Managing Change at Work

Here are some common problems that people experience during times of change. If any of these apply to you, please take a moment to read some steps you can take to manage these problems.

* Fatigue                                            * Frequent Headaches
* Concentration Problems                 * Absenteeism or Tardiness
* Panic                                               * Frustration
* Crying Spells                                  * Helplessness
* Sleep Disturbances                         * Despair
* Changes in Appetite                       * Irritability
* Depression                                      * Lack of Trust
* Anxiety

How to Deal With Change

➤ Accept what you cannot change. Expect to go through the following stages during this time: *denial, resistance, exploration* and finally, *acceptance*.

➤ Get used to the idea that change may become the norm rather than the exception in the future.

➤ Try to discern what is causing your reactions – new responsibilities, a change of work environment, lack of control over specific situations, fear of the future or general anxiety. What can you do about each of these situations?

➤ Talk about your feelings and share your thoughts with someone supportive.

➤ Take care of your body. Eat well, get enough sleep, exercise and avoid drugs and alcohol.

➤ Seek out things that have provided you with stability in the past.

➤ Pace yourself. Slow down. Set priorities. Take one step at a time.

➤ Take breaks. Do nurturing therapy for yourself – walk, read or sit quietly and relax.

➤ If you need help – get it. Contact the County Employee Assistance Program or a trained professional.

➤ Try to keep a positive attitude.