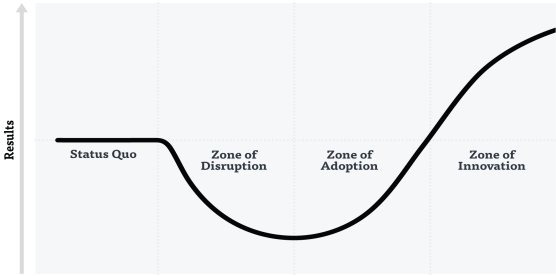


Reflection guide: Adapting to change

Change often happens so fast that we don't pause to assess the situation in a balanced way. But when you do, you'll be better equipped to adapt to the change — and help others do the same. Jot down your answers to the prompts below. And give this guide to your direct reports so they can reflect on their own responses.

Date:	Company change:
<p>1. Which zone are you in for this change? Which zones are your team members in?</p>	
<p>2. What do I understand about the change, why it's happening, and what it means for me/my team?</p>	
<p>3. What do I not yet understand about the change, why it's happening, and what it means for me/my team?</p>	
<p>4. How could I and/or my team benefit from the change?</p>	
<p>5. What are the obstacles, thoughts, or feelings that could keep me/my team from embracing the change?</p>	
<p>6. What makes the most sense to start, continue, or stop in order to adapt to the change?</p>	
<p>7. What are ways we can measure or hold ourselves accountable to know whether the change is successful?</p>	
<p align="center">One to three actions I can take to help myself and/or team adapt to the change:</p> <p><i>Examples: Ask my manager more about the rationale behind the change, work with the team to create milestones for success, have a conversation with the team about what we stand to gain from the change so they feel more bought in.</i></p>	