



How Managers Can Stay Calm and in the Moment During COVID-19

4 Ways to Stay Calm:

- **Think “today.”** Take the crisis one day at a time. Focus on the things you can control one day at a time. Do not listen to those who are negative.
- **Focus on the positive.** Try to avoid negative thoughts and discussions. Be mindful, think positive thoughts and tell yourself that *you can do it*.
- **Take 5-10 minute private breaks.** Practice relaxation techniques, such as meditation and deep breathing. Don’t neglect spiritual exercises and activities as they fit with your individual beliefs. Download an app like **Calm** and set the alert to remind you to take that break.
- **Prioritize and focus.** Keep meetings brief and focused on only the top priorities. Understand where the team is at any one place in time.

4 Ways to Stay in the Moment

- **Understand your emotions.** Recognizing and managing the emotions that you may be experiencing and those of your staff will enhance the resiliency of the work unit. Leaders who exhibit fluctuating emotional states are not able to process and act upon fluid situations, especially during a pandemic. Employing coping strategies and ways to manage emotionality will reduce stress on people while “doing the job.”
- **Show respect.** Treat people with sincere consideration and genuine concern. This is done by observing, listening and responding to what your staff are telling you, as well as considering what is not being said.
- **Make connections.** Draw on a sense of loyalty, courage, morality, or other principles that tie your crisis response to what is important to people.
- **Adopt a leader’s positive attitude.** Even in extreme crisis, an upbeat, can-do attitude keeps people motivated to give their best and it promotes resiliency.