



Simple Rules for Managing in a Time of Crisis

In today's world it seems that a crisis can occur at nearly any moment and without warning. Dot-com bubbles can burst, Sunday evenings can segue into Black Mondays, and financial giants can collapse right before our eyes. How your company acts and reacts in times such as these can be very consequential.

A few rules to go by when operating in a time of crisis:

Project and maintain a sense of calm

Difficult times often lead to high-pressure situations, and when pressure causes you to become rattled, panic can become contagious. Operating in a state of fear or anxiety can wreak havoc on the workplace. However, projecting a sense of calm can also be contagious. This will help maintain a sense of continuity throughout the work environment; a sense you have managed through difficult times before and better days will come.

Verify the completeness and accuracy of the information you receive

As simplistic as it sounds, ensuring the completeness and accuracy of the information that you're going to rely on is possibly the single most important thing you can do in a time of crisis. It is a task that must not be overlooked. It is important to play a hands-on role in figuring out what information will be required, how it will be obtained, its relevance, and how it will be used. Making the wrong decision based on inaccurate information can produce devastating results.

Manage yourself first

Of course, none of this will be easy – or might not even be possible at all- if you don't take care of yourself first. It can often be all too easy to get swept away in current events, especially in times of crisis, and high stress levels often lead to poor decisions. Don't be afraid to put limits on your workday; fatigued bodies and minds don't function well. Make sure to get enough sleep and make time in your day to spend with your family and/or friends. It is also important that you don't abandon your exercise routine. Exercising helps keep the mind sharp and aids in restoring a sense of calm.