

# Adjusting to Change



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**DALE CARNEGIE®  
TRAINING**

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# Adjusting to Change

## Highlights of your past:

1. \_\_\_\_\_ 1 2 3 4 5
2. \_\_\_\_\_ 1 2 3 4 5
3. \_\_\_\_\_ 1 2 3 4 5
4. \_\_\_\_\_ 1 2 3 4 5
5. \_\_\_\_\_ 1 2 3 4 5
6. \_\_\_\_\_ 1 2 3 4 5
7. \_\_\_\_\_ 1 2 3 4 5
8. \_\_\_\_\_ 1 2 3 4 5
9. \_\_\_\_\_ 1 2 3 4 5
10. \_\_\_\_\_ 1 2 3 4 5

I. Each event created change in your life, (rate the degree of change: 1=Low, 5=high)

II. How many were planned for? \_\_\_\_\_

III. How many were surprises? \_\_\_\_\_

IV. Overall how did you handle these life changes?

Poor

Fair

Good

Outstanding

# Adjusting to Change

Attitudes that people display when faced with change:

## Work Related

## Personal

- Fear
- Anger
- Excitement
- Don't Care
- Not Again
- Why Me?
- Indifference

# Adjusting to Change

## Examples of Visible Changes:

- Children growing
- Adults maturing
- Seasons changing
- Makes and shapes of autos
- Clothing styles
- Architecture
- Technology
- Countries and borders
- Political beliefs
- The Arts

Which of these changes impact us the most? \_\_\_\_\_

\_\_\_\_\_

Which of these changes do we have control of? \_\_\_\_\_

\_\_\_\_\_

## Examples of Invisible Changes:

- Attitudes and viewpoints
- Feelings about others
- Self image
- Expectations of others
- Trust
- Mistrust
- Learning and understanding
- Enthusiasm and passion
- Beliefs and faith
- Acceptance of ideas

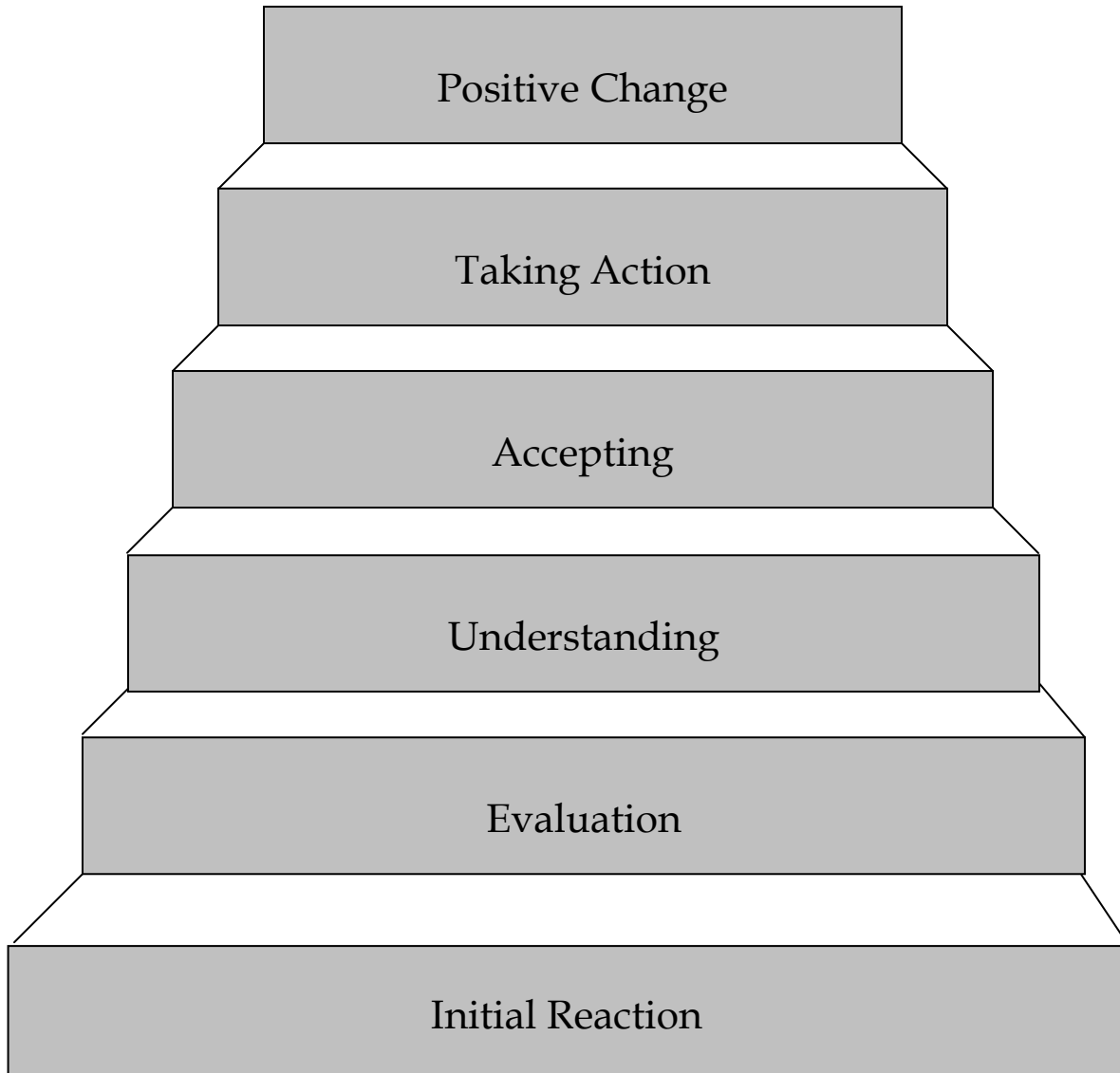
Which of these changes impact us the most? \_\_\_\_\_

\_\_\_\_\_

Which of these changes do we have control of? \_\_\_\_\_

\_\_\_\_\_

## The Steps of Change



Think of an example when you went through all six steps:

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Think of an example when you did not take all six steps and became frustrated:

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What was the difference?

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*If you don't like something, change it; if you can't change it, change the way you think about it. –Mary Engelbreit*

## **Tips to Successfully Deal with Change:**

1. Adjust expectations
2. Build relationships and networks
3. Exercise patience
4. Show gratitude
5. Be adventurous
6. Practice forgiveness
7. Choose a positive attitude
8. Utilize stress reduction techniques
9. Nurture yourself
10. Demonstrate generosity

*Change yourself, change your fortunes.*

--Portuguese Proverb

Create an acronym with your team. For example:

<b>C</b>	Courage to change what we can
<b>H</b>	Honest with ourselves
<b>A</b>	Accountable to ourselves and others
<b>N</b>	New ways are good
<b>G</b>	Generous with our time
<b>E</b>	Enthusiasm is key

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*“The person who goes farthest is generally the one who is willing to do  
And dare. The sure-thing boat never gets far from shore.”*

-Dale Carnegie

# Adjusting to Change

C's that make change easier:

**C** **HARACTER** (Trustworthy)

**C** **ONFIDENCE** (Belief in yourself)

**C** **ONSISTENT** (Not moody)

**C** **HALLENGE** (Will rise to the occasion)

**C** **REATIVITY** (change ignites right brain thinking)

**C**

**C**

**C**

**C**

Which is your strength?

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Which is your challenge?

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