

Career Management Digest

Managing Change

Change is all around us—the weather seems to be changing (even for a bit) to fall. Schedules change as summer rolls into back to school. Some are changing jobs. Some are looking at going back to school. (Some are doing both!) Wardrobes are changing. Television programs are starting the change to the new season. No matter what kind of change you are experiencing, change is happening. As you think about adjusting to the changes, you may find that you need to have some mental fortitude, patience and a good memory to move forward. An often-used expression about change goes like this: “Change is inevitable, growth is optional.” in this issue you will find some helpful tips to assist you in managing change.

BOOST YOUR MENTAL STRENGTH

Some ideas to try to help you maximize your mental strength:

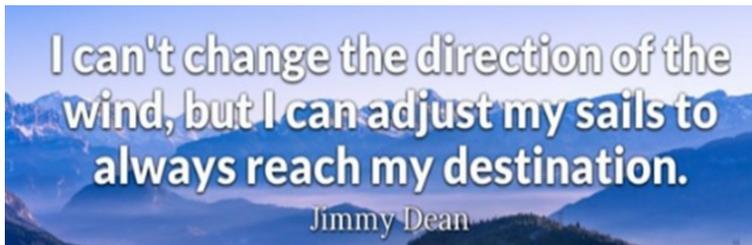
1. **Establish goals.** We are a goal-oriented society: save X amount of dollars, reach a perfect weight, hit a specific golf score, bowl a 300 or finish that book in two days. While aiming for the top and setting your goals high, sometimes those goals are pretty hard to reach. Consider setting smaller goals—reach your BIG goal in smaller, more do-able increments.

With each goal level you reach, you will see your path to success more clearly. You'll also learn to recognize when your goals are both unrealistic or not challenging enough.

2. **Set yourself up for success.** If your goal is to run every morning, set your alarm clock to allow yourself the 30 minutes of running you want to get in. Leave your shoes next to the bed at night and your running clothes ready to go. If you want to eat healthier, start by purchasing salad fixings, veggies and healthy protein. Leave the Twinkies, cookies and other processed foods in the store. Adjust your grocery list to shop the outside rows of a grocery store or better yet, find the natural foods stores in your area.

3. **Tolerate discomfort for a greater purpose.** Or as I say, “Short term pain, long term gain”. When we are uncomfortable, the first instinct is to run or to quit whatever is causing you pain. Many people believe that being uncomfortable is sign that you need to make changes. Lifelong changes. Short-term solutions can often

create bigger long-term problems. Keep your ultimate goal uppermost in your mind. Running in the morning, when you are fresh, is most often easier than saying, “I’ll do it after I get home from work”. After work, other tasks such as making dinner, doing laundry, supervising homework and other things may get in the way. Running might fall to the bottom of the “things to do” list.



4. **Reframe your negative thoughts.** Keep your mindset positive and forward-moving. Remove words such as never, can't, won't, etc. from your vocabulary. Don't beat yourself up if you have negative, down moments. Keep them in the “moments” category rather than the “everyday conversation” category. Have a plan to move from negative to positive.

5. **Balance your emotions with logic.** Life balance is a phrase you hear often used to describe work and home life. Seek balance in your mental strength world, as well. Don't make decisions when your emotions are high or “in the heat of the moment”. Give yourself some space and allow things to be viewed with some perspective. Many people find making a pros and cons list will help you make important decisions.

6. **Strive to fulfill your purpose.** Ask yourself, “What do I really want to accomplish?” You need to know what you want in your life

and out of your life, so that you can make a plan, set goals and work toward them. That's why experts recommend writing your goals down and reviewing them often to make sure you're in sync. Know what you want to accomplish in life. When you're struggling, remind yourself of your goals. Focus on your daily objectives, and make sure they are supporting your mental strength.

7. **Look for explanations not excuses.** When you don't perform as well as expected, examine the reasons why. Look for explanations. Ask yourself, “What did I learn?” and then look for how to improve or change behaviors. Also critical is that you take responsibility for what you can control.

8. **Do one hard thing every day.** You won't improve by accident.

Purposely challenge yourself. Of course, what's challenging to you might not be to someone else, so you need to make sure that you're going to learn and/or grow from that challenge. Strive to learn one thing or try one new thing each day.

9. **Use the 10-minute rule.** Mental strength won't magically make you feel motivated all of the time, but it can help you be productive. (Remember the “short term pain, long term gain” practice?) Do the thing you really don't want to do for 10 minutes. Setting small time limits and doing something for 10-15 minutes is going to give you something to show for your efforts and encourage you to continue and to come back and do a little more the next time.

10. **Prove yourself wrong.** The next time you think you can't do something, prove yourself wrong. Commit to doing one more thing, spend 15 extra minutes, get up 30 minutes early—whatever will give you the opportunity to smile, give yourself a pat on the back and celebrate your success.

~For more, go to: www.success.com

11 Inspiring Quotes About Reinventing Yourself

Quotes are a great way to motivate and inspire. Choose one, post it and read it daily. Or better yet...write your own and make it a mission statement!

1. "Every day, you reinvent yourself. You're always in motion. But you decide every day: forward or backward." — James Altucher
2. "Just as established products and brands need updating to stay alive and vibrant, you periodically need to refresh or reinvent yourself." —Mireille Guiliano
3. "I feel like I have a job to do, like I constantly have to reinvent myself. The more I up the ante for myself, the better it is in the long run." —Kevin Hart
4. "Life isn't about finding yourself. Life is about creating yourself." —George Bernard Shaw
5. "I thought, I need to reinvent myself. I want every day of life to be wonderful, fascinating, interesting, creative. And what am I gonna do to make that happen?" —Karen Allen
6. "It's never too late—never too late to start over, never too late to be happy." —Jane Fonda
7. "There's nothing more addictive or incredible in life than reinventing yourself and allow yourself to be different every day." —Thalia
8. "Your power to choose your direction of your life allows you to reinvent yourself, to change your future, and to powerfully influence the rest of creation." —Stephen Covey
9. "Be prepared to reinvent yourself. Be prepared to go out on a limb occasionally, and be prepared to do the things that you feel strongly about." —Hillman Curtis
- 10 "If you are not where you want to be, do not quit, instead reinvent yourself and change your habits." —Eric Thomas
11. "Nothing in the universe can stop you from letting go and starting over." —Guy Finley

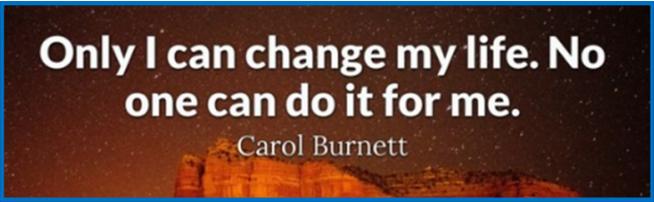
~Success magazine, February 2017

Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider and a proud partner of the American Job Center network. This information is available in alternative formats for people with disabilities by calling 507.292.5180 or by using your preferred relay service.

Four Tips for Dealing With Change

Dealing with change can sometimes be uncomfortable, stressful or even scary. Here are some things you can do to make coping with changes in your life a little easier. These tips can help:

1. Think things through and ask, 'What's the worst that can happen?'
We're often scared of change because we're afraid of the unknown. And a good way to deal with the unknown is to think things through carefully. Imagine all of the different possible outcomes, and then decide what would be your best- and worst-case scenarios. Write them down, if it helps. Another great strategy is to think about the last time you were faced with a big change and got through it okay. Remember how scary it was starting high school or learning to drive? Sometimes it's not as bad as it seems at first, and may just take a little time to get used to
2. Ask yourself how much you can control. When a big change occurs, it's important to figure out how much control over the situation you really have. Understanding your role and how much you can change can help you put things in perspective. For example, if you've just moved out of home, there are many small things you can do to make the process easier. Make a to-do list and check each item off when you complete it.
3. Accept and reframe. If the unwanted change is beyond your control, try taking a reflective approach. Accepting that there are things beyond your control, and choosing to be comfortable with that fact, is likely to bring greater peace of mind than waging an unwinnable war. View change as an opportunity to learn and grow, rather than as a setback, even if you have to fake it til you make it!
4. Celebrate the positives. Even though it can be a tough ask, focusing on the positives can really help you manage change. While the positive aspects of a situation might not be obvious to begin with, it's worth seeking them out – no matter how small they might be. For example, if you've moved recently, you might be away from your friends, but it's also a great way to learn how to more independent. Try to make the best of the situation. You can still call and write to those friends, and plan to visit them! ~For more info, go to: www.reachout.com



Only I can change my life. No one can do it for me.

Carol Burnett