

Coping with **change** at work – six tips to help you.

Whether in work, business, or life – change is constant and inevitable.

In many scenarios change is easy to accept and deal with. But, at the time, the prospect of change can feel daunting. Particularly if you've been used to something being a certain way for a while. Or if you've had negative experiences of change in the past.

The benefits of dealing with change well

Having strategies to help you cope when change occurs can be helpful in the long run. You'll experience less stress when change happens. You can look for the positive aspects that change can bring. And you can avoid any dips in productivity that can occur when struggling through change.

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1

Be able to **accept** it

Companies succeed by evolving to meet customer needs and overcome challenges. So, change at work can be a positive reflection of this in action. Most change you cannot influence. Colleagues will move on. Projects will come and go. There will be new processes, products, or priorities to learn about. Being able to accept this, and especially look for the good that can come from it, will help you to move forward.

2

Ask for help

If you do have worries, it is important to acknowledge them and find ways to deal with them. Find a colleague, manager, or friend who you can chat it through with. For example, they might have a different perspective that you hadn't thought about.

3

Think about what you can **control**

Whatever the change, and however inevitable it may be, you can choose to do certain things to help. If the change feels daunting, break it down into smaller, more manageable tasks. Come up with ideas and solutions that will help you and others navigate the change. Maybe you can learn more about it. Do some reading, ask questions. Think about what you can do to help make the change a success. For example, if you have a new manager – what could you do to make them feel welcome? By helping them instead of being wary of them, you'll give off a great first impression which will make life easier for you in the long run.



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4

Be **kind** to yourself

Change can be difficult and emotional. Give yourself time. Don't ignore your feelings. Listen to them and let yourself deal with them. Adjust at your pace. Realise that your feelings will fluctuate from day to day and to stick with it. Trust your own abilities and strength.

5

Take **time** to reflect

Think of a change you've dealt with in the past. How did you feel at first? How did those feelings change? What are you most proud of in the way you handled it? What can you learn from that experience? Doing this will build your confidence and help you move through it.

6

Get **informed**

If your workplace is offering information about the change, accept it. Emotions can cause us to make incorrect assumptions, which can cloud our perceptions. Knowing the facts will help to counteract this. By getting involved early, you will feel more comfortable sooner. You'll even be able to help others who are behind on their journey. For example, if your office is introducing a new computer system, be the first to volunteer for training. You'll buy yourself more time to get used to it than if you waited.



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