



# 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.