

ismat group



Innovative management

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7 secrets for succeeding at work without sacrificing your well-being

The world of work is evolving

- Drive to create more added value to stand out
- More competition to achieve economic survival
- Fewer resources for futureproofing

Change and agility are the new norm – the price for performance.



Society is evolving

- Greater ordinary well-being and more extraordinary moments
- Less available / busier
- Greater comfort in the workplace, more freedom and free time for private life

Career is no longer people's primary concern. People no longer live to work.



Technology is evolving

- Robotics and automation are gaining ground globally
- Big data and business intelligence set the pace
- Dematerialisation, 3D printing and remote access are redefining the landscape

New technologies dictate the pace and shape the individual's role in the workplace.



General facts & figures

- **Approx. 25%** say they are happy at work ... and in life
- **Approx. 50%** say they are “quite happy”
- **Approx. 20%** are dissatisfied (presenteeism, recurrent absences, etc.)
- **Approx. 5%** are struggling (repeated absences, burnout, etc.)

The proportion of employees who are dissatisfied (**20%**) has been rising continuously since 2000. (source: loss-of-earnings insurers)

Serious cases (**5%**) are rising dramatically.

Managers and specialists have become at-risk professions.



1: Be vigilant

Recommendations

- **Know yourself better: what drains you, what gives you a boost**
- **Be attuned to your own needs**
- **Spot the first signs of unusual stress**
- **Listen to others' perceptions of how you are doing**

Common mistakes

- Believing you are naturally strong!
- Taking success as your only yardstick and letting your guard down
- Ignoring warning signs from your body and mind
- Continually trying to adapt, always taking on more
- Pushing the limits as a personal challenge
- Always telling yourself, "This will pass"
- Not realising that your resilience drops over the years (and your needs change) ● ● ●

2: Leave work where it belongs

Recommendations

- Create “circuit breakers” to take time out from work, even during the day
- Learn to say no to yourself and to emergencies
- Smile at work and develop relationships
- Indulge in a moment of pleasure when you leave work
- Steer clear of groups of moaning colleagues

Common mistakes

- Being connected non-stop
- Blaming the company for setting the pace and hoping that will change
- Joining in with the moaning during informal gatherings with colleagues
- Putting loyalty before your health, and overcommitting
- Living to work
- Burying yourself in work instead of facing up to complex personal issues



3: Don't be so hard on yourself

Recommendations

- **Achieve the expected quality without being a perfectionist**
- **Forgive others' and your own mistakes**
- **Enjoy 30% less stress by renouncing the 1% required to reach perfection**
- **Be proud of yourself, no matter how small the achievement**

Common mistakes

- Believing that everything must be done perfectly
- Being afraid to let yourself and others down
- Not knowing or ignoring the expected quality levels
- Going beyond the required quality standards to your own detriment
- Not daring to lower standards (not wanting to do a rush job)
- Taking a professional mistake for a personal failure



4: Surround yourself with the right people

Recommendations

- Find allies and mentors
- Open up to others
- **Develop friendly relations and mutual support mechanisms**
- Take inspiration from others

Common mistakes

- Withdrawing into yourself when a difficulty arises and not asking for help
- Seeing asking for help as a sign of weakness
- Disregarding new resources and sticking to a restricted circle (no new ideas are brought in)
- Boring your loved ones with tedious stories about work
- Continuing to see toxic people out of loyalty or habit
- Withdrawing into your private life



5: Educate yourself in new technologies

Recommendations

- **Take breaks and disconnect**
- **Disconnect your devices and enjoy it**
- **Don't become a slave to your devices**
- **Avoid interruptions due to others' stress**
- **Adopt new developments at your own pace and without stressing out**

Common mistakes

- Mixing personal and professional messages on the same smartphone
- Replying to accommodate all time zones
- Not taking a break from your screen or giving your eyes a rest
- Not taking a screen break at least x times per week
- Being interrupted by alerts for all your notifications
- Confusing fear for your job with fear of new technologies
- Being afraid that people won't like you if you fail the IT transition



6: Make sure you sleep well

Recommendations

- Clear your mind of stray thoughts
- Take regular exercise
- Take micro naps of maximum 15'
- Allow yourself a lie-in

Common mistakes

- Working on a screen just before going to sleep
- Thinking that sleeping well just comes naturally
- Working in bed
- Taking long naps hoping to catch up on sleep
- Getting mentally but not physically tired during the day
- Eating a big meal before bed (difficult to digest)



7: Do one thing at a time

Recommendations

- **Set aside time for each task instead of doing everything at once**
- **Empty your “mental trash can” by planning your tasks**
- **Walk slowly at work**
- **Live in the moment – all the time!**

Common mistakes

- Trying to do several things at the same time
- Filling your diary with back-to-back meetings without any gaps
- Failing to manage time and priorities
- Over- or underestimating how long things will take
- Never finishing anything / embarking on too many things
- Refusing to waste time having a good time



Last but not least

“To feel alive is to feel strong

Regaining that feeling of energy and vitality, of vigorous activity, of health, spirit, flexibility and power, which bring a sense of mental well-being and emotional satisfaction...”

Henri-Frédéric Amiel; personal diary, 19 December 1852

