

PMO Community of Practice September 2020 Meeting Summary

Header (Required)

Title: Sanity in the Workplace
Brief description: Experiences dealing with behaviors in the workplace that may seem a bit crazy
Learning objectives: Learning how to deal with different behaviors in the workplace, including seemingly irrational decisions, things that drive us crazy, and levels of honesty/dishonesty.
PDU Amount 1 PDU
PDU Allocation 1 Leadership

Member Discussion Topic 9/08/2020: Sanity in the Workplace

Being informed without being overwhelmed

- FOMO (Fear of Missing Out) v JOMO (Joy of Missing Out)
- Going to meetings we do not have time for or getting too many emails to read
- Alternatives:
- Shared notes, such as Google Docs, to identify what is going on, and update it as things get done and new things come in
- Less frequent, but more effective, more focused meetings
- Use email rules to automatically move non-urgent emails from the inbox to a separate folder. An example might be from a source that does not send urgent emails.

Rational decisions

- Know when to hold 'em (fight for your beliefs), know when to fold 'em (not worth fighting over)
- Choose your battles – some are not worth spending energy and relationship capital on.
 - Example 1: software purchased but not used that could have been returned, but others did not want to do so. Waited to a more significant item later on that made a much bigger impact.
 - Example 2: Direct boss wanted one presentation format; executive wanted another. Had them work it out between themselves.

Respect

- Different people have different motivations.
 - We can respect each other even if we have different points of view.
 - No need for paranoia or to take it personally.
- Example: Organization made service cuts that resulted in dissatisfaction and blamed the contractor who was not part of the decision. Contractor did not argue with this inaccuracy because it was not worth fighting over.

Crazy makers

- What drives you crazy, what do you do that pushes other people's buttons?
 - Easier to identify what others do that drive us crazy
 - Example 1: Scheduling meetings and sending out meetings at the last minute. Requests for advance notice ignored.
 - Example 2: Project plan follow up – many people want to communicate when they have completed their task instead of updated tracking against the due date.
 - It is harder to think of things we do that drive others crazy
 - Too much enthusiasm on Monday morning before people can catch up on email, get coffee, etc. Better to give them a little time first to settle in before engaging.
 - Walking into meeting with a little smirk and leaving makes people uneasy

Honesty - Lies, withholding, emphasizing the positive

- Where do you draw the line for yourself and others?
 - Little clues, like suggesting getting resume up to date when you are not allowed to tell people their job is at risk
 - Being honest with yourself. For example: Are you really unhappy or is it just normal ups and downs of work? Check in with yourself periodically to see how you really feel and whether to take action.
- Outright lying vs misremembering
 - Should lying be one and done – cannot be trusted?
 - Sometimes people remember things differently without being dishonest
 - Project Managers are normally the keepers of history – we record and distribute what was said, especially key decisions, and can bring up details when needed to keep everyone aligned.

Keeping Sane - Coping mechanisms

- Be grateful for what you have
- Keep the big picture in perspective, for example, how our organization helps people, such as saving lives, helping those in need, finding jobs for people

Next Meeting

Next meeting is Tuesday, October 13 , 2020

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