



Stress Management for Library Staff

Workshop Agenda

Summer 2007-Winter 2008

Edmond Otis, MS, MFT – Instructor

An Infopeople Workshop

Understanding Stress - Where Are We Vulnerable?

- Stress As a Normal Part of Life; Yep, Especially in the Library
- Professor Seyles' World-Famous Stress Theory - How Stress Works
- Why Do We Feel the Way We Feel - and Respond the Way We Do?
- Flow: An Eastern Perspective
 - *Exercise #1- "So, What's So Stressful about Working at the Library?"*
 - *Stress Buster - Deep Breathing*

Building Personal Strengths and Emotional Reserves - In and Out of the Library

- The Six Dimensions of Health - Are They Working for You, or against You?
- Building Physical Resources and Healthy Habits: Sleep, Nutrition, Activity and Exercise, Lifestyle
 - *Exercise #2 - Vulnerability to Stress Inventory*
 - *Exercise #3 - Choose One from Column A, and One from Column B...*

Tools for Reducing Stress in the Library

- Time Management and Priority Setting in the Real-world Library
 - What's the Real Job? Acknowledging the 10% = 50% Reality
 - The Fine Art of Taking a Break
- The Social Aspects of Stress Management
 - Managing Staff Relationships - Managing Patron Relationships
 - *Exercise #4 - Create a "Reduced-stress" Personal Library Plan - What are Some Doable "Solutions to Library Problems?"*
 - *Exercise #5 - Getting Comfortable with Our Most Powerful Word*

Mastering the Day-to-Day: Finding Peace in the Eye of the Storm

- Make an Oasis in the Desert - How Physical/Mental/Emotional Self-management Skills Work - How They Help
 - *Exercise #6 - Stress Busters - Series of Short Explanation, Participation Exercises Done Individually or in Pairs with Instructor Guidance*
- Developing a Productive World View for the Library

Summary and Evaluation

There will be two 15-minute breaks and an hour for lunch.