

The Six Keys of C.H.A.N.G.E. for Individuals

When initiatives are launched within an organization, someone is impacted by a change. In some cases, such as a merger or acquisition, it is everyone in the organization. In other situations, like a re-organization or system change, a particular department or division is impacted. These initiatives are temporary and have a goal of moving an organization to a new place. To implement these initiatives, companies often use a project management process to ensure things are planned and implemented with the least amount of problems.

For you, as an individual, the need to change or accept a change is due to one of these, or some other, outside stimuli. Therefore, having a process to help you deal with these different types of change can reduce the amount of anxiety you feel because of the change, provide a structured approach to move from knowledge to, acceptance and move through change with the least amount of problems. The *Six Keys of C.H.A.N.G.E.* for individuals is the process you need.

The *Keys* are:

1. **Consider** the change and its impact on you



2. **Hear** and listen to what is actually going on

3. **Analyze** your own attitude about change

4. **Notice** your and others' negative behaviors

5. **Get Going** – Make the change or Move On

6. **Evaluate** your decisions and action

Each *Key* is a step in an action-oriented process that begins with identifying the change and analyzing the personal impact to you, and ends with a decision regarding how you will deal with the change. By using the *Keys* you can open the door to places inside yourself and the organization that will help you successfully deal with the change you are experiencing and bring you to a new and better place than where you were before.