Dealing with Change
Learn Now Guide

Learn on your own

- Learn to embrace change in your professional and personal life by watching this 4 ½ minute Lynda.com video.
- Improve your ability to adapt to change by reading this article on How to Adapt to Change in the Workplace: 6 Tips to Gain Control and Move Forward.

Learn from others

- Communicate, communicate, communicate! When changes are occurring in the workplace, the best thing to do is talk to others. Ask positive, constructive questions to obtain meaningful information. Avoid negativity and gossip/rumors.
- Increase your knowledge about a current change effort by reaching out to others who are more familiar with the institutional history on the topic.

Learn by doing

- Listen to others and regularly seek feedback on how the change is being perceived from all angles (i.e. up, down, and across the organization, and within and outside your team or department).
- De-stress during your off hours! Walk, run, dance, work on a hobby, read, listen to music, etc. Find your preferred way to de-stress during this time.
- Practice letting go. You cannot change some things. Change the things that you can, and let go of the rest. Use the 5 X 5 rule – If it won't matter in 5 years, don't spend more than 5 minutes dwelling on it.

NOTE: If you feel that you are unable to deal with the change, UAB has counselors who can assist you with work and life changes.