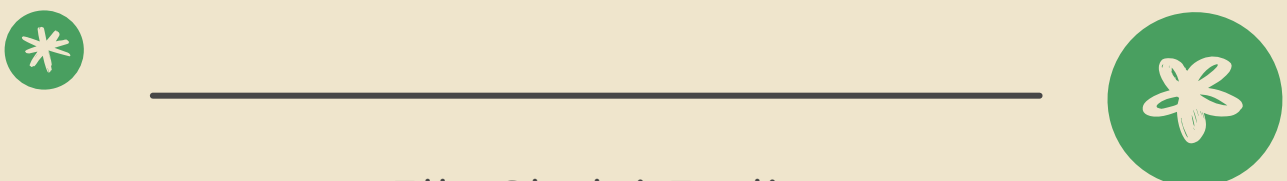




How to adopt Changes at work



Ella Shalvi Entlis
Organizational consultant.
Expert at Motivation at work.



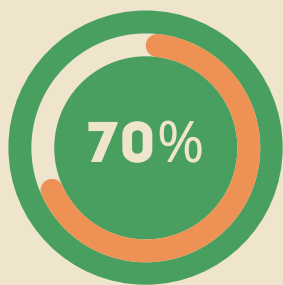
BA Psychology and Management (BGU)
MA Organizational Behavior and Development (IDC)

Mentor, Teacher, Personal and Group counselor.





Changes happen all the time!



Over 70% of those surveyed for the McKinsey Report, reported changes at work had negative effects on their mental health, such as anxiety, depression, general distress and social anxiety,



"Change is the
only constant".

- Heraclitus

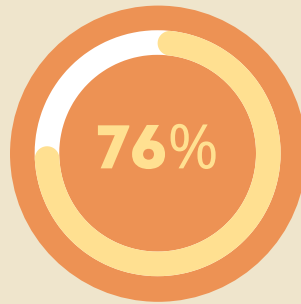
Adopting changes at
work, allows for quick
development and helps
strengthen motivation
at work.





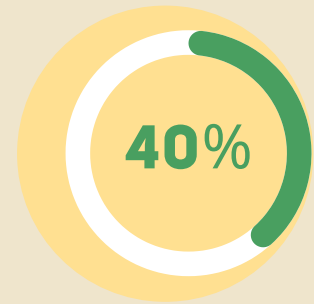
Improved Well-being

Customized work flows improve general health.



Burnout at work

Among American workforce (McKinsey Reoprt).



Young Proffesional

Consider quitting if forced to come to the office full time.



Often change is a positive part of life, leading to growth and prosperity. Still, when extrinsic, any change requires readjustments. Even if it is for the best,



Adopting change as part of the routine, allows faster adaptation to new situations.

For example, transferring to a hybrid work model, management changes or starting a new role in the organization.

In this guide you will find 6 easy steps you can take to handle changes at work more effectively.





In 1:1 meetings I help find the strengths already within you.

Together we will learn what is right for you, to create the best environment for your success.

Learn more at
www.ellashalvientelis.com



**Experiencing changes at work?
Want to turn fear into
excitement?**

If the tools in this guide help, but aren't sufficient to handling it, I can help you.



Things you can do:

(Click on the headline to jump to that segment)

[Accept change](#)

[Focus on what you can control](#)

[Keep a positive attitude](#)

[Set new goals](#)

[Get a new perspective](#)

[Connect to colleagues](#)



1*

Accept the change



Although not easy, it is possible to learn how to, and understand that change is a natural part of life, in and out of the workplace. Accepting change, any change, as a natural part of work life, allows faster adaptation to change as it is occurring.

During times of change, remember that the best opportunities arise when there is openness to change.

Let go of the old workways, whether it's an organizational process, colleagues or supervisor at work. Try adopting a curious approach, looking for the new possible improvements.

Change means countless opportunities are coming.





Tools to accept change

Guided visualization

If writing isn't your thing, you can try visualizing the wanted reality. This way the feeling of certainty and control strengthen, and you will have more information as to what is ahead.

Find a quiet spot, sit comfortably and relax your breath.

Take 5 minutes to imagine

What is it like the day after the change?



Writing exercise

Writing down the wanted outcome from the ongoing change, helps shift the locus of control back to you. By putting pen to paper, it's easy to find the opportunities hidden inside the change, that might be forced on you.

Take at least 5 minutes and answer the question:

What is a routine day, after the change had past?



Increasing familiarity with the new reality, helps to understand what is needed from us to succeed.



"To improve is to change; to be perfect is to change often".

- Winston Churchill

Adopting change includes taking responsibility over it. This changes the whole attitude, to a proactive stand that increases competence.



The need for competence is one of three basic psychological needs. Work motivation relies on supporting all of them.



Actions that support and increase these needs, strengthen intrinsic motivation and maintain it in the long term.



In every environment, role and field, it is possible to find ways within ourselves, the environment and the work itself, that can be better adapted. Self Determination Theory (SDT) looks for the conditions that will make you do things with interest, joy, fulfillment, curiosity, meaning, importance and want to develop.



Implementing the exercises in this guide, will cultivate joy at work as part of the routine.






2

Keep a positive attitude



A positive attitude is crucial to find to potential inside the change. The ability to see the positive side, allows faster reaction to change, that will lead to a positive outcome.

Keep the positive outlook by focusing on what you can do, and is possible due to the new conditions created by the change.

Looking at the new reality while thinking "what is new?" finds ways to promote what is important to you. Finding the advantages of the new situation transforms the feelings regarding the change.



Tools for a positive attitude

3 Good things

A loved exercise from the positive psychology research, that helps focus on the good in life.

For this I recommend choosing a nice notebook or daily journal.

At the end of each day, write down 2 lists that answer the questions:

What 3 good things happened today?

What 3 good things will happen tomorrow?

Flexible mindset



To change the way you think, it's important to practice creativity in various ways.

In order to be effective, and to flex the mind to the max, try to find new ways to do the automatic tasks of life.

Before performing something routine (e.g. making coffee) stop and think -



How can I do the same thing, a little bit different?

Focusing on the positive corrects the Negativity bias, responsible for emphasizing the negative aspects of life.





**Remember previous times,
when a similar change had a
positive outcome. Find
similarities between them,
and emphasize the good that
came from it.**

**This will increase expectation
for what is next to come.**



"The greatest discovery
of all times, is that you
can change the future
simply by changing your
attitude".

- Oprah



Anticipating what will happen with excitement is a
sign of adopting change.

Replace "what will change?" with the question
"what can improve?", and find opportunities that
were previously missed.

Our attitude to the situation defines what we'll find
in it. Stay proactive and keep a positive attitude
coming into new situations.





Get a new perspective



An outsider fresh perspective, from family or friends (not from work), helps adapting to change.

Open honest conversations regarding the happenings at work, with your significant other for example, helps arrange the inner thoughts. Often, the answers are found within, just from talking. And if not, sharing allows the other to give creative advice for coping.

Remember that although every workplace is unique, there is a lot in common.

Change is constant to us all, and coping methods from one place, can be relevant to another. The more you'll share, the more you'll find sympathy from your peers.

Tools to change perspectives:

The flight of a bird

Guided visualizations helps to adopt new perspectives, and flex our POV of the new situation.

Close your eyes (in a calm and quiet place), take deep breathes and relax your body. Imagine the situation you're in from the eye of a bird above you.

Changing your POV helps increase cognitive flexibility.

Who to consult?

We all have figures in our lives, with which we consult. However, they



won't always know to give us sound advice for the situation.

Find out who to confide in, regarding coping changes at work, by asking yourself:

Who will give you a high-five when you're up, and a hug when you're down?

Finding the upside in the new reality, lowers stress and increases the will to accept change.





"Don't be afraid to
give up the good to
go for the great".

- John D. Rockefeller



Changing the way you
think requires flexibility. A
surprising way to do that,
is by practicing Yoga!
Increasing physical
flexibility, while
synchronizing movement
to breathe, improves
cognitive flexibility and
problem solving.



Practicing creative thoughts daily increases
flexibility to change. It is much easier than it looks!
All you need to do, is try to do the same, but a little
bit different.

Choose and automatic task thorough out the day
(climbing stairs, doing the dishes, walking, etc.) and
try to do it a little different. Find as many ways as
possible to do the same thing during the day.
Gradually (within about a month and a half) the
brain will get used to the changes and your
automatic response to changes at work will...
change.



4 Focus on what you can control

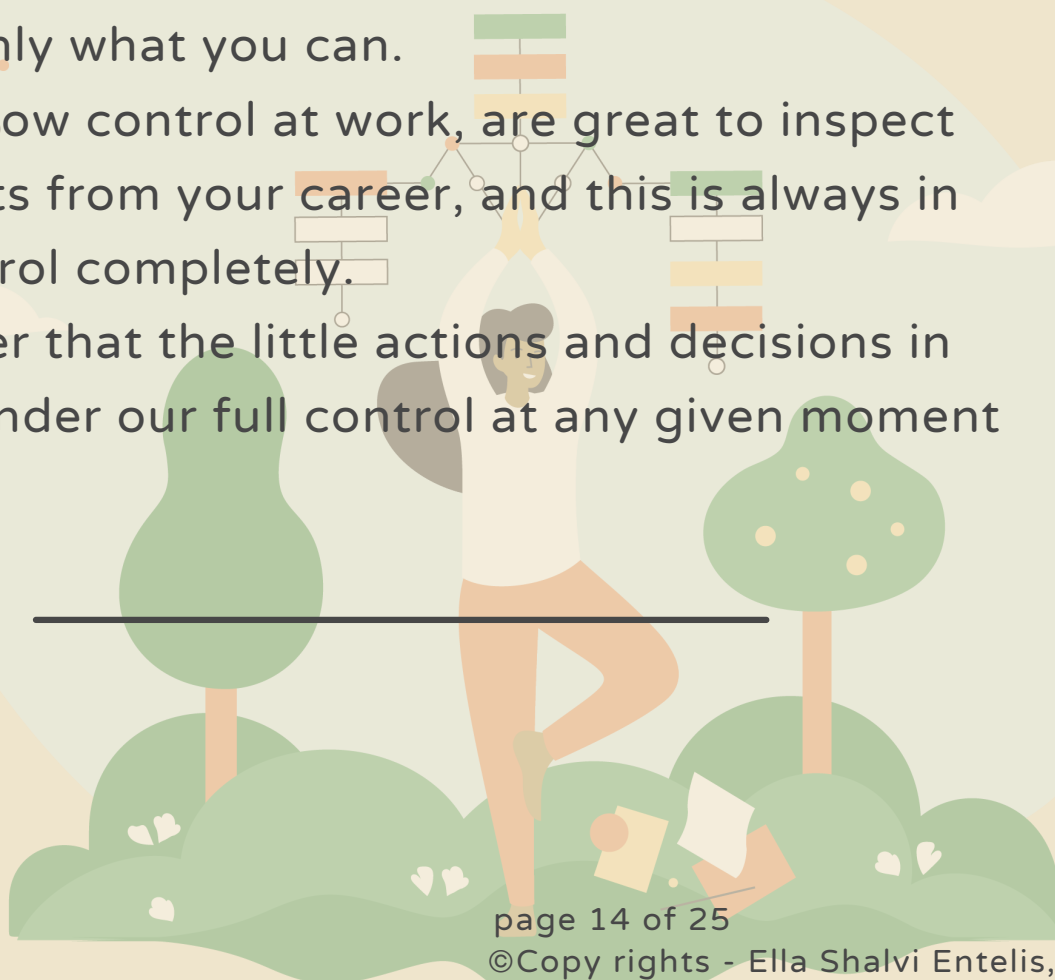


Focus on the parts of your job you can control completely. Changing your focus from what's outside of your control, brings feelings of satisfaction and joy.

Facing a big project or hurdle, try dismantling it to pieces. Then face each piece of the problem separately. The most important thing is to try and control only what you can.

Times of low control at work, are great to inspect your wants from your career, and this is always in your control completely.


Remember that the little actions and decisions in life, are under our full control at any given moment and time.





Tools to increase sense of control:


Compartmentalize

 While working on a big project or problem, it's easy to lose track and get lost in thoughts. There's a reason lack of proper planning is one of the top causes for procrastination. To overcome it, you can compartmentalize effectively. Do so by keeping the end goal in mind, and choose the action that answers the rule:

What can you do now that will get me closer to my goal?

Wishlist



 In times when you feel no control over work, you can increase sense of control in other areas of life.

Facing a new situation, think what skills or abilities you'd like to learn and improve? Add them to your goal-list and take time to fulfill it. In order to make sure your new goals are inline with your master-plan, ask yourself:

What will help you realize the goals already on the list?

Start before you're ready!

The right time to start will never come.





“If you always do what you’ve always done, you’ll always get what you’ve always got”.

- Henry Ford

Think of the little things you can do today, for a better tomorrow. Focusing on what is in our hands now increases autonomy.



The need for autonomy is another basic need for intrinsic motivation according to SDT. Autonomy is a sense of ownership over our actions, of initiating them.

You can tap into autonomous motivations by focusing on the personal importance of your job, how it supports other significant goals you have. For example, writing an intensive report or presentation that promotes an important personal project at work. Keeping in mind the added value you get by approving this project, strengthens perceived autonomy - the free choice to continue investing in the work, from a different understanding and attitude.





5*

Set new goals

New and relevant goals to the new reality, renews the sense of meaning and gives clarity. As a result, focus shifts and there's free energy to propel forward with more ease.

Instead of worrying about the change, find actions that will get you to your goal.

Redefining your goals has a great impact on the levels of overall energy and mood.

Soon it will effect you and your surrounding, improving problem solving for the challenges that comes and goes.





Tools to setting goals *



Vision board *



Create a vision board representing your new goals, and keep it in plain sight. the repeated subconscious messages, gradually seep into the mind, guiding our automatic decision making. While creating your board, focus on the sensations you wish to have once the vision is realized. Try to make intuitive decisions and create freely, with no judgement.

A vision board focuses your actions, and guides unconscious decision making.



SMARTER

The SMART goals model is well known. However, in this new world it's not enough.

To set dynamic goals, it's better to use a renewed model - SMARTER goals.

Specific
Measurable
Action-oriented
Risky
Time-bound
Exciting
Relevant

**Keep your goals realistic and achievable,
yet challenging and requires learning.**

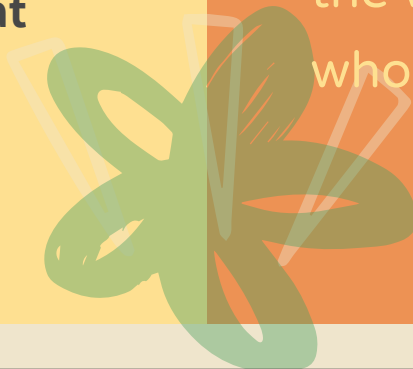




Choosing your goals enhances autonomy. In addition, setting achievable goals increases competence. It's a great way to boost intrinsic motivation at work.


"The crazy people who are crazy enough to think they can change the world, are the ones who do".

- Steve Jobs



Setting your own goals is a great tool to strengthen motivation, one you can implement on yourself and others, in parenting, romantic relationships or teamwork.



 When leading a team/project/task, try letting each member choose their own Action Goal. Through conversations you could break the goal into Action Items, that are essentially the Action Plan to achieve the goal.

This way the goal, tasks and roadmap are clear to all parties. Since they stemmed from open conversation, they are more likely to engage autonomous motivation for work, thus insuring higher performance and satisfaction from work in the short and long term.





6

Connect to colleagues



Connecting to a community of your peers (in or outside of your workplace) is important to maintain productivity. Teamwork is based on trust, psychological safety and cohesiveness. Those allow group mind, which is crucial in making better decisions.



Routine conversations with colleagues keeps you in touch with what's going on at work even without being at the office. This way the personal relationship endures and the sense of relatedness increases.

In the beginning of the talk, ask open ended questions to help the others open up, and share important information. Any chance you get to engage and share information regarding the daily happenings at work is important. The more you know, the safer and better you feel.

Tools to connect with others:



Open cameras

Although sometimes it's much easier to hide in PJ's behind the screen, turning off the cameras at work meetings has a deadly impact on team trust. In order to maintain the good relationships within your team, and avoid poor decision making processes, open your camera and show you listen.

Looking at faces during the day reduces loneliness.

Start with your heart

Try to get online a little bit earlier than needed, and use the setting up time to have a personal small talk.

Take interest in their well-being, listen to the answers and ask follow-up questions. You'll soon see a massive improvement with your relationships at work.




People will remember how you made them feel.




Open your next team meeting with a fun ice breaking game or activity, to create connectedness within a global remote team.




"Change is painful.
But nothing is as
painful as staying
stuck somewhere
you don't belong".
- Mandy Hale

 The only thing stronger
then desire, is the desire to
do something else.
Connectedness to peers at
work creates relatedness
and a will to go to work and
do above and beyond for
others.

The need for relatedness in the third basic
psychological need in the world of SDT.

 Relatedness is the amount to which the job (or role)
is a part of our selves. To what extent is it a part of
you? Also, relatedness can regard the sense of

 belonging to the organization (or the job). How
much do you care about work? Do you relate
strongly with others at the organization, or with the
culture at work? Can you find a reflection of
yourself at your job/work/organization?

Relatedness is the social glue, giving power to
endure challenges and turn them into a jumping
board. Studies suggests a maximum of 70% WFH
model, preferring synchronized teamwork as much
as possible.



You are all set to take on

Changes at work



I'd love to hear what you thought
of the guide?

What did you take from it?

Did you try the tools in the guide?



Read more online

<https://www.ellashalvientelis.com/services/>

(Click here to get there)

**I can help you develop
workflows that tap into
your character strengths
and combine intrinsic
motivation into your
daily life.**

What can we do 1:1*?



Frog into a unicorn Commitment type

How to complete the task we like to postpone?



What is the best way for me to start and finish?



Let it flow

How to incorporate personality strengths at work and life?



**Meeting on Zoom or Ra'anana.
Schedule online via Calendly.*



Thank you for reading the guide

I'm here for any questions, thoughts or further advice.





Thorough out
the year I open
motivational
seminars.

*Sign up to my newsletter and be
the first to know when.*

**There's a lot more on
my website!**

You'll find a variety
of content about
intrinsic motivation,
self determination,
effective changes
and more...



Stay in touch



[Ella Shalvi Entelis](#)



[@ellashalvi](#)



[ellashalvientelis.com](#)



[052-3852187](#)

to visit, just click
the headline

