

STRATEGIES FOR CONFRONTING CHANGE

Jump Starting – Initiating a small part of a project or activity in advance (getting a sneak preview) to gain familiarity for when the project or activity actually begins.

Total Immersion – Surrounding yourself with *everything* you need to fully engage in the change process, which also might involve assembling resources, people, and space, as well as ensuring that you have a quiet environment free of distractions.

Managing the Beforehand – Living with the ever-present acknowledgment that change is continually forthcoming and preparing for activities or events in advance. This is aided by constantly establishing relationships with resourceful people who can help.

Leap-Frogging – Recognizing that while you can't keep up with all the changes in your industry and environment, you can periodically leap-frog over the developments of the last several months and "catch up" in a way. Combine other strategies above, such as jump-starting or total immersion, to give yourself the hours or days you need to read, study, and absorb what's occurring, and to make decisions about how you'll apply new ways of doing things and new technology to your career, business, or organization.

Picking Your Spots – Related to leap-frogging, pick your spots in the future – say six months – when you want to have a new product or service introduced, have some new technology fully integrated into your operations, and so forth. You can't digest every development in your field, but by picking certain spots, you can handle some.

Going Cold Turkey – Not recommended for most people! Beyond total immersion, simply suspend operations and engage in whatever it takes to incorporate a new way of doing things. This is enhanced by ensuring that you'll have no disturbances, bringing in outside experts, and assembling any other resources you need to succeed..

Scheduling Days of Grace – After deciding to implement major change, build in “days of grace” to allow yourself to proceed at half to three-quarters speed. Acknowledge that assimilating the new changes will take time and involve some disruption. Don't *expect* to achieve your normal productivity for now. Be gentle with yourself and recognize that you're doing your best. At the end of the grace period, be it a week or a month, you'll be more than prepared to achieve a higher level of productivity each day. With the changes you're assimilating, you begin operating at a new level. Days of grace taper off as new and unfamiliar tasks become routine for you.