

The Change Calendar

Tips for managing change in the workplace

DAY 1

Focus on the things within your control

DAY 2

Recognise that it is ok to feel unsure about the future

DAY 3

Distract yourself, try to break the overthinking process

DAY 4

Go for a walk during your break, 10 minutes away from work

DAY 5

Choose not to get involved with negative talk that might be happening

DAY 6

Think of ways that the change will be of a benefit, write it down

DAY 7

Technology moves a fast pace. Change can be an opportunity to learn

DAY 8

Discuss concerns with a manager. They may have information you don't

DAY 9

Focus on your tasks completed not tasks to do

DAY 10

Update your CV. It is good practice anyway

DAY 11

Look for positive peer support

DAY 12

Remind yourself what you love about your job, or what attracted you when you joined

DAY 13

Seek opportunities for career development

DAY 14

Consider asking for advice from a mentor, or becoming one

DAY 15

Recognise that time plays a big part in change becoming manageable

DAY 16

Leave work at work as much as possible

DAY 17

Enjoy your activities during the evening and weekend

DAY 18

Make yourself laugh. Watch a clip of something daft

DAY 19

Try a morning class, go swimming, or try the gym before work

DAY 20

Make sure you are getting good sleep. Change can impact patterns

DAY 21

Think about positive options for the future

DAY 22

Break larger changes down into smaller, manageable steps

DAY 23

Focus on what is staying the same, not just what is changing

DAY 24

Set one small, achievable goal for each day

DAY 25

Consider personal development opportunities

DAY 26

Ask questions to gain clarity rather than making assumptions

DAY 27

Limit how often you check emails or updates outside of work hours

DAY 28

Notice and challenge negative thinking patterns when they arise

DAY 29

Stay connected with colleagues who take a balanced view

DAY 30

Give yourself credit for adapting, even if it feels uncomfortable