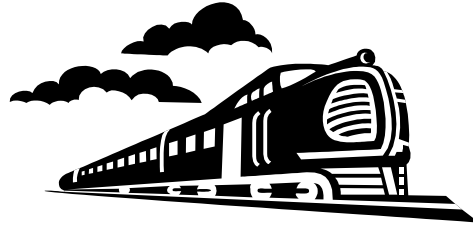


## ALL ABOARD THE CHANGE TRAIN...



DO YOU HAVE YOUR TICKET?™

### INTRODUCTION:

A real train moves from point A to point B with scheduled departure and arrival times. However, in today's fast paced world this *Change Train* only departs, it never really arrives. It may slow down and sometimes change direction but it never STOPS! This train moves faster than a speeding bullet...any attempts to jump off could be deadly.

Being aboard the '*Change Train*' means making the adjustments necessary to staying sane by working with what is, rather than with what used to be. This requires that we make a commitment and develop a plan of action that will allow us to move forward and meet the 21<sup>st</sup> century workplace demands head-on. In order to do this, we must understand and appreciate change for what it is. We must control the controllable (ourselves). We must also rely on the very depths of our characters as our personal safety net, acknowledge the transition stage and take personal responsibility for our physical, emotional and mental well being.

Are you traveling via the *Change Train* or are you on that soul-draining *Fuss Bus*? One screams out live and the other die! If you have been traveling via the *Change Train*! Get ready to cash in on some amazing opportunities. If you're traveling via deadly *fuss buss* look out....you're headed for a crash (refer to **Appendix A**). Let's see how you are doing?

### STEP 1: Understand and accept the five simple truths about change:

- Change management is an oxymoron because you cannot manage change. It is not a manageable force. Change is external which includes the policies, practices, or structures that the organization is attempting to bring about.
- Transition is the state change puts people in. Transition is internal.
- Transition is a major component of dealing effectively with change. If you try to address change without addressing transition, you will set both the organization and its human resources up for failure. Transition is a *psychological transformation* people must go through before the change can work.
- Change is not an event
- The way we run an organization will have to constantly be examined, defined and redefined. Anything that is not *changing* is *dying*.

### STEP 2: Understand that change cannot happen without transition

- *Saying Goodbye*. The first requirement is that people have to let go of the way things used to be including the way that they themselves used to be. They will also have to let go of the familiarity of doing things their way. It's a new day! (includes both rational and emotional aspects of change)

- *Shifting to Neutral.* Even after people let go they may find it difficult to start anew. This second phase is the in-between state that is full of uncertainty, fear of the unknown, confusion, and insecurities. This is where real transformation takes place. This is where I will have to draw on the depths of my character.
- *The NEW.* I'm here now what? Who or what is it that I need to stay connected to in order to prepare myself emotionally, mentally & physically for the next changes and challenges that will occur?

**FACT:** Did you know that when situations are changing, the most important resource that you need to assess, rely upon and manage is yourself?

What has been your stress response? (Please check the appropriate boxes)

- I work longer hours just to keep up
- Whine and complain
- Sleep disturbance because I lie awake at night thinking about what still needs to be done.
- I turn to food for comfort
- I express how I am feeling in a professional way with the appropriate people and offer my suggestions and solutions to decrease my stress level.
- I try to exercise more, eat healthier foods, drink more water and get plenty of rest
- I call on my cheerleaders, mentors, coaches and friends for support
- I think of ways to control the controllable (which includes controlling how I am responding)
- No focus - difficulty concentrating
- I get moody...sometimes I'm mad, sometimes anxious and sometimes I am not sure what I am feeling.
- I just go with the flow...change is all there is so I just look for the best, expect the best and usually get good results!
- I push the team forward, after all our clients come first!
- Other:

### **STEP 3: Utilize your safety net. (Therapeutic Resources)**

**IT'S TIME FOR SELF CARE!** - Emotionally, Mentally, Physically, Spiritually, Socially

- **Pause:** Re-group, refuel and become more in tune with what is happening to you during the transition process. The transformation happening within you could be the vehicle that moves you towards an arena of possibilities. Silence the noise and tap into your abundance of internal resources.
- **Connect-work:** Connect with people who will support you in a positive way i.e. cheerleaders, coaches, mentor, friends. Also connect with those outside your field of interest.
- **Become a Champion of your health and seek cooperative solutions,** approach your boss with solutions! i.e. "I am stressed to the max and here's what I believe could be the solution" (Work/life effectiveness)

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- **Laughter:** Do you still own the gift of laughter? It is now common knowledge that laughter really is the best medicine. Research has clearly indicated that a good belly laugh will lower blood pressure, exercise the lungs, increase oxygen in the bloodstream, and stimulate the production of endorphins, the brains built-in pain killer. (Refer to appendix B)
- **LET GO in order to hang on!** (Release those things that will lead to heart disease, diabetes, sleep disorders, psychological disorders, and immune system deficiencies)
- **Hope & Faith:** Believe in something greater than yourself!
- **Utilize the power of your authentic wisdom**
- **Identify and plug your energy leaks**

MY HEALTH IS MY WEALTH, THEREFORE I AM MAKING A COMMITMENT TODAY TO START DOING THE FOLLOWING THREE THINGS TO PROLONG MY LIFE AND NOT DISEASE IT

- 1.
- 2.
- 3.

**STEP 4: Understand and deal with the new workplace realities:**

- You are much more than your job description. Do not define yourself solely by your job.
- Organizations cannot continue to replicate yesterday's practices to achieve solutions to what is needed in today's work environment. There must be innovation, and innovation means change.
- The most important question that you must ask yourself everyday of your work life is: "What am I becoming?"
- Accept the notion that job security is a thing of the past. The only real security you can depend upon is recognizing your own skills, talents, and abilities and having the courage to utilize them.
- Understand that the illiterate of the future will also include those unwilling to *learn, unlearn, and re-learn* on an ongoing basis. Any change process involves not only learning something new, but also unlearning something that is probably well integrated into the personality and work relationship with others.

**Are you ready to take personal responsibility for your role in staying connected to change?**

## Appendix A

### STRESS



#### THE SILENT KILLER - BEWARE!

Let's Face the Facts:

- Many of the diseases that we die from are NOT due to bugs or viruses that we catch, but due to our lifestyle choices and work-style habits.
- One of the main causes of heart disease is stress.
- Stress is often the result of poor choices that we make- not because of the events that happen to us. To control stress, you need to make better choices over the things you can control.
- Energy leaks can raise your stress level.
- In Canada, 40% of employee turnover is stress related.
- Statistics Canada estimates that the annual cost of work time lost due to stress is \$12 billion a year
- Only 26% of Canadians feel that they know how to handle their stress well
- We all have experiences when our bodies go into a temporary state of high alert. This is what the stress reaction is meant to do; turn on for short periods of time in situations of real or anticipated danger, and then turn off when the danger is passed. Unfortunately in today's world this is not what happens. According to Dr. David Posen, MD, our stress reactions are activated far too often, and by situations that are not physically dangerous or life threatening: rush hour traffic, rude customers, being put on hold, computers that misbehave when you have a deadline. We also react to ongoing situations like heavy workloads, deadlines, job insecurities, financial woes, relationship issues etc. The result is that we switch on our stress reactions much more often, and for much longer periods of time than nature intended. The resulting wear and tear on our bodies is very unhealthy
- Stress reaction lies in your body, not in the *situation*. Your stress reaction is what happens in your body in *response* to those situations
- Stress is good when it protects us in time of danger, or helps us adapt to change, study for exams, work towards a deadline, allows us to be creative and productive but it becomes dangerous when there's too much, when it lasts too long, or when it comes too often.

## Appendix B

### Laugh for no reason...

(The Power of Laughter & Play)



#### Here's what you will reap if you sow laughter and play in your life:

##### Eleven Good Reasons To Laugh For No Reason

- Laughter is a stress buster – it reduces the level of stress hormones
- Laughter strengthens the immune system – the immune system is important in maintaining good health
- Laughter activates the chemistry of the will to live and increases our capacity to fight disease.
- Laughter is anti-ageing – it tones facial expressions. It creates an increase in blood supply to the face and nourishes the face and makes it glow
- Laughter is an aerobic exercise – Laughter stimulates heart and blood circulation and is equivalent to other standard aerobic exercises. Dr. William Fry, of Stanford University, claims one minute of laughter is equal to 10 minutes on the rowing machine. Laughter is an exercise regime suitable for all.
- Laughter is internal jogging – it massages internal organs by enhancing blood supply and increasing their efficiency. Laughter exercises the abdominal muscles and helps to improve muscle tone.
- Laughter is a natural pain killer – Laughter increases the level of endorphins-the body's natural pain killers.
- Laughter can control high blood pressure – Laughter helps to control blood pressure by reducing the release of stress-related hormones.
- Laughter can help reduce depression and anxiety.
- Laughter reduces bronchitis and asthma – Laughter improves lung capacity and oxygen levels in the blood.
- Laughter just makes you feel good and it is the shortest distance between two people.

