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Team 2.0!

Upgrading
Your Own & Your
Team's Operating
System

Welcome to TEAM 2.0!

Upgrading Your Own & Your Team's Operating System

Here are the Steps to Get You There

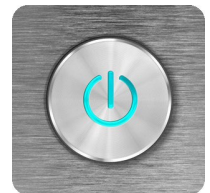
What to do When Your Operating System Freezes and How to Reboot Computers freeze and so do we!

Start to recognize when your operating system freezes and what you do when it does. For example, I get flooded with different options, solutions and then get overwhelmed. Often, I'll feel a surge of anxiety and then in my mind create gloom and doom thinking. Now that I recognize that in myself, I name it, "Flooded," and the mere act of saying it out loud helps to break the pattern. I also have worked to override the impulse to want to "do" something, (remember anxiety often gives us a false sense of urgency) and instead I disengage from this non-productive cycle, take a brief break, do a quick mindfulness exercise, or call a colleague or friend to ask for guidance.



When my operating system freezes, I:

My rebooting strategies that seem to work best or that I'm willing to experiment with is:



Once we know how we freeze and the best strategies for rebooting we have more freedom and are less affected by the day-to-day challenges that can happen.

Hardware

Building Your Physical, Emotional, and Mental Bandwidth

Just like a computer needs to keep its hardware strong and well-functioning, so do we!



I use the FEMS Model:

Food – Fuel

Exercise - Vitality

Mindfulness – Presence

Sleep – Well-Rested

Give yourself a rating of 1-10 (1 being the lowest and 10 the highest) of where you are in each category given your Team 2.0! Upgrade.

Food:

Exercise:

Mindfulness:

Sleep:

What's one action in each category I could take to move your number up by 1?

Food:

Exercise:

Mindfulness:

Sleep:

Hardware (cont'd.)

For example, if yours is getting in shape and having more energy and you find you're eating late at night, which zaps your energy the next day, then you'd give yourself a lower number in the food category. NOT because what your eating is necessarily objectionable but you're not using food to fuel your energy and Team 2.0! Upgrade.

Or let's say you have just secured a new piece of business and you need to strengthen your team's engagement and well-being. Perhaps you'll choose mindfulness as key areas to focus on, and the action will be not answering texts or emails past a certain time and encourage your team to unplug as well. This way everyone will experience greater focus to be more creative and productive during their prime work hours.

Pick **ONE** area that you want to focus on and the action you selected.

Consistency over intensity is the key.

- One small action I can take over the next 90 days:

- On a scale of 1 (lowest) -10 (highest), my motivation to act on it is a:

- A potential obstacle may be:

- The best way to address this obstacle is:

[Congratulations you've taken an important step!](#)

Software

Programs & Applications- Cultivate Productive Habits

We have programs on our computers as well as our minds are programmed in certain ways to support and undermine us. We can make different choices on how we want to shift our thinking and actions to support our well-being and goals. Application is the implementation of these new structures and behaviors.



See the list below. While you may resonate with all of them, select one that speaks to you the most and is in line with your upgrade. Feel free to create your own (i.e., create clearer expectations around different roles).

- **Identify and Focus on Top Priorities**
- **Leverage Your Strength and Honor Your Growth Areas**
- **Communicate Powerfully with Your Team and The People You Serve**

For example, let's say your TEAM 2.0! Upgrade goal is to increase engagement, prevent burnout and enhance productivity to support well-being and impact. Look at the standing issues that may be in the way. Fuzzy work boundaries that create stress and feeling like they're always "on" with little time to reboot or refuel? Chronic busyness but not always productive? Perhaps your "software upgrade" will be managing expectations around top priorities and the best ways to protect your energy and focus. Build in ways to feel more connected, especially when feeling isolated working at home? Regular breaks to come back refreshed and focused?

Software (contd.)

My top “software” program to cultivate productive habits is:

The actions I will take to implement it is:

Identify & Honor Top Priorities

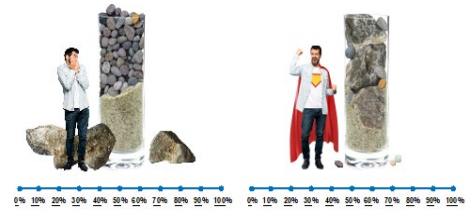
What percentage of the time am I accomplishing the

Big Rocks:

Pebbles:

What challenges do I see in identifying and honoring top priorities?

What’s one small but mighty action can I take?



Default Settings: Productive and Non-Productive

Computers have default settings and so do we!

Some of ours are productivity (curiosity, optimism, resourcefulness) that comes naturally to us.

Others are non-productive (overwhelm, impatience, frustration, blaming).

We all have several different default settings that both serve and don’t serve us. Being aware and taking ownership is a great start. Recognizing what they are and being proactive around them is half the battle.



Default Settings: Productive and Non-Productive (cont'd)

My top default setting (productive) is:

How this helps me deal with challenges is:

How this supports me in being an effective leader is:

My top default setting (NON- productive) is:

I find this challenging to deal with because:

What action can I take to lessen the impact my NPDS has?

Setting Boundaries & Managing Expectations in a Clear & Respectful Manner

What resonated the most for me around the Iceberg Syndrome was:

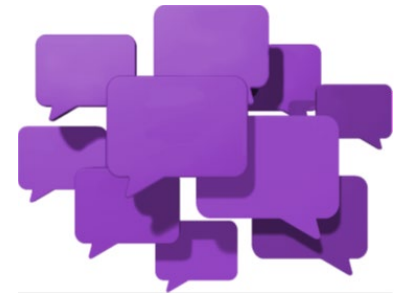
A few actions I can take are:

The support I can use is:



Best Practice Team Reflection

- Rebooting Strategies
- FEMS Model
- Ways to Identify and Honor Top Priorities
- Setting Boundaries
- Managing Expectations
- Important Agreements and Conversations



The top Best Practices that we came up with were:

Some ways we can start to implement them are:

How we can use the rest of the Staff Stepback to take them to the next level is:

What's possible now with my TEAM 2.0! Upgrade is:

Write it down. This is not about perfection or being crystal clear. Just write it down.

What's Next? Insights/Aha's?/Actions?

Notes:

Power Principles:

Consistency over Intensity – Big changes come from small aligned and consistent actions. It's so common to take on too many changes and then lose steam. Make your actions both in beliefs and behaviors smart, specific, and measurable.

Move From Criticism to Curiosity- When you fall short, which you will because if it was so easy to do you would've done it years ago. Stop, breathe, give yourself credit for what you did do, and ask yourself what you learned and what you'll do differently moving forward and take that action.

Set Yourself Up Powerfully - Support looks different for everyone. You may want an app or some tracking system to keep you on track, or maybe a 5-minute check-in with an accountability buddy or take a deeper dive and hire a coach. Just look in your past what has helped you create the results you wanted and take a page from your book.

Give Yourself Rewards that are Meaningful & Productive- A client of mine quit smoking and every week she'd put the money she'd have spent in cigarettes in a jar, and every month did something special and meaningful. One month she got a voice lesson. One month she hired someone to clean her apartment something she'd never given permitted herself to do before.

Find rewards for each step of the way. Rewards can be breaks for long walks, reading, or something more elaborate. Just make sure they are in line with your goals.

Not only will you feel more inspired, but it lights up the reward center of your brain and starts a momentum for change and enjoyment.

We've all witnessed how precious and often fleeting life can be, you've been blessed with this life you have (challenges and all) give yourself the gift of a TEAM 2.0! Upgrade.

Resources

Check out the additional resources that can be helpful in your journey!

If I can be of any service to you, feel free to email me at lois@loisbarth.com.

Additional Resources: (Videos and Blog)

These videos and blog will support you in championing your team:

- [How to Deal with Negative People](#)
- [How to Deal with Negative Self-Talk](#)
- [Un-trigger Your Stress in 5 minutes or Less](#)
- [Communicate with Greater Confidence](#)
- [Setting Boundaries w/Long Winded People](#)
- [How to Deal with Envy](#)
- [Exercise to Address Negative Self-Talk Lois](#)
- [Barth Courage to SPARKLE Blog](#)