

## Quick Guide: Handling Change

Change is endless and constant. Everything changes and will continue to do so. To thrive in life we must therefore be able to deal with the level of discomfort it usually brings. There are always some unknowns with change, even if you have decided to make the change yourself. So here are the **top ten tips** to help you handle change and develop a level of resiliency to it:

1. **Adjust your mindset.** Take some time to think of the opportunities the change will bring instead of wishing to maintain the status quo.

2. **Recognise which stage you are at** and aim to move forward to the next. Are you looking back to the past, accepting the situation or working toward the new norm? Remember too, that you will eventually look back on the new norm!

3. **Keep sight of the long term vision**, not what the change causes short term. Consider how you will see your situation in a year's time.

4. **Consider your existing skills and qualities.** If necessary do a SWOT analysis (strengths, weaknesses, opportunities and threats.) What skills and qualities can you bring to this new change? What opportunities are there for new learning?

5. **Talk to other people.** There is fear in change because it involves something different replacing the familiar. The more you talk about it, the more familiar it will become.

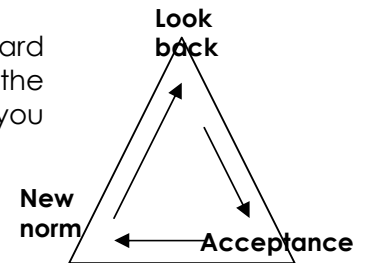
6. **Focus on the similarities**, rather than the differences that this change will bring. This helps you look forward to the change as you can see easier where you fit.

7. **Get involved.** Activity engaging in change – rather than being a passive observer – helps you identify opportunities and take back some control over change.

8. **Be positive in actions and attitude.** Being optimistic can help you deal with the uncertainties of change. This can be contagious for your co-workers, too, and you will improve your profile.

9. **Maintain your network of contacts** both inside and outside of work. If you hide yourself away or withdraw into your shell, you will lose any opportunity there may be to share ideas and forge a plan.

10. **Don't resist change** - it's stronger than you! Trust in your ability to adapt and be flexible, and today's change will be tomorrow's norm.



**Compiled by Des Whitehorn**