

## STEPS TO MANAGING CHANGE

1. Sort out and list what you really stand to lose because of the change. Listing will ease our fear of the unknown and help us to become more future focused.
2. List what you could gain by the change. Choosing your attitude plays a significant role in helping us move ahead. Attitude is powerful. Make sure this list is longer than what you stand to lose. "Change your thoughts and you change the world."
3. When experiencing one significant change resist changing anything else. Studies have shown that too many changes set us up for illness and accidents.
4. Don't be surprised with your unreasonable emotions and behavior especially targeted to those who are closest to you emotionally. Warn those folks! Help them understand what you are experiencing. The emotions are an automatic chemical reaction in the brain, which effects attitudes, perception and a sense of well-being.
5. Avoid "poison" people. You may have to avoid the 6:00 news! Surround yourself with individuals and situations, which will influence the optimism you're hoping to achieve.
6. It is essential that you take care of yourself. Proper diet and exercise is you first line of defense and helps in managing the stress that always accompanies change.
7. Subtract smoking, drinking, overeating, and caffeine.
8. Motivate yourself to the hilt. Remind yourself of your accomplishments. Allow yourself extra time to relax, read the newspaper, take the long bath. You've worked hard and deserve it. Ask yourself this serious question: "What do I do to have fun?"
9. Find ways to gain control and order in your life. At work, focus on short-range goals. At home, take time to clean up the clutter and messes. Complete some of those projects you started.
10. Many time people will put their entire lives on hold waiting for the change to unfold. Routine in you personal life helps to buffer the stress on the job.



One of the best coping mechanisms is talking to someone. Negative "venting" and anger are some of the hazards. When you're feeling overwhelmed and need to sort out the impact of the change, remember that CONCERN Services is available at 513-891-1627 / 800-841-5002 or by logging onto [www.ak.concernservices.com](http://www.ak.concernservices.com).