

Managing your career for success and happiness

Prof. Jeremiah Murphy

**Sharing experiences that helped me to
find greater peace, calm, happiness, and
connection...**

**...both in terms of emotional
intelligence and project management**

Be Intentional

There is no better advocate for your own career than you

How do you respond when triggered?

Either something you say out loud or in your head...
what's your immediate response?

Group Exercise

In a perfect world, what do you want?

Think of one-word, abstract concepts...not material things.

Group Exercise

Needs are common to all.

**Strategies are personalized ways
to meet those needs.**

But the irony is...

**we're conditioned to respond in ways
that bring us further from our needs.**

We often fight at the strategy level. To move forward, it is often helpful to find common ground in the needs, and then readjust our strategies to satisfy everyone's needs.

**“Conflict is the tragic expression of unmet needs” —
Marshall Rosenberg**

Our feelings are a window into our needs

“Indeed, individuals who are higher in positive emotional granularity report being better at coping with stressful experiences.”

— Tan, Wchsmuth, Tugade, 2022, Emotional Nuance: Examining Positive Emotional Granularity and Well-Being, Front. Psychol.

“For instance, individuals high in granularity have been found to possess greater emotion regulation skills ([Barett et al., 2001](#)), while low granularity is associated with poor emotion regulation strategy effectiveness ([Kalokerinos et al., 2019](#))”

Feelings

Peaceful

tranquil
calm
content
engrossed
absorbed
expansive
serene
loving
blissful
satisfied
relaxed
relieved
quiet
carefree
composed
fulfilled

Loving

warm
affectionate
tender
appreciative
friendly
sensitive
compassionate
grateful
nurtured
amorous
trusting
open
thankful
radiant
adoring
passionate

Glad

happy
excited
hopeful
joyful
satisfied
delighted
encouraged
grateful
confident
inspired
touched
proud
exhilarated
ecstatic
optimistic
glorious

Playful

energetic
effervescent
invigorated
zestful
refreshed
impish
alive
lively
exuberant
giddy
adventurous
mischievous
jubilant
goofy
buoyant
electrified

Interested

involved
inquisitive
intense
enriched
absorbed
alert
aroused
astonished
concerned
curious
eager
enthusiastic
fascinated
intrigued
surprised
helpful

Mad

impatient
pessimistic
disgruntled
frustrated
irritable
edgy
grouchy
agitated
exasperated
disgusted
irked
cantankerous
animosity
bitter
rancorous
irate, furious
angry
hostile
enraged
violent

Sad

lonely
heavy
troubled
helpless
gloomy
overwhelmed
distant
despondent
discouraged
distressed
dismayed
disheartened
despairing
sorrowful
unhappy
depressed
blue
miserable
dejected
melancholy

Scared

afraid
fearful
terrified
startled
nervous
jittery
horrified
anxious
worried
anguished
lonely
insecure
sensitive
shocked
apprehensive
dread
jealous
desperate
suspicious
frightened

Tired

exhausted
fatigued
inert
lethargic
indifferent
weary
overwhelmed
fidgety
helpless
heavy
sleepy
disinterested
reluctant
passive
dull
bored
listless
blah
mopey
comatose

Confused

frustrated
perplexed
hesitant
troubled
uncomfortable
withdrawn
apathetic
embarrassed
hurt
uneasy
irritated
suspicious
unsteady
puzzled
restless
boggled
chagrined
unglued
detached
skeptical

This next realization really changed my perspective...

My feelings are my internal responses to external stimuli. As such no one can make me feel anything.

The hard part is that our feelings are often instinctual and/or triggered by the Amygdala.

Having greater awareness around your feelings and needs in any given moment is a crucial step in setting yourself up for success.

When you are aware of your needs, you are more able to recognize the actions, thoughts, and words (strategies) that are actually pulling you away from those needs rather than helping you to fulfill them.

A recipe for happiness.

- **Identify what you are feeling and what need is missing.**
- **Then devise a strategy to meet that need.**
- **Don't get stuck in a particular strategy to meet your needs.**

**“Hold your strategies lightly and your needs tightly.” —
Marshall Rosenberg**

Identify Core Needs

e.g. Curiosity, Understanding, Ease, Challenge, Growth,
Productivity, Contribution, Family, Community, Adventure, Play,
Intimacy

Universal Needs

Well Being

Safety

confidence
comfort
consistency
courage
equanimity
order
predictability
protection from harm
security
stability
shelter
trust, reliability

Health

abundance
balance,
exercise, movement
flexibility
food, water, air, shelter
nutrition, nourishment
prosperity, richness
simplicity
sleep
sustainability
wellness

Peace

beauty
calm
ease, flow
energy, vitality
enthusiasm
exuberance
fun, joy, happiness
harmony
humor
play
recreation
rejuvenation
rest, relaxation
tranquility, serenity

Connection

Care

acceptance,
affection
appreciation
fairness, justice
generosity
intimacy, closeness
kindness
love
mattering, importance
nurturing
unconditional pos. regard
valuing, prizing, dignity
warmth, touch

Empathy

awareness
acknowledgment
communication
compassion
consideration
presence
recognition
receptivity
seeing, being seen
sensitivity
understanding

Community

belonging
companionship
collaboration, cooperation
friendship, fellowship
help, support
inclusion, equality
interdependence
home
hospitality, welcoming
mutuality, reciprocity
partnership
team
synergy

Self-Expression

Freedom

adventure
self-actualization
aliveness
autonomy, choice
courage
creativity
fun
growth
independence
innovation
joy, happiness
spontaneity
wonder, discovery

Honesty

authenticity
congruence
dependability
integrity, trust
openness
power, empowerment
presence
realness
reliability
respect, honoring

Meaning

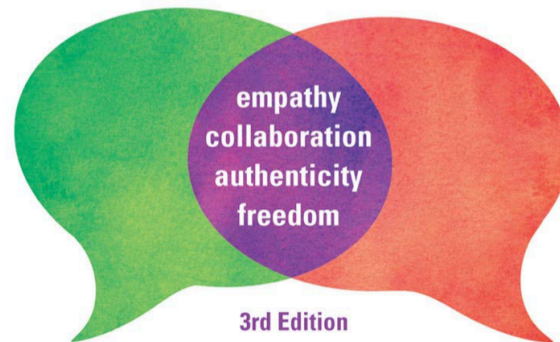
achievement, success
appreciation, gratitude
celebration, mourning
challenge
contribution
efficacy, effectiveness
excellence, mastery, skill
inspiration,
learning, focus
passion, commitment
purpose
structure, discipline
vision, clarity
wisdom

**Does your decision to pursue
strategy X meet your core needs?**

If "violent" means acting in ways that result in hurt or harm, then much of how we communicate could indeed be called "violent" communication.

Nonviolent **COMMUNICATION**

A Language of Life



3rd Edition

**Words matter. Find common ground with anyone,
anywhere, at any time, both personally and professionally.**

MARSHALL B. ROSENBERG, PhD

Foreword by **Deepak Chopra**

Endorsed by **Tony Robbins, Arun Gandhi, Marianne Williamson,
John Gray, Jack Canfield, Dr. Thomas Gordon, Riane Eisler, and others**

The NVC book is very enlightening. However, NVC is a very experiential process. I strongly encourage you to take a course/workshop.

Dr. Cindy Bigbie has developed an online curriculum. You may find it at <https://www.thebigbiemethod.com/>

Format of the workshop:

- 8 weeks total
- Each week:
 - Asynchronous portion online: videos and questions...takes about an hour to complete
 - Synchronous on Zoom: Practice with an expert and other students of NVC... takes about 1 hr 15 minutes.
 - Total commitment each week is about 2.5 hours.

Effective Time and Project Management

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Getting Things ✓ DONE

The Art of
Stress-Free
Productivity

NATIONAL
BESTSELLER

David Allen

author of *Ready for Anything*

"The personal productivity guru."
—Fast Company



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Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.

Never put off until tomorrow what you can do today – Benjamin Franklin...at least popularized by

Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.

An alternative take...

Never put off until tomorrow what you can do the day after tomorrow — Mark Twain

Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.

no but really...

Never put off until tomorrow what you can do today — Benjamin Franklin...at least popularized by

Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.

By completing the task, it no longer distracts you from doing what needs to be done in the moment. It will also reduce stress and anxiety in that you are no longer mentally juggling that task.

In other words, this strategy allows you to be more present.

Be present

Why does presence work?

- For thousands of years, cultures have discovered that being more present leads to greater happiness.
- More recent fields such as Social Work and Psychology have re-discovered this fact and are putting this fact on firm scientific footing.

Why?

My pet theory that combines psychology and physics

- Humans suffer from negativity bias
- The Arrow of Time
- We do not experience the past or the future, so when we think about the past or future, our negativity bias can significantly alter our experience.
- By refocusing on the present, you can recalibrate with actual data in the moment. Usually, what is happening in the moment is not so bad.

Enjoy the Process

If your happiness depends upon completing your PhD Dissertation, then you will be waiting 6.5 years before you are happy. Find ways to enjoy the process.

There are some things that take time and planning to accomplish

e.g. defending a PhD dissertation

How does one effectively manage longterm projects?

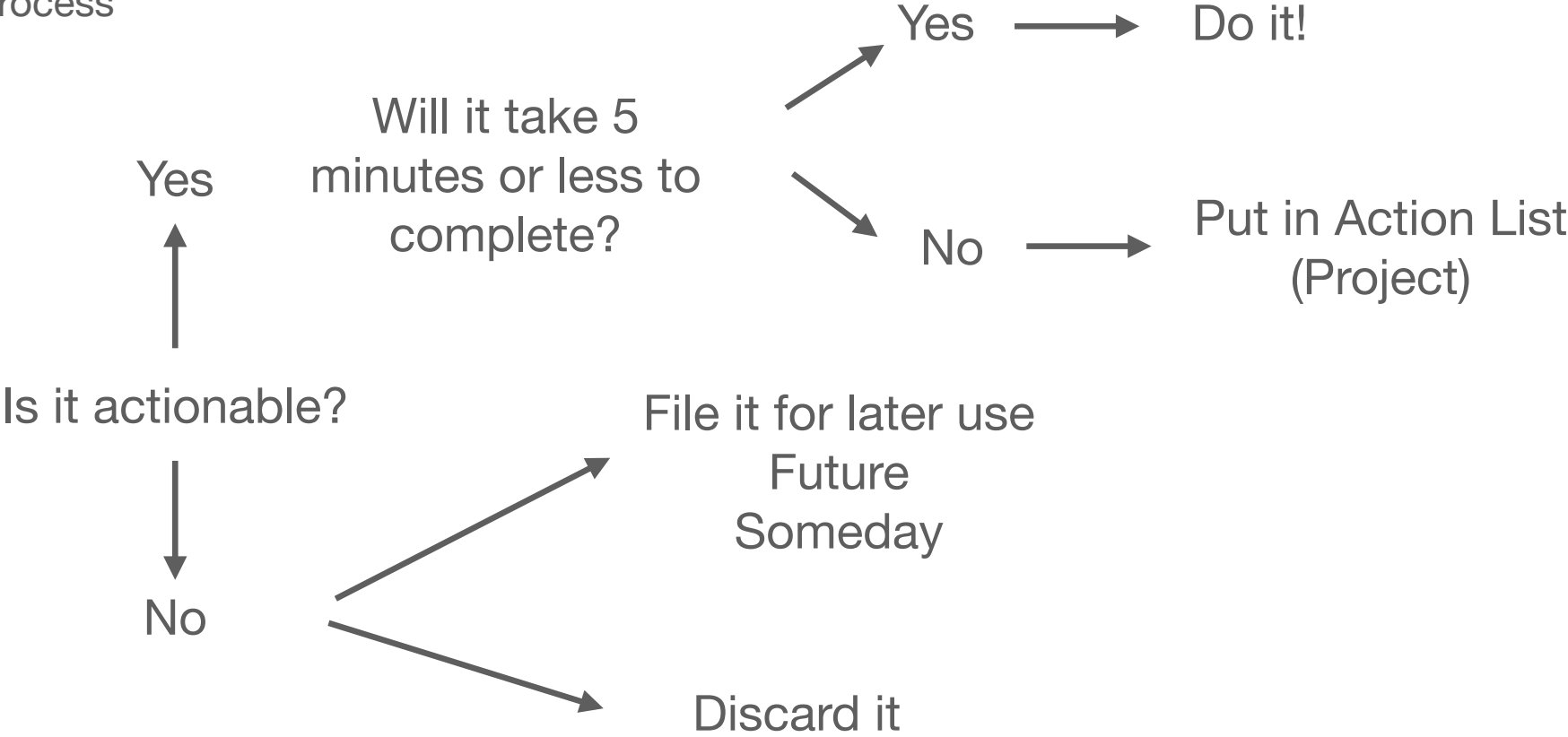
Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.
2. Capture your thought into an inbox

- inbox
- de-clutter your mind
- focus on the moment

Effective Time and Project Management

- 1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.
- 2. Capture your thought into an inbox
- 3. Process



Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.
2. Capture your thought into an inbox
3. Process
4. Organize

Projects

Time

Context

What's the next action?

Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.
2. Capture your thought into an inbox
3. Process
4. Organize
5. Review

- Review actions daily
- Review projects weekly
- Review goals monthly/quarterly

Effective Time and Project Management

1. If you're not occupied and the task takes less than 5 minutes, do it right then and there.
2. Capture your thought into an inbox
3. Process
4. Organize
5. Review
6. Engage

- Trust in the system that you put in place
- Trust your calendar
- Trust your Actions Lists
- New things will come up...use your capture process ruthlessly while you follow your already scheduled actions

Four Thousand Weeks

Time Management for Mortals

Oliver
Burkeman



Oliver Burkeman: Self professed productivity junky
You can easily fill your life with meaningless productivity.
You only have 4000 weeks in your life.

What do you want to do with those 4000 weeks?

Here's one way to be selective on what to add to your productivity routine.

Be intentional about your goals.

As you consider tasks, does each task meet your needs or someone else's needs?

Ph.D. = 6.5 years or 338 weeks

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