












## EMPLOYEE SERIES

### Tips for managing change

-  **Avoiding the unavoidable.** While your instinctive reaction to change may be resistance, denial and/or avoidance, these responses are not productive and will not stop the change from occurring. The more you resist and avoid the change, the less energy you will have for the task at hand.
-  **Accept the situation.** The sooner you are able to accept the change the smoother your transition. Acceptance starts with allowing your emotions such as fear, anxiety, frustration, despair, anger and/or excitement to just 'be' rather than struggling with them. These feelings are normal so be kind to yourself when experiencing these emotions.
-  **Find the positive.** During change try to focus on the new opportunities and potential benefits. Remember that for most people change has satisfying outcomes such as learning new skills, even if the journey along the way is difficult.
-  **One change at a time.** Several changes all at once can feel overwhelming. You will feel less overwhelmed when you are more organised and able to manage the finer details. Start by making a list of what needs to be done to implement the change and deal with one aspect at a time.
-  **Purpose and meaning.** Processes and team structure may change, while the meaning and purpose of your work often remains the same. Holding on to what is most important in your work will reduce the turbulence often experienced during change.
-  **Be empowered by taking control.** Try not to allow a sense of powerlessness to become overwhelming. While there may be aspects of the changes that you cannot control, there are many that you can. Focusing on how you can make it work for you can have a big impact on how you will experience change.
-  **Connect with others.** Positive relationships with others are vital during this time. It may also be helpful to talk with others who may have undergone similar changes and to find out how they dealt with them.
-  **Be mindful.** Others around you may be having a similar experience but be coping with it in different ways. Give each other the space and support to move through this period of change.
-  **Look after yourself.** Investing in self-care activities during times of change is vital. This can include maintaining a balanced healthy diet, regular exercise, meditation and accessing your support networks. These are revitalising processes that can remain constant no matter what else is happening in your life.