

Strategies for Managing Change



1. What Information do I need?
 2. What are my resources?
 3. What are my options?
 4. What do I want out of the change?
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Common Behavioral Responses to Change

- Difficulty in taking initiative
- Decreased motivation
- Decreased communication
- Resistance to change
- Isolation/withdrawal



Emotional Responses



- Denial
 - Fear
 - Anger
 - Apprehension
 - Anxiety
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Self-Care/Stress: Ten Timely Tips

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Tip #1

Take 40 Deep Slow Diaphragmatic Breaths Each Day (Spread evenly throughout your day not all at once at the end of the day or you might hyperventilate.) You can benefit from associating the deep breaths with some common work occurrence such as the telephone ringing or clock watching.

Tip #2

Use Regular Relaxation Periods for Work Breaks. Try fifteen to twenty minute periods of (hopefully) undisturbed time away from phone and/or family. Commit to using this for four to six weeks to begin to see the benefits.

Tip #3

Get Regular Exercise. Aerobic activities such as walking, jogging, swimming, biking, etc. for 20 minutes 3 times per week is minimum. Recommended is 30 minutes or more, 4-6 times per week. But do not hurt yourself!

Tip #4

Eat Sensibly. Avoid Caffeine. Do Not Cope With Stress by Using Alcohol or Drugs. If you are stressed out, caffeine is like throwing gasoline on a fire to put it out!

Tip #5

Get Focused on New Directions and Regular Planning. Give yourself positive options if you feel trapped. Plan for growth in all aspects of your life not just work and finance (family/relationships, spiritual interests, creativity, vacations, hobbies, etc.)

Tip #6

Use and Develop Your Humor! Positive Attitudes Really Help! Difficulties, when viewed as opportunities for growth and proving your abilities, are less harmful. But do not bury your anger, fear or sadness.

Tip #7

Protect Yourself From Negative Co-Workers and Relationships! Do not get caught up in other people negative thinking or let them rip off your peace of mind and positive energy. Take good care of yourself!

Tip #8

Get Back In Control! If you can not control all the people and situations that happen around you.... at least you can control the way you respond!

Tip #9

Give Sincere Compliments Freely and Smile! Be positive and let it shine on all that surround you. It will come back many times more.

Tip #10

Learn to Really Listen! It is the best communication technique that you can develop!

How Flexible Are You?



Respond to each statement frankly, assigning the letter that most accurately describes your behavior or situation as it actually is - not as you would like it to be or think it should be. Candid answers will give you the most reliable feedback and help you increase your flexibility.

A
Almost Always

B
Sometimes

C
Rarely

D
Never

1. It is important for me to have a place for everything.
2. I make strong demands on myself.
3. I feel uncomfortable when I have to break an appointment.
4. When leaving home, I find that I have to check and recheck doors, lights, windows, stove, etc.
5. It bothers me when people do not put things back exactly as I left them.
6. I think it's a good idea to plan and schedule activities very carefully.
7. I get upset if things do not go as planned.
8. After completing a task, I have doubts about whether I did it right.
9. I do certain things over and over even though I know it is pointless to do them.
10. I don't dwell on my problems too long.
11. I worry about a lot of things.
12. I react quickly to unexpected situations.
13. I am meticulous and orderly with most of my possessions.
14. I strive for perfection in what I do.
15. I don't care if people laugh at my ideas.
16. I feel I miss out on a lot of opportunities because I don't act quickly enough.
17. I find time to relax and simply do nothing.
18. I move, walk, and eat rapidly because I don't like wasting time.
19. I go back and forth searching for the right decision.
20. I'm very punctual.
21. Stress makes me disorganized.
22. I like to make lists of my daily tasks and activities.

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How Flexible Are You? (Continued)

A **B**
Agree **Disagree**

- ___ 23. I often feel anxious or apprehensive even though I don't know what has caused the worry.
- ___ 24. I frequently get angry or annoyed at others for not keeping on schedule with plans we've made.
- ___ 25. I seldom act without thinking.
- ___ 26. I sometimes get a kick out of breaking the rules and doing things I'm not supposed to do.
- ___ 27. I tend to dwell on things I did but shouldn't have done.
- ___ 28. I'm frequently tense or nervous.
- ___ 29. There is frequently a discrepancy between the way I want to behave and the way I actually behave.
- ___ 30. My work tends to pile up so much that I have difficulty completing it.

How to Score

Add up your points based on the answer key below:

1.	A)5	B)3	C)2	D)1	16.	A)6	B)3	C)2	D)1
2.	A)6	B)4	C)2	D)1	17.	A)1	B)2	C)4	D)7
3.	A)4	B)3	C)2	D)1	18.	A)7	B)4	C)2	D)1
4.	A)6	B)4	C)2	D)1	19.	A)7	B)4	C)2	D)1
5.	A)6	B)4	C)2	D)1	20.	A)6	B)3	C)2	D)1
6.	A)7	B)4	C)2	D)1	21.	A)7	B)4	C)2	D)1
7.	A)6	B)4	C)2	D)1	22.	A)5	B)3	C)2	D)1
8.	A)5	B)3	C)2	D)1	23.	A)6	B)1		
9.	A)6	B)3	C)2	D)1	24.	A)5	B)1		
10.	A)1	B)2	C)4	D)6	25.	A)6	B)1		
11.	A)7	B)5	C)2	D)1	26.	A)1	B)6		
12.	A)1	B)2	C)4	C)6	27.	A)7	B)1		
13.	A)6	B)3	C)2	D)1	28.	A)6	B)1		
14.	A)7	B)4	C)2	D)1	29.	A)6	B)1		
15.	A)1	B)2	C)4	D)7	30.	A)6	B)1		
