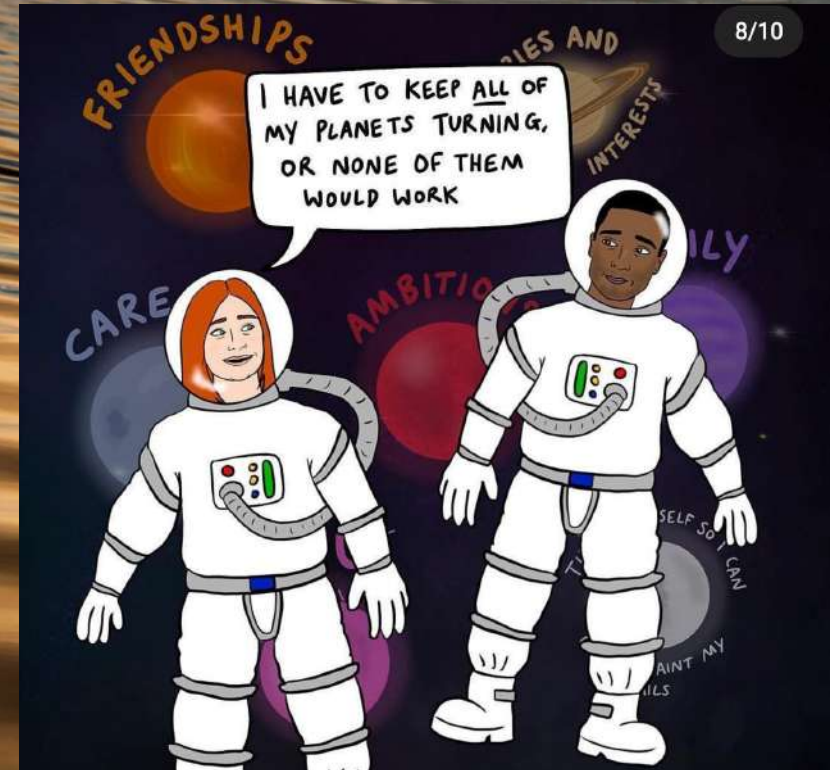
CHECKLIST

Exercise:

Go through the checklist with yourself.
How are you doing?
Would you add anything to the list

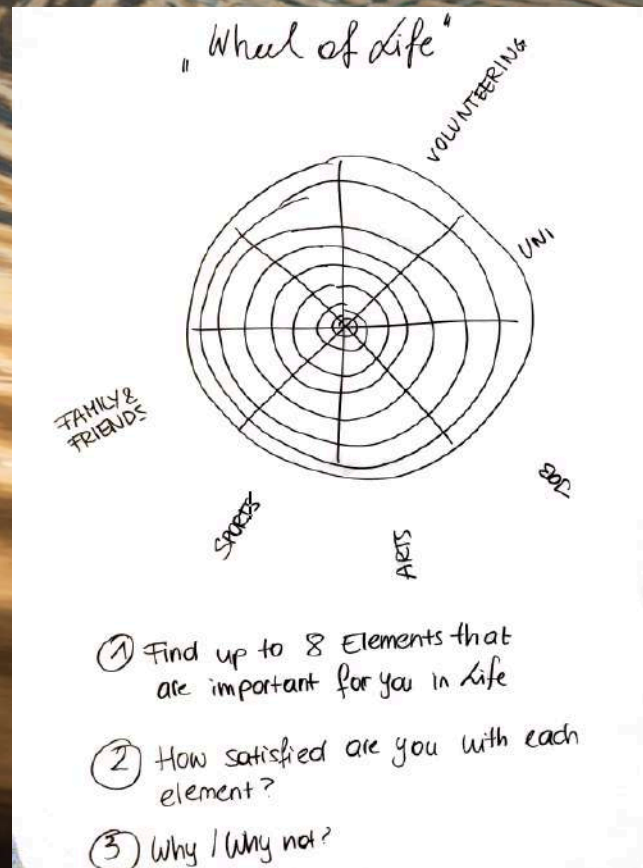


WHEEL OF LIFE



@vulgadrawings

WHEEL OF LIFE



Exercise:


Draw a wheel of life for yourself!





Trust yourself & your abilities!

SELF PERCEPTION: “EXPECTED SELF- EFFICACY”

- 
- The background of the slide is a dense pattern of paper hearts in various colors including yellow, green, blue, pink, and purple. The hearts are arranged in a somewhat regular grid-like pattern, with some overlapping. The text is centered over this pattern.
- Personal success in your life: everything you have achieved until now
 - Similar projects that already worked out
 - Verbal empowerment from people whose opinion you value/peer group
 - What gives you excitement (physically + emotionally)?
 - Say goodbye to perfectionism. From good to perfect can be a huge step

Exercise:

Think about one or two situations (success/crisis) you are especially proud of for overcoming it, for Very well managing it, where you got good feedback : Collect your strengths & skills



What can i be proud of? Think of everything in your life you already achieved, crisis you went through that made you stonger – don't be afraid to ask others

What are your personal de-stressors? Think of everything, also small things that bring more relaxation, balance, enjoyment 😊



QUESTIONS

PROJECT-RELATED MINDFULNESS

- Regular check-ins (with yourself and in the team)
- Acknowledge how you feel without judgement & emotions concerning the project, be honest with yourself, every emotion is ok – no feeling is final
- Name your own status
- Be conscious about your own needs and feelings, speak up when needed, cut down tasks/projects when needed
- Practice self-reflection & Self acceptance
- Work Logbook



SOURCES

„Ein gutes projekt“ von
ein guter plan

“Burnout - the secret to
unlash the stress cycle“ by
Emily nagoski & Amelia
nagoski

„Radikale Selbstfürsorge.
Jetzt! Eine feministische
Perspektive“ by svenja
gräfen

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Fritz Hinterberger, 2008

Eisenhower Principle

