



BECOMING A LEADER IN YOUR LIBRARY: CHANGE HAPPENS: HOW ARE YOU RESPONDING??

A 90-minute Webinar

1. When we hear the word “change,” we often associate it with _____, which can automatically turn our thoughts negative.
2. Think of 1 company or organization that ***did not change*** and should have:

3. Think of 1 company or organization that ***has continually changed***:

What changes have you seen in your library? _____

Who are ***your*** “competitors?” _____

Why does ***your*** library need to continue to change? _____

WHY IS IT SO DIFFICULT TO DEAL WITH CHANGE?

- 1) Some of us withdraw and let our feelings “_____.”
- 2) Some of us have changes occurring in other areas of our lives, leaving us feeling as if we have no _____ left to deal with workplace change.
- 3) Some of us have stronger “_____ systems.”
- 4) Change often results in _____. Fear of:

5) Half of what is known today was not known _____ ago.

6) With knowledge comes _____.

7) Change can mean negatives AND positives – example of email, texting, etc.:

+ _____ - _____

8) Change can also cause a feeling of _____.

9) When the change involves loss of jobs or reorganization, the “survivors” often feel as if **they** are the _____:

10) Because it can be similar to grief, we often go through five similar stages when dealing with change:

AVOIDING THE RESISTANCE TRAP ~ The Many Reasons for Resistance

Resistance usually comes from good people who are struggling to protect themselves and their families. When we resist change efforts, we feel we do so for very legitimate reasons:

1) We feel a loss of _____.

2) We are _____ in change.

3) We honestly believe that it's a _____.

4) We have seen other change initiatives fail; we don't want to _____ in something else that will fail.

5) We want to avoid damage to our self-worth by changes that:

- reduce our _____,

- make us feel _____,
- or make us appear _____.

6) What are some of the aspects of **your** organization that might be affected by your resistance to change (or others' resistance)?

7) Recognizing, understanding, and managing our _____ when change happens can be critical to whether we _____ or _____ change.

8) _____ and _____ are two elements of emotional intelligence that can be helpful when change happens.

9) What are some reasons **you** might want to embrace change rather than cope with it?

DO YOU HAVE **ANTS**??

A _____
N _____
T(s) _____



Describe one **ANT** you've experienced with a recent change in your library:

One way of setting **ANT** traps, is to turn your **ANTs** into **PETs**... acknowledge that many, if not most, of the changes you are experiencing may be:

P _____



E _____

T(s) _____

Describe how you can make a **PET** of one of your **ANTs**...

WHAT ELSE CAN I DO TO ADJUST?

- 1) There are 4 basic steps to managing change:
 - a) Understand the _____ for change.
 - b) _____ the **need** for change.
 - c) _____ the change day-to-day.
 - d) _____ your attitude regarding the change.
- 2) View change as a _____; don't be a _____.
- 3) Admit that change is rarely entirely _____.
At the least, it offers you a chance to _____ and grow. Change challenges you and makes you a _____ person.
- 4) Understand that **change = stress =** _____; will you allow that stress energy to be _____ or _____?
- 5) Acknowledge that change is _____.
You won't be overwhelmed every time change occurs, if you realize it *will* occur.
- 6) Avoid these **ANTs** which are also _____:



- holding _____
- placing _____
- feeling _____

- 7) Realize that people who look forward enjoy life much more than those who are looking _____.
- 8) Don't try to _____ the "old way."
- 9) Using emotional intelligence, ask yourself these questions:

How do **I** feel about the changes going on around me? What is my attitude about change?

Why do I feel this way? _____

What can I do differently so that I **embrace change** rather than try to "cope" with it? _____

IT HAPPENED...I'M STRESSED !

What happens to you when you feel you just can't take any more change?

WHAT NOW??

- 1) Listen to your body. _____
- 2) Exercise. _____
- 3) Find quiet time. _____
- 4) Organize your time (and your "stuff"). _____
- 5) Leave your work at work. _____
- 6) Develop outside interests and hobbies. _____
- 7) Develop a relationship with your supervisor. _____
- 8) Avoid negative co-workers. _____
- 9) Make sure you have control over your finances. _____
- 10) Acquire new skills. _____

- 11) Identify a friend. _____
- 12) Pay attention to your job. _____
- 13) Look for what is *not* changing. _____
- 14) Create “margins.” _____

In other words, *sail your own ship!*

HOW STRESSED ARE **YOU**?

		NEVER		OFTEN		
1.	I'm frequently late or missing appointments.	1	2	3	4	5
2.	My emotions are near the surface (anger or tears come easily)	1	2	3	4	5
3.	I feel that others control my time.	1	2	3	4	5
4.	I find myself engaging in mental arguments with my employer, family, or others.	1	2	3	4	5
5.	I feel like I'm always with people, rarely alone.	1	2	3	4	5
6.	I wonder when I'm going to get around to what I want to do.	1	2	3	4	5
7.	I feel tired emotionally, physically, or spiritually.	1	2	3	4	5
8.	On my day off, I feel compelled to return to the library to finish work (or bring work home).	1	2	3	4	5
9.	If married or involved, we seem too busy/tired to connect.	1	2	3	4	5
10.	I think “grass is greener” thoughts about my job.	1	2	3	4	5
11.	I find myself seeking escapes (food, sleep, TV, etc.)	1	2	3	4	5
12.	I seem to rush from one thing to the next and always feel busy.	1	2	3	4	5
13.	I'm not sleeping well.	1	2	3	4	5
14.	I'm overly concerned with finances.	1	2	3	4	5
15.	I don't have time to maintain my most important relationships.	1	2	3	4	5
16.	I'm always busy but wonder if I'm doing the right things right things.	1	2	3	4	5
17.	I'm dealing with stressful external circumstances. (impending marriage, birth of baby, caring for others, etc.)	1	2	3	4	5

ADDITIONAL THOUGHTS REGARDING CHANGE OR STRESS: _____
