





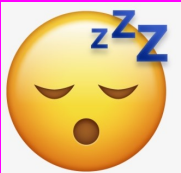


Tools for Leading Change



<p>Write it down</p> <p>Sometimes you can be confused by your own reaction to change, try writing it down how you are feeling. By simply taking the time to document your responses can help you focus and become more aware.</p>	
<p>Take time to think</p> <p>It's difficult to think about how you are feeling unless you take some time out. Take some quiet time alone every day if you can. Perhaps arrive at work 20 minutes early or go for a wellbeing walk.</p>	
<p>Acknowledge your reactions</p> <p>If you are feeling unsettled because familiar and trusted colleagues have changed roles or department it's important to take the time to acknowledge the loss that you feel, and not to pretend that you aren't affected.</p>	
<p>Set aside time for worry, or just to let your frustrations out</p> <p>If you are especially worried or frustrated, set aside some time to express your concerns. Many find that discussing concerns with a colleague or friend helps them to move forwards.</p>	
<p>Avoid spending time with consistently negative people</p> <p>Grumbling and complaining are natural and healthy and it is important to share frustrations in a constructive way. However, too much negativity can affect your morale and is also contagious. Try to limit your discussion of work problems to one or two trusted colleagues, who like you are trying to make the best of things.</p>	
<p>Try to maintain routines at work and home</p> <p>Letting normal routines go can make you feel more de-motivated. Focus on the things you can control, like regular activities. These can help you stay calm and focussed.</p>	
<p>Remember that work isn't your entire life</p> <p>Being involved in other activities outside of work can help you put your work life into perspective. Physical activities can also help you burn any nervous energy that you might otherwise spend worrying about work.</p>	
<p>Develop a relaxation method</p> <p>What do you like to do that absorbs you and takes you away from work? Whether it is sports, walking, reading or cooking—make this a consistent part of your life.</p>	
<p>Get plenty of sleep</p> <p>Sleep deprivation can reduce your threshold for change, making you more vulnerable to worry and anger. Swap an hour watching TV for an early night or a relaxation exercise to change how you feel the next day.</p>	
<p>Eat well, take care of yourself and exercise</p> <p>If you are well nourished and physically strong you will have more energy to meet the challenges of change.</p>	