

CHECKLIST
“HOW TO HANDLE A MAJOR CHANGE EVENT AT WORK”

X	ACTION TO TAKE	COMMENTARY
	Recognize your fear of change – FUD (fear, uncertainty and doubt)	It’s normal to be worried. But, don’t worry about things you can’t control
	Know how transitions work - have realistic expectations	Talk with others who have been through significant periods of change in their career. What’s been their experience? Get the right points of reference
	Have confidence in yourself and your ability - don’t assume things	Typically, you are your own worst enemy. Don’t sit back and assume you know what’s going to happen. Dig out the facts and act appropriately
	Talk with a confidant – don’t keep it inside	Find someone you trust to talk with about your challenges, concerns and how to overcome them
	Have regular talks with your manager – get their perspective	Provide insights on the changes, how they might affect you and what they believe might happen
	Think and act positive – avoid negative conversations	Don’t encourage negative office conversations or comments. Limit time on social media sites
	Be supportive not combative – be part of the solution not the problem	Be a constructive force not destructive one. Don’t be a devil’s advocate. Offer positive alternatives and ideas in support of the change
	Make your presence known – don’t hide under your desk	Communicate, communicate, communicate
	Learn how to escape – find distractions to help manage the stress	Treat yourself - take time to recharge. Long weekends or days off. Relax with techniques like meditation, Yoga, deep breathing exercises, hobbies, read a book
	Establish boundaries – when work stops, disconnect	Don’t work 7/24. Turn off your phone and PC. After work ends don’t keep working at home
	Make fact based decisions based – Keep your emotions in check	Be measured and think things through (count to 10) before you act. Make decisions during this period based on what you know not on emotions
	Prepare for the unknown – be proactive, just in case	Update our resume and expand your networking activities. Be ready to act if something unexpected happens
	Either get on the train or get off – make a decision	When you have tried your best to adapt but you are still not able to work it out, you may need to find another career opportunity. Don’t fight it, move on