MINDFUL PROJECT MANAGEMENT

PROJEKTE BEZOGENE ACHTSAMKEIT

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MINDFUL PROJECT MANAGEMENT

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2 TOO MANY IDEAS?
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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
@BERFINMARX
@VULGADRAWINGS
FRITZ HINTERBERGER, 2008
EISENHOWER PRINCIPLE
“We all have three homes: Our body, our mind and our earth.”

Find the right temperature!
PROJECTS & EMOTIONS
- 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
- 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 PESSIONISM
VALLEY OF DISPAIR

- 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.
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

I n f o r m e d  O p t i m i s m

Possibility of overwork
Relaxation and balance remains important
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.
Exercice:

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)
• 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
Exercice:

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 stresshormons 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)
Exercice:

What are your personal destressors?
BURNOUT

- 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!

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

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

DEAR BIPOC:
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.

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

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

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.

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

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

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

@vulgadrawings
WHEEL OF LIFE

1. Find up to 8 Elements that are important for you in life
2. How satisfied are you with each element?
3. Why? Why not?
Exercice:

Draw a wheel of life for yourself!
SELF PERCEPTION: “EXPECTED SELF-EFFICACY”

Trust yourself & your abilities!
• 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
Exercice:

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 stronger – 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 😊
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
„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