

# PROACTIVELY MOVING THROUGH CHANGE

Effectively moving through change is an important skill to master. Change is inevitable and having tools to reduce challenges and move forward productively is valuable both for you and your team. These six behaviors will provide guidance and action to help you thrive through change.

## 1) STAY GROUNDED IN WHAT YOU KNOW

In uncertainty it is tempting to create your own narrative. Don't make assumptions, stay grounded. Seek to understand the "why" behind the change and ground yourself in it. Avoid labeling and judgement of the changes. Replace assumptions with questions to be able to learn and understand more.

### Reflection questions:

- What do you know for certain about the changes?
- What is the "why" for the changes?
- What is unclear that you want to ask?
- What can you influence? What is out of your control? (Reality Audit Exercise)

## 2) PROCESS YOUR EMOTIONS

At any moment we all have multiple changes happening in our lives. Each change, no matter how small, requires our thought and energy. Everyone's change journey is different. Recognize that you are going through change, accurately identify your emotions and give yourself permission to feel them.

### Reflection questions:

- How are you feeling about the change?
- What are you hopeful for/fearful of? (5 mental blocks resource)
- Based on how you are feeling, how is that showing up?
- How do you want to show up?

## 3) COMMIT TO SELF-CARE

Self-care is one of the most important things you can do. Focus on your whole self. Find ways to move your body and stay physically and mentally intact. Practice meditation, try cultivating gratitude and spend time doing the things you love that restore your energy. Have empathy for yourself. Practicing self-kindness is just as important as having empathy for others.

**Reflection questions:**

- What are your values?
- What do you need to care for yourself?
- What has helped you through change in the past?
- What is one action you can take to help relieve stress?

Research shows that practicing gratitude builds resilience and helps you move through change. Gratitude is about noticing and acknowledging the good in life. Focus on the things that bring you joy and let go of the things that don't.

How can you find ways to find cultivate gratitude? Some examples include making lists of what you're grateful for, writing thank you notes, or reaching out to appreciate someone who has impacted you positively.

## 4) IMPACTING OTHERS & PRACTICING EMPATHY

When practicing empathy, we all have different needs. Start by listening. Connect to the other person's emotions and acknowledge how they are feeling. Everyone will have different experiences that shape how change and uncertainty might be affecting them. Respect others' journey through change. Being self-aware and demonstrating empathy will help build trust and allow others to feel heard and included as we move through change.

How we show up for each other matters. Trust is built in the small moments. Put aside your own judgements, viewpoints, and biases. Be present. Focus on listening, understanding other perspectives and how others are feeling. Respond with genuine care and connection. Be aware of how your behavior impacts others.

**Empathy looks like:**

- Actively listen when others are sharing
- Ask questions to better understand perspectives
- Be thoughtful about ways to help others feel included
- Speak for yourself, not for others — use "I" and "me" statements instead of "they," "we," and "you"
- Create space for everyone to share
- Be aware of your behaviors and emotions and how they show up for yourself and others.

## 5) MAINTAIN CONNECTION

We are all wired for human connection. Staying connected to others is critical in the midst of change. There is a sense of security when we feel like we are all in this together. Don't go dark. Find ways to connect virtually with your manager and your team. Spend time with your network and the people that matter most to you. Help create a positive flow of energy for yourself and for others.

Share how you are feeling with others. Be authentic in the way you communicate how the changes are affecting you. Stay connected to your manager, your team and your work community.

## 6) KEEP MOVING FORWARD

Embracing and moving forward through change is an important skill to master. In a fast-paced environment, we know that change is constant and ongoing. Managing through ambiguity and uncertainty can be uncomfortable. Choose your mindset, and be intentional about how you are showing up.

With any change there is often an element of uncertainty. Having the ability to take action without knowing a lot of details is an incredibly useful skill. You can learn to be comfortable with the discomfort of change. Push past the fear so that you can be present and confident to make decisions and move forward. Moving through uncertainty and taking risks leads to growth.

Remember that along the way, you will make mistakes and it is important to understand that mistakes are part of learning. Extend that grace to others as well. Growth never feels perfect, don't hold expectations of perfection.

### **These steps will help create maintain momentum:**

- Align with your manager on your priorities and what needs to get done
- Ground yourself in the work and create a plan
- Define what you need to stay motivated
- Reflect on your progress and what you are learning
- Celebrate the wins, both big and small.