



**CHANGE HAPPENS!
QUICK REFERENCE GUIDE**



Change Happens!

Keep your mind open to change at all times. Welcome it. Court it. It is only by examining and reexamining your opinions and ideas that you can progress.

-Dale Carnegie

By embracing the following concepts, you will enjoy more happiness, increased job satisfaction and you will begin to see change as a positive force for success. You will also serve as a role model to others dealing with change!

- Expect change.
- Keep an open mind when change is introduced.
- Embrace change in both spirit and behavior.
- Listen carefully before drawing conclusions.
- Actively communicate ideas for change to influencers and/or decision-makers.
- Focus on positive possibilities.
- Face change with self-confidence.
- Recognize that positive change toward increased diversity begins within.
- Understand that progress means change.

When you are through changing, you are through.

-Bruce Barton

- Ask appropriate questions for clarification about change.
- See changes as opportunities.
- Take responsibility for reducing stress by not fighting change.
- Set goals related to each change you face.
- Create positive change from lessons learned.
- Soar with strengths to deal with change.
- Recognize that while familiarity may be comfortable, it does not promote growth.
- Recognize that with change comes uncertainty.
- Remember that you only have two choices - try or not try to make things better.
- Understand that change is a constant.

Progress is a nice word. But change is its motivator and change has its enemies.

-John F. Kennedy

- Use your sense of humor to relieve stress related to change.
- Help others prepare for change.
- Accept bad news when necessary.
- Do not fear change; embrace it.
- Be the voice of optimism when encountering “victim mentality” pity parties about change.
- Fully process information before reacting to it.
- Be ready to face the friction that may come with change.
- Recognize that prioritization can be a moving target.
- Stay calm when faced with change.
- Let go of the old ways and embrace the future.
- See change as an imaginative adventure.
- Recognize that embracing change starts within.
- Choose the Zen way – breakthrough rather than breakdown.
- Recognize that even positive change has drawbacks.
- Keep going, even when change is challenging.

If you don't like something change it. If you can't change it, change your attitude. Don't complain.

-Maya Angelou
