Managing Yourself during Times of Change

Designed exclusively for the 19th Annual UW-Madison Conference for the Office Professional

Moving Toward Peak Performance

April 29, 2009

*Our mission is to enhance your performance, increase your value and create the results you need to be a success through providing uncommon inspiration, education and tool for remarkable transformation!*
Agenda for Today’s Session

- Welcome & Introductions
- Our Changing Lives
- Elements of Excellence
- Defining Change
- Circle of Control
- Phases of Change
- Create an Action Plan
- Have fun! 😊

Our Changing Lives

To get the most out of this session, please take a moment to identify some of the changes (no matter how in/significant) you are experiencing:

Professional Changes:__________________________________________________________

__________________________________________________________

Organizational Changes:________________________________________________________

__________________________________________________________

Personal Changes:__________________________________________________________

__________________________________________________________

Assessing the Situation:
What do you *think* about these changes?________________________________________

How do you *feel* about these changes?________________________________________
“Do not go where the path may lead, go instead, where there is no path and leave a trail.”

Ralph Waldo Emerson

Our Changing Lives: Individual Activity

Creating a time line for your life, identify five significant changes in your personal life. (Examples may include birth, death, marriage, divorce, starting or closing a business, financial success or bankruptcy, new job, fired from a job, lost a job, graduated from high school/college, built a home, moved, fire, flood, vacation, relationships....)

Birth ................................................................................................................................. Today

Group Activity:

What made the changes above difficult? ________________________________

__________________________________________________________________________

What was the key to your success? ________________________________

__________________________________________________________________________

How did you feel before, during and after the changes? ________________

__________________________________________________________________________

How were the other changes going on around you affecting your ability to deal with the changes? ________________________________

__________________________________________________________________________
Defining “Change”

What is change?

Webster’s definition:

What does change feel like?

What is the pace, or rate, of change in today’s world?

How does change affect you?

What are some stress signals of change?


Circle of Control & Influence

Circle of No Control or Influence

Circle of Influence

Circle of Control

“To improve is to change; to be perfect is to change often.”

Winston Churchill
The Experience of Change

While each person’s journey is different, there are two common elements in the transition of change:

1. Shifting from ________________ to ________________.
2. Shifting from ________________ to ________________.

The Four Phases of Change

Phase 1: __________________________

Phase 2: __________________________

Phase 3: __________________________

Phase 4: __________________________
Phase One: Denial

Indicators/Behaviors of Denial:

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Powerful questions that help us move through Denial:

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Strategies to implement to help us move through Denial:

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Phase Two: Resistance

Indicators/Behaviors of Resistance:

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Powerful questions that help us move through Resistance:

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Strategies to implement to help us move through Resistance:

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Phase Three: Exploration

Indicators/Behaviors of Exploration:

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Powerful questions that help us move through Exploration:

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Strategies to implement to help us move through Exploration:

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Phase Four: Commitment!

Indicators/Behaviors of Commitment:

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Powerful questions that solidify our commitment:

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Strategies to implement to solidify our commitment:

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The Four Phase Review:

1. 
2. 
3. 
4. 

How do the “elements of excellence” play a role in change?

Ambition:______________________________________________________________
Attitude:______________________________________________________________
Action:_______________________________________________________________

**Group Activity & Discussion**

What phase are you in?___________________________________________________

What are your thoughts/feelings/ideas?____________________________________

______________________________________________________________________

What strategies will you implement to get through or commit to this phase?

______________________________________________________________________

As a group, what epiphanies did you discover?____________________________
Your Personal Action Plan

What single most valuable thing will you be taking away from today?

How will you apply that to your organization as a whole?

How will you apply that to your team?

How will you apply that to yourself?

We love to hear about your success stories! Please let us know how your action plans are developing by e-mailing us at Johnna@johnnajohnson.com. In addition, we’d love you to sign up for our free weekly e-tips, free quarterly newsletters, articles and much more! Visit online at www.JohnnaJohnson.com and subscribe today!