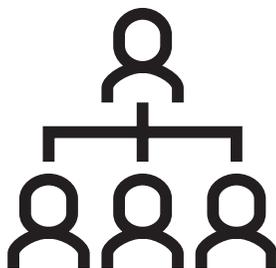

**The following is an excerpt from
STRESS FREE WORK**

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CHAPTER 10

THE TOP 575 STRESS SWITCHES AND FIXES



BEING BOSSY

1. Party Favor

Instead of giving the employees a holiday bonus, the management spends it all on a lavish office party.

The Fix: Share your concern with management and offer a compromise of a less lavish office party so that everyone gets a Christmas party AND a bonus.

2. Their Way or the Highway

Narrow-minded bosses that are not open to suggestions, even if they are wrong.

The Fix: If the situation is unbearable, address it with your supervisor. If there is no resolve, look for another job. Life is too short to be in a stressful job.

3. All Aboard

They call just before they are boarding a plane and dump a ton of important information. It is tough to understand as they are navigating, getting to their seat with the crowd.

The Fix: Whenever they land, inform them that you did not understand what they were saying to you before departure and that you need to circle the runway to get it cleared up. Inform them that the next time, unless it is an emergency, to talk upon landing.

4. Out of Sight, Out of Their Mind

This type of boss almost always works off-site and calls in work assignments that significantly impact the office's workflow. If they were ever to show up, they would realize how unrealistic their requests are.

The Fix: Have a member of upper management communicate the situation to the boss.

5. Just Do As I Say, Not As I Do

Management will publicly preach against any sexual misconduct of any kind. However, their activities after-hours and on business trips are filled with it.

The Fix: Immediately address the issue with management and H.R.

6. Being Bossy

They go around the office, dropping the boss's name every time they want something.

The Fix: Upon the name drop, tell them you will gladly follow up with the boss personally.

7. Pet Cemetery

They always assign minor assignments to staff that have no real value. They are typically based on their pet peeves.

The Fix: Find out what their pet peeves are and why. Potentially, the root problem could be addressed.

8. Second Guesser

No matter what, these bosses will always second guess their staffers.

The Fix: Do such good work, with confidence, that you gain their trust.

9. Really Big Stones

They have the nerve to criticize the boss in front of everyone.

The Fix: Tell them that you don't think that is appropriate.

10. The Blue Flu

They call in sick right after having a disagreement with their boss as a way of getting even.

The Fix: By making all days off "personal days," they can be used however they need.

11. Dark Shadows

This boss delights in keeping their staffers in the dark, guessing at what they want them to do next. When they try to take some initiative, the boss will always take the opposite viewpoint.

The Fix: Ask the boss why they do that. If no satisfactory answer is given, look for another job immediately. No one has time to work for someone like that.

12. You Have Got to be Kidding Me?

When the management dumps an impossible amount of work on someone's desk with no possible chance of having enough time to get it finished correctly.

The Fix: Ask for help from management or others in the office. Prioritize the work to get done what is most important.

13. Commuting their Sentence

When a company wants to make someone quit, they "promote" them to an office with a long daily commute.

The Fix: If someone needs to be removed, just make it happen. Do not be a weak leader and try to make someone so miserable that they quit.

14. Don't Poke Da Bear

Naive coworkers forget that the grumpy boss will use any excuse to erupt.

The Fix: Give them more appropriate options to keep the bear in hibernation.

15. 5 O'clock Shadow

This boss has a habit of showing up with a big project right as people are getting ready to quit for the day. Implying that he wants them to either stay or be stressed all night thinking about all the work they will have to do in the morning.

The Fix: Ask what the boss's expectations are and when the work is expected to be completed. Do what you can, when you can.

16. Plying Times

Management decides to cut corners, so they switch from 2-ply to 1-ply toilet paper.

The Fix: Role in with your own roll.

17. Helicopter Boss

Hovers over subordinates as they are frantically trying to work. The boss thinks their presence will motivate them to work better. All it does is make them more stressed and less productive.

The Fix: Land the chopper. Tell the boss what their hovering is causing.

18. Remote Control Boat

C.E.O. works remotely from their boat but expects everyone else

to be in the office at all times.

The Fix: You can't control the boss, however you can control where you work. If you don't like it, sail a different ship.

19. A Chip off the Old Rock

The child of the boss starts working and mimics their parent's hard-headed style, but only more arduous.

The Fix: Point out the problem with your boss. Control what you can control.

20. The Commander in Cheap

This boss will not approve of buying anything that will help office productivity. They always go with the cheapest route costing the company in the long run.

The Fix: Run a cost analysis to prove how spending more could save.

21. Party Favors

The boss decides to throw a lavish company office party despite employees needing new equipment, raises, better healthcare, etc.

The Fix: Express your concern with your supervisor.

22. Feeling Perky

This executive spends a lot of time with the "common folks" bragging about all his office perks that they don't have.

The Fix: Nobody likes a nagger or a bragger!

23. Counting the Beans

They are always finding ways to be more efficient around the office and sometimes going to ridiculous measures. They will critique your choice of pencils because another brand would have been 6 cents cheaper.

The Fix: "A penny saved is a penny is not much."

24. Dr. No.

This Chief Financial Officer has perfected the art of saying NO to almost every request, even when some small expenditure will save the company massive amounts of money.

The Fix: Be prepared to prove your savings. If the C.F.O. still says no, take it to your supervisor.

25. Don't Want to Hear It

Whenever staffers try to explain something, they get up and walk out.

The Fix: Put it in writing to document that it was discussed.

26. Shoot from the Hip

They storm into the office and shoot directives from their hip.

The Fix: Take notes and send an email to them recounting what you heard.

27. Caught in a Crossfire

Employees who have multiple bosses get smacked around like a tennis ball with one boss contradicting the other. The employee has zero productivity and gets blamed for their poor performance.

The Fix: Address the situation with the "bosses" and tell them you need one point of contact.

28. Dump and Run

Bursts into the office and deposits a dump truckload of work on their staffers only to take off and not come back until they have more work for them to do.

The Fix: Do what you can do as well as you can do it and if it is not completely done when the next load comes in, explain the situation.

29. Boss on the Sauce

This executive comes back from their liquid lunch with a stinking breath and attitude.

The Fix: H.R. Alert! Contact H.R. or management immediately.

30. I Told You So

Whatever side the boss takes, that is their side. They always proclaim, "I told you so," as they walk away.

The Fix: No one likes a know it all so don't be one.

31. Holiday Eve

They show up as everyone is getting ready to leave for a holiday with a massive project. Seem to be unaware that people have one foot out the door.

The Fix: Address the situation with them. Lack of preparedness on other's part does not constitute an emergency on your part.

32. Piling On

After a new project meeting, they will pass the work onto the lowest person in the organization to do. As they head out to play golf, they will give them hearty praise of, "I am sure you will do a great job!"

The Fix: Hold EVERYONE accountable for putting in the work.

33. Projecting Their Image

They assign work that have little or no value to the company. They will make sure they are done letter-perfect; otherwise, it will have to be redone from the start.

The Fix: Their supervisor should address the issue with them to maximize actual performance.

34. The Cheap Skate

When it comes to giving out holiday bonuses, this manager takes everyone ice-skating and makes a big deal of it.

The Fix: Reward people with bonuses of real value.

35. You Can Bet its Not Butter

They approach others with gooey praise and compliments to set them up for a real crummy assignment that they do not want to do themselves.

The Fix: Don't allow the buck to pass.

36. Butt Chewer

They make a point each day to chew out a different innocent employee. Their only goal is to unload their crap on others.

The Fix: Have H.R. address the situation. No one deserves to work in a hostile environment.

37. Mahogany Row

Once they finally make it to the executive offices, they spend a lot of time each day polishing their mahogany desk, ordering their assistant to bring them coffee (even though they do not drink it), pick up their dry cleaning, etc.

The Fix: Don't get bigger than your britches!

38. Sweatshop

Every time the boss puts pressure on the staff, they turn up the thermostat, causing them to sweat more.

The Fix: If the situation persists after discussing it with the boss, look for another job.

39. Blasting Away

They come at you with “both guns blazing,” accusing you of wrongdoing with only a scant amount of evidence. When you explain your innocence, they show no remorse.

The Fix: Discuss the issue with management. Proving your innocence is important after being accused of wrongdoing.

40. Overload on the Road

While traveling on the road, they have their assistants book multiple flights with several limos standing by and have their hotel room turned into a high tech command center.

The Fix: Have a company policy for reasonable travel expenses.

41. Distrubia

These key decision-makers block out vast chunks of the work-day where they cannot be reached. This causes productivity to grind to a halt due to the inability to be reached.

The Fix: Address the issue with management. Productivity is important.

42. Depreciating Assets

No matter what, the boss will never show appreciation.

The Fix: Do good work because it is the right thing to do.

43. Second Hand

They will always make a backhanded comment on how it could have been done better no matter what is said.

The Fix: Offer to let them do it themselves going forward.

44. A Whole Lot of Quaking Going On

This clueless manager will often rearrange the work-flow just when things start going smoothly to show they are in charge.

The Fix: Their supervision should step in and protect the flow.

45. Bragging Rights

These managers send out company emails congratulating their staff on the work they are doing. Which is just doing what their job description is.

The Fix: Do not dilute great work. Applaud it when appropriate.

46. Budget Bluster

Your request to buy new technologies is denied because it is “not in the budget” even though it will not only pay for itself but save a ton of money in just a couple of days.

The Fix: Prove your request with the numbers.

47. Razing the Bar

This boss will raise expectations right after the staff tirelessly and exhaustedly reach the next project’s goal.

The Fix: Explain the situation to your boss.

48. Control Freak

They have to have control of EVERYTHING that goes on in the company, even insignificant things.

The Fix: Let go of anything you can let go of and trust your people and processes.

49. Phone Home

The boss likes to call at late hours without regard to your time.

The Fix: Inform everyone that your home time is personal, and you will answer as soon as appropriate.

50. Make Them Pay

Making vendors have to beg and hound to get paid just because they get a power rush.

The Fix: Treat vendors as an integral part of your organization. There is never room for a control freak.

51. Paying Forward

Managers spend the extra money left in their yearly budget on almost anything to exhaust the funds so their budget will not be cut for the next fiscal year.

The Fix: The company should monitor these purchases and prevent this waste that only hurts its bottom line.

52. Ping Pong Bosses

One boss tells you to do one thing only for the other one to contradict them. It is causing a great deal of frustration and stress.

The Fix: Assign clear roles of who reports to who so there is never a doubt.

53. When the “Cat” is Away

The staff start to waste time as soon as the boss leaves sight. This lack of action affects the overall productivity and morale of the office.

The Fix: Always have a person in charge that is responsible.

54. Bad Ass

They do a half-ass job giving you the details for an assignment to give you grief for not doing a good job.

The Fix: The manager should always be clear and not in a hurry to give their directions.

55. Tales from the Crypt

Those who send emails that are not well thought out omitting essential facts that immobilize those in the receiving end. Their lack of not taking a minute to do it right costs the company hours of frustration on the back end.

The Fix: Don't send cryptic emails. Take the time to do it right.

56. High and Low

These are the high priority projects with low budgets.

The Fix: Management should plan by allocating the right amount of time and money.

57. A Review with a View

These women wear low cut blouses when it is time for their annual review with their male boss.

The Fix: Learn to lean on your skills and not your thrills.

58. The Untouchables

When anyone in the company makes a mistake, the boss will say they screwed up. When the boss makes a mistake, they claim it is a “Marketing Test.”

The Fix: To err is to be human. Employees prefer to work for a Human Being vs. a lying machine.

59. The Power Trip

Pontificating exec barking orders as they look back as they walk away, causing them to trip.

The Fix: Watch where you are going. Otherwise, you will have a nice trip, and see you next Fall.

60. A Working Vacation

Even when they finally take a vacation, they cannot untether from work. These workhorses are continually checking and responding to emails and working on projects. Without the proper rest, they drag their cranky souls back to work, leaving themselves and their family all stressed out.

The Fix: A vacation is a time off. The only people who are doing time are in prison.

61. Pronouncing your Sentence

The boss announces when projects will be completed, instead of first asking if that is possible.

The Fix: Best to ask those working on the assignment if the deadline is reasonable.

62. Executive Privilege

Top brass informs all the staff not to have any sexual harassment of any kind, but that does not stop them from doing so.

The Fix: Leaders lead by example, not by being hypocrites.

63. Square Peg, Round Hole

Boss asks for impossible things to be done that stressing everyone out.

The Fix: Best to politely inform the boss of the situation so you can avoid the stressful situation.

64. Ping Pong Bosses

Two bosses counter-act each other's order, confusing employees.

The Fix: Two is not better than one when it comes to being in charge.

65. Making Everyone Sweat Their Details

These stressed micro-managers get consumed in the silliest details and miss the big picture.

The Fix: Turn off your stress then you will be able to the mountains of opportunity.

66. Ego Maniac

These Egocentric bosses are so big they have trouble fitting through the door. Their solution to every problem is to get wider doors.

The Fix: Don't try to reason with unreasonable people.

67. Lamb Chops

These uncaring bosses are willing to sacrifice their staff for them to advance.

The Fix: Find another boss/job.

68. Butt Chewer

These cranky managers chew everyone out no matter what they do.

The Fix: You get more flies with honey than a stick.

69. Just One Mo Thang

These overzealous micro-managers keep making one tiny, insignificant change after another after the project is completed. They feel empowered by their ability to do so, but it drives everyone else crazy.

The Fix: If you can stick a fork in it, you need not be in management.

70. Getting Undressed in Public

These hot-tempered boss goes around scolding co-workers in front of others, causing them to be embarrassed and humiliated.

The Fix: Doors are put on offices for a reason. Use them wisely.

71. The Untouchables

These people never get fired no matter how poorly they perform because of “what” they have on the boss.

The Fix: If you lead right, you will not have any dead weight left.

72. The Chosen Screw

Companies that pay the three vendors on time they use as a credit reference and slow pay all the other vendors.

The Fix: Accountability starts with your accounting department.

73. Paying No Attention

Businesses that ignore vendor’s calls regarding payment of their outstanding invoices.

The Fix: Failure to communicate with your vendors is rude and unprofessional.

74. The Upper Crust

They go around flashing the fact that they earn significantly more than their co-workers.

The Fix: Remember, the Upper Crust are the crumbs that are held together with their own dough.

75. Making Up is Hard to Do

Bosses make up work, so employees have something to do

The Fix: Managers should manage the workflow and have it align with staffing needs.

76. Ego Maniac

Managers keep hiring staffers not because they need them but to have the largest department in the company to feed their ego.

The Fix: There is no room for ego in successful companies..

77. Not Raising Expectations

These bosses will let employees work year after year without ever giving a thought to giving out raises.

The Fix: Workers are worthy of their efforts and should be compensated as such. It might be time to rise and find another job.

78. Personal Accountability

The company owner went on a personal spending spree buying luxury items and is forced to make drastic financial cuts at work due to their lack of foresight.

The Fix: Owners need to take ownership of their finances.

79. Skirting the Issues

These attractive women are hired solely based on their looks and are not given any real work.

The Fix: Eye Candy does not contribute to sweet success in business.

80. A Million Ways to Sunday

Boss barges in on a Friday and asks for many things to be done and expects them completed on their desk first thing Monday.

The Fix: Tell the boss to get off the sauce. They need to be realistic.

81. Hurry Up and Wait

The boss keeps telling you the rush project is coming but make you wait until it is the last minute.

The Fix: Politely inform the boss that you are tired of playing ketchup and to relish your workload.

82. Bottomless Fries

Bosses will keep adding more and more on projects on their subordinates until they burn out.

The Fix: Politely inform the boss that you are tired of playing ketchup and to relish your workload.

83. In Decision Maker

These managers cannot decide on anything. They hem and haw, causing morale problems.

The Fix: Realize you are in over your head, and you may need to step down or get help.

84. A Stiff Ride

The owner refuses to pay employees and vendors but still drives an expensive luxury car.

The Fix: If the boss is driving you crazy, it may be time to flew the coop.

85. Is It Done Yet?

The boss just gives you a huge assignment and then asks if you have finished it. They are not kidding.

The Fix: Inform your boss that you are not a microwave.

86. Zig Zag

Bosses keep changing their minds making the employee's heads spin.

The Fix: Politely inform the boss that being a zig zag is a drag.



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PODCAST

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The Stress Free Diet understands that most people make unhealthy food and lifestyle choices because they are in a Stress Response. (Flight, Fight or Freeze) This response causes them to crave and reach for foods that will give instant gratification but leave them dealing with extra pounds and low energy issues.

The Stress Free Diet combines stress prevention and nutritional education that will finally set you on course to be the weight you desire and the turbo-charged energy that accompanies it. Check out all the parts of the Stress Free Diet below and all the additional parts that are added each week. All FREE! Available everywhere you get your podcasts. Visit: StressFreeDiet.com

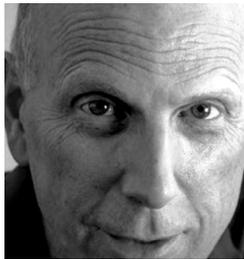


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MATT RUSH

Matt Rush is known to say, “Life is good but, when you can get over yourself and release stress, it’s way GOODER!” From the time Matt was in the eighth grade, he knew his life’s ambition was to help others become more than they ever thought possible. Since then, his speeches, seminars, and coaching have inspired thousands around the world. After living in the corporate world’s rat race, Matt’s mission evolved into helping people live a stress-free life. Matt and his wife Katy live in West Texas.



RICH TAYLOR

After working in the fast-paced advertising business for over 40 years, Rich discovered he had been using stress as his motivation. While effective to make the next deadline, stress can have significant adverse side effects. Through his experience, Rich discovered how to live 100% stress-free. His goal is to help others achieve the same powerful life-changing results, where you can wake up each day filled with love, joy, peace, and a sound mind.

Rich and his wife Donna live in Tampa, Florida.