

*Change Is The
New Constant!*



How to Thrive in a World
That's Always Evolving

Change Is The New Constant ©

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INTRODUCTION



People with the most predictable and regimented routines can see their regularly scheduled lives turned upside down. That happened in 2020 with the COVID-19 pandemic, which started in Wuhan, China, in late 2019 and began its march worldwide.

No one was spared the impact of this devastating change. Millions died, and even more became sick or hospitalized. Stay-at-home orders and enforced lockdowns were the norm. The way we worked, shopped and educated our children quickly changed.

So many aspects of modern life were drastically changed, and many of those new experiences were harrowing.

The National Center for Biotechnology Information reports that COVID-19 cost the U.S. a staggering \$16 trillion in lost output and

health expenses at the height of its impact. That's just one country. It's hard to quantify how much the pandemic cost the world financially or in terms of mental and physical health and wellness.

That is a dramatic example of unpredictable change causing many negative life experiences.

The change we usually deal with daily is fortunately easier. That doesn't mean it can't be challenging at times. Any change we are forced to face can impact our personal and professional lives.

Since change often appears without asking for permission or giving us any advance notice, its effect is magnified. We are unprepared.

This course was created to keep that from happening. It teaches practical strategies for navigating change and minimizing its negative impact. Here's a quick overview of what you can expect as you navigate this course.

Module 1: Understanding Change explores the many forms change can take. We look at its impact on your life and some of the reactions you might have. This module closes with a list of some common reasons people instinctively resist change as their initial response.

**Module 2: The Change Process**

teaches the different stages of emotions and responses you will experience when significant change enters your life. This section of your course discusses how to navigate your emotional journey in the best possible way. You are given

strategies for managing the uncertainty you often experience when change catches you off guard. Then, we look at the role of communication in facilitating successful change.

Module 3: Building Resilience in the Face of Change walks through the characteristics of resilient people. There are certain traits people display when they recover quickly from a setback. We'll give you some strategies for developing those traits and building resilience.

Module 4: Leveraging Change for Growth reminds you that change can be good. It may be a wonderful opportunity in disguise. This final module of your course gives you proven strategies for turning challenges into opportunities. Finally, you learn how to develop an action plan to use when you encounter change in the future so your experience is as good as it possibly can be.

Each module ends with a bullet list of important takeaways from the lesson. This provides a quick and easy reference to the course material. You are also given exercises to reinforce the main points in each module.

Upon completing this course, you will be well-equipped to face change confidently and support others when they are dealing with significant change. Turn to Module 1 to explore the nature of change and how it can impact your life.

MODULE 1: UNDERSTANDING CHANGE



Your life is better when you understand what's happening. This module is dedicated to giving you a deep understanding of what change is and how it can affect your life. Let's begin by defining the word.

THE DEFINITION AND NATURE OF CHANGE

Change is both a noun and a verb. It is an action and an experience. You can define the word as follows.

- Noun – the act or instance of making or becoming different.
- Verb – to alter, modify, or replace someone or something.

People change many aspects of their lives every January. They start New Year's resolutions to become healthier, wealthier, and happier. The change they are hoping to create is positive.

Sometimes, change happens, and the outcome could be better. The experience wasn't intended, but fate decided it would happen anyway. That brings us to a discussion of the nature of change.

Here are a few of the characteristics of this shared experience.

- Change is inevitable, and no one is immune to it.
- You can't always control whether it happens or not.
- Change doesn't care whether your experience is negative or positive.

The only certainty regarding change is that it will happen, with or without your permission. That's the inherent nature of the beast.

With more than eight billion people on earth, a lot of change you experience will be driven by the actions of others. That means you may not be able to prevent it. It just happens. It's beyond your control, outside of your realm of influence.

While you may not be able to stop the inevitable, you can choose how you react to it. This choice is oftentimes the determining factor of whether your experience is negative or positive.

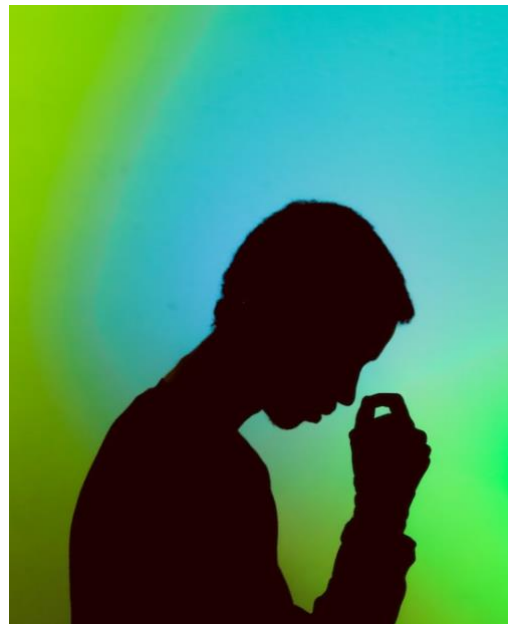
DIFFERENT DOESN'T AUTOMATICALLY MEAN BAD

Take a look at those definitions. They don't talk about change being bad or good. You could have either kind of experience. A change that you go through which you find wonderful might be difficult for someone else.

Because of change's unpredictable and inevitable nature, we are inclined to resist it. We might be told that our best interests have been taken into account. Change is going to take us to a better place. Even so, we resist since we understand our reality now and can't predict the future.

Sometimes, this makes the experience worse than it might have been. You might remember stubbornly refusing to accept a past change. It may have appeared the change was positive, but you still rebelled. That's normal. Even so, it might not be the best response.

Just because change is different doesn't automatically mean it will impact your life negatively. Prejudging change as potentially harmful doesn't let you keep an open mind. You don't allow for the chance that a difficult change might be an opportunity for a positive resolution.



DIFFERENT TYPES OF CHANGE

When we defined change earlier, we discussed it as the act or instance of making or becoming different. The most unfortunate part of the definition is that it isn't limited. You aren't protected from change in any area of your life. It will happen. You will be impacted by it. In addition to being inevitable, change comes in many forms. Here are a few types of change that might impact your life.

Planned change – You retire at a certain age or when you reach a specific number of years with your employer. You save and plan for the purchase of a new home. You knew these changes would eventually come and planned for them.

Unplanned change – You clock in to work only to find you have been laid off. The roof starts leaking and will cost thousands of dollars to fix. A loved one passes away from an accident. Things that come out of nowhere.

Personal change (external and internal) – Starting a new diet to lose weight is an example of an external personal change. It provides visible results. An internal personal change takes place mentally or emotionally. You change your values or beliefs. This can happen intentionally or as a response to outside factors.



Organizational change –

The company you work for is sold. The new owners make sweeping changes, and you have different responsibilities overnight. This type of change can be planned or unplanned. It can happen without your

input, or you may be asked to implement some of the changes.

Temporary change – You suffer a physical injury that keeps you laid up in bed for a few months to heal. You temporarily change your spending habits to save money for a much-needed vacation. These are short-term changes to produce a specific result.

Lasting change – Your doctor diagnoses you with a severe health disorder. He says it could become fatal if you don't make significant permanent lifestyle changes. Marriage, divorce, the birth of a child, death, and permanent disabilities all create lasting change.

Incremental change – This is a longer, step-by-step process. The change doesn't take place all at once. This is similar to a production line where step one has to be completed before step two can begin. It can take months or even years to find and buy

the home of your dreams. Throughout that time, you are taking steps to get closer to that reality.

Personal growth – Personal growth is a type of change where you might not even realize it is taking place. You are a different person now than you were as a child. With each change and experience you have, you grow as a person. Your dreams, values, and goals change as you grow.

These are just a few of the more common types of changes you may face throughout your life. Some changes can be intentional and positive; some are not. Whichever is the case, you become more resilient and a different person with each one. Let's dive a little deeper into how change affects you.

THE IMPACT OF CHANGE ON INDIVIDUALS

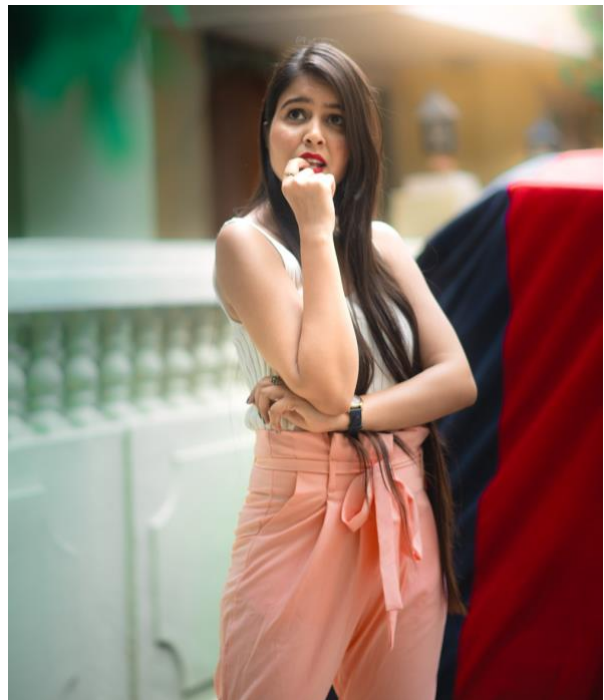
Small changes can have little lasting influence. A significant change can impact your life in a big way. Change is fluid. It is constantly changing. It can affect your health, finances, relationships, career, or any other aspect of your life.

Your outlook on life can influence how you deal with new experiences. Any change you face can impact your outlook. They go hand-in-hand. Your values influence your actions, and those actions lead to a positive or negative experience. This is an example of the role of change in your mental health.

POSITIVE CHANGE CAN CAUSE STRESS

Positive changes can cause stress, anxiety, and the accompanying health problems in the same way difficult change can. It's because you are stepping out of your comfort zone.

It's common for your system to respond with skepticism. Your past experiences and



expectations of life have you asking why this is happening. Do you deserve it? They have you thinking there has to be a catch to this positive windfall.

Letting go of these expectations and embracing change is hard. It can cause stress. It doesn't matter whether the change is positive or negative. Your body and mind do not care. They are simply reacting to the change.

Here are some of the common symptoms of stress.

- Headaches and digestive problems
- Trouble sleeping, insomnia.
- Back pain and muscle tension throughout the body.
- High blood pressure and an elevated heart rate.
- Anxiety and depression.
- Irritability and difficulty controlling emotions.
- Emotional eating – eating too little or too much.
- Destructive behavior, such as alcohol or drug abuse.

This stress is due to a natural process called uncertainty bias. Significant life changes are automatically seen as unfavorable. Anything that threatens to change your ordinary and predictable life causes uncertainty.

Your mind has learned to equate uncertainty with the possibility of a bad outcome. Your stress level rises, and you start feeling the symptoms of it. This is likely to happen no matter how you view the experience, so be prepared for it.

CHANGE CAN LEAD TO POSITIVE PERSONAL GROWTH



Understanding that not all change is bad and that your reaction is normal makes it easier to deal with it in a positive way. When facing change, whether positive or negative, look for opportunities

to grow as a person. They are there. You just have to open your mind to them.

People encountering significant life difficulties sometimes use technology to put a positive spin on a challenging situation. They start podcasts or video blogs and share their experiences with others. This assists them with processing their feelings and can help their followers prevent or manage a similar situation.

The effect change has on you is heavily influenced by how you respond to it. Since uncertainty and resistance are often knee-jerk

responses, let's explore these and other common reactions to change.

COMMON REACTIONS TO CHANGE AND WHY PEOPLE RESIST CHANGE



Everyone reacts differently to change. Some may feel excited about the new opportunities, and others may shut down in the face of it. Either way, each person typically goes through a series of

emotions when facing change. Here are a few you might experience.

- Uncertainty
- A feeling of loss
- Surprise
- Shock
- Fear
- Concern, worry
- Exhilaration, joy
- Acceptance
- Commitment
- Denial
- Anticipation
- Resistance

Resistance, fear, surprise, and worry are four typical responses to change. Whether the change is planned or unplanned, positive or negative, it can trigger these and other emotional reactions. Your reaction to change isn't right or wrong; it just is. Feel it, process it, move on, and see what positives you can gain.

WHY IS RESISTANCE TO CHANGE SO COMMON?

We mentioned uncertainty bias, a normal instinct that causes you to push back when you encounter a change. Here are other reasons resistance may be your first response.

- You fear you'll lose control of things.
- There is too much uncertainty. You have unanswered questions.
- Too much change in too short of a time frame; everything seems different.
- A fear of failure as you take on this new direction.
- Concerns over competence.
- The change means more work in an already busy life.
- Worry over what ripple effects the change will have.
- Past experiences with change that produced negative results.
- Concern over what you may have to give up or what you might lose.

These are a few of the more common reasons why people resist change. You can experience them when change is unwelcome or if a new experience is highly positive.

MODULE 01 IMPORTANT TAKEAWAYS

- Change is the act of making or becoming different. One thing is replaced with something else.
- Change is inevitable, and it isn't always positive.
- There are many types of change, and you're likely to experience several throughout your life.
- Change can lead to personal growth when it is appropriately navigated.
- Reactions to change differ from person to person and from situation to situation. None of them are wrong, and most are born from uncertainty.
- Resistance to change is a natural reaction called uncertainty bias. It has you view change as potentially harmful or negative.

MODULE 01 EXERCISES

Reflect on a time when you encountered an unwelcome change in your life. What positives can you take from that experience?

UNWANTED CHANGE:	
POSITIVES YOU CAN TAKE FROM IT:	<ul style="list-style-type: none">••••••••••

If your knee-jerk reaction to change is resistance, explore why that is. Have past experiences caused you to react this way?

Past Experiences That Might Make You Fear Change

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Review the different types of change discussed in this module.
Look for examples of those situations in your life.**

Planned change	
Unplanned change	
Personal change	
Organizational change	
Temporary change	
Lasting change	
Incremental change	
Personal growth	

MODULE 2: THE CHANGE PROCESS



In the previous module, we learned some common reactions to change. People reliably respond with specific emotions. This response is fueled by past experiences, values, and beliefs and the anticipation of what good or bad may come from change.

Some of those emotions are evident in the five stages of change. They are known as the Transtheoretical Model (TTM) or the Stages of Change Model.

STAGES OF CHANGE AND WHAT TO EXPECT AT EACH STAGE

Stage 1 – Precontemplation

The change has been experienced. It is on the radar. It has been accepted, but this stage of change means there is no

acknowledgment that there might be a problem. The person experiencing change doesn't admit they might need to adopt new behaviors or take action to mitigate any adverse outcomes that may occur.

This is also encountered when a person or organization refuses to acknowledge that making changes would improve their situation. Change is resisted even when it is needed. People might put blinders on so they don't have to face the need for change. In some cases, they are not aware that significant change would make their lives better.

If a change is staring someone in the face and they are stuck in this stage, they will focus on any potential negatives that might occur because of the change. They want to avoid talking about the possible upside. This keeps them from admitting that change is necessary and that it can be positive in some way.

Stage 2 – Contemplation

Here is where ownership starts to take place. A person recognizes change could be beneficial. An organization might begin exploring the possibility that change needs to be adopted to be successful.

Contemplation means thoughtful and practical consideration. The pros and cons of a potential change are equally weighed. Even if

there appears to be more upside than downside, no action is taken beyond this thinking process. The change is being considered, and that leads to the next stage.

Stage 3 – Preparation and Determination

You can only prepare once you decide change is necessary. A person might recognize that change is headed their way, and they had better prepare for its impact. An organization may do market research and realize they must take steps to maximize a seasonal change in their business over the next 30 days.

It is here where the change is seen as inevitable. It's accepted even if it isn't liked. A person understands they need to change to create a better life. They start developing a game plan for change, even if a lot of uncertainty is involved. When someone believes an impending change can't be stopped, they develop a determined belief that preparation can lead to the best result.

Stage 4 – Willpower and Taking Action

This is where willpower kicks in. Regardless of where the change originated, in an individual's mind or outside



of their zone of influence, action has been taken. A plan has been established and needs to be acted upon to get the best possible resolution from the change in question.

This can take willpower when early actions and behaviors don't yield the best result. A person may have decided to change their life to beat addiction, improve their relationships, or become more financially secure. Their early efforts have yet to be successful. At this stage in the change process, they stick to their guns and keep working on their action plan. It is at this stage where resilience is both developed and required.

Stage 5 – Maintenance

We mentioned the development of and need for resilience in the previous stage of change. It will be leaned on here to keep heading towards a good outcome. At this point, change has been accepted and acted upon. A course of action was developed. Persistence and resilience keep an individual or an organization moving forward to create a positive result.

The TTM sometimes includes a sixth stage, termination. Processing the change is abandoned. This can be a healthy or unhealthy behavior.

A company might stop acting on its game plan because it reached its goal. An individual who decided to adopt lifestyle behaviors to beat addiction believes he has that addiction defeated. He stopped working on the plan that helped him get the upper hand on his addictive behaviors.

In the first example, it makes sense for the company to terminate its action plan. The goal was achieved. The person in the second example probably should continue taking the daily steps he used to establish healthier behaviors. Addiction is easier to beat in the long term if constant actions are taken to erase its influence.

Every person is different. Some may go through each stage. Others may skip one or two. We share this information so that you can develop a personal game plan for managing change wherever it appears in your life.

THE EMOTIONAL JOURNEY OF CHANGE AND HOW TO NAVIGATE IT



The emotional journey a person experiences when forced to deal with significant change is very similar to what a person feels when processing grief. The six stages of grief are:

1. Denial
2. Anger
3. Bargaining
4. Depression
5. Acceptance
6. Finding Meaning/Moving On

When facing change, you might deny that this is happening. You get angry when you realize there is no way to avoid change. You start bargaining with the universe or some higher power, promising you will do anything if you don't have to endure these changes. You might become depressed if bargaining doesn't work. You feel helpless.

At this point, you need resilience to move on to acceptance. The change has happened or will soon happen. You have to deal with it. Acceptance is a springboard for moving on and finding purpose on the other side of the experience.

The six stages of grief, the TTM stages of change, and the common reactions to change many people experience are very similar. Your emotional journey through change will undoubtedly include some components of these processes.

Turn to this information when your best efforts fail to help you experience change positively. They remind you that they are natural and normal responses.

STRATEGIES FOR MANAGING UNCERTAINTY AND AMBIGUITY DURING CHANGE



No matter how scary it is, uncertainty is something you have to deal with when managing change. So is ambiguity.

As previously mentioned, the

uncertainty bias is a first defense when change comes calling. You would rather stay in your present and predictable situation than cope with change, even if your current situation is not great. This can keep you from living your best life. You embrace a "good enough" existence rather than facing the change necessary for your "best ever" life.

Here are a few strategies for managing change's uncertain and ambiguous nature.

- Lean on what you know. Take stock of your skills and abilities. This can fill you with confidence that you can handle whatever uncertainty delivers.

- Accept that change is never predictable. Expect to deal with uncertain situations. Being emotionally prepared makes them easier to deal with.
- You cannot anticipate every scenario, so prepare for what's most likely to happen, but be ready for anything.
- Remind yourself that this isn't your first rodeo with change. You've handled tough situations in the past and can do it again.
- Focus only on what you can control: your thoughts, feelings, and actions.

THE ROLE OF COMMUNICATION IN FACILITATING SUCCESSFUL CHANGE

Change takes many forms.

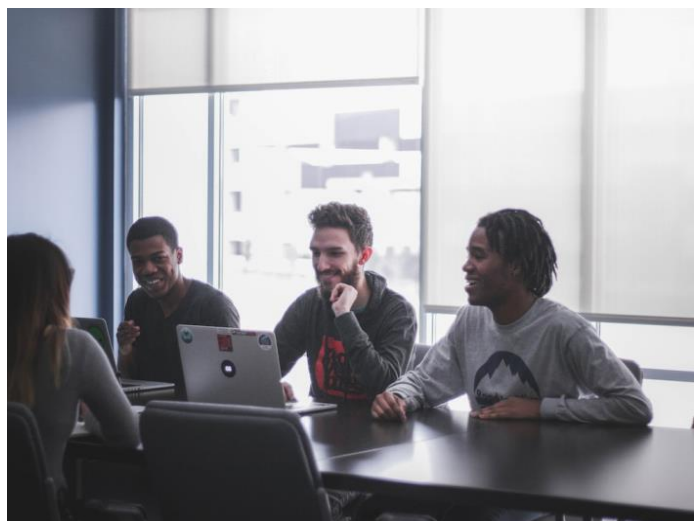
You decide you need to make a significant change in your life. You want something better, something different, and you know you will have to change your life significantly.

Negative change rocks your world. Your life was going splendidly when all of a sudden, BOOM! Fate delivers a devastating blow that you are forced to deal with.

You have been working hard to improve your relationship with someone. Diligent work is paying off. Your efforts to grow as a person have made the relationship healthier, and it gets stronger every day.

Effective communication is necessary in every one of these situations.

You had to practice positive self-talk in the first scenario. You may have had to communicate with your



support network to get through the second situation. Working on improving your relationship requires effective communication skills.

This illustrates how important communication is for making your experience a success. Here are some tips for becoming a better communicator.

IDENTIFY THE OBJECTIVE

What is the goal? What do you expect your communication to help you accomplish? What is the objective you are trying to reach? Identify the specific reason you are working at being a better communicator.

PRACTICE POSITIVE SELF-TALK

The conversations you have with yourself are the most important conversations you will ever have. It is vital that you are open and honest with yourself and you lead the conversation in a positive direction.

No matter how difficult or bad things are, don't embrace the negative. Look to the future. Plan for the best possible outcome.



Talk about the personal growth you will enjoy when you get past this obstacle. Remind yourself of past situations where you succeeded in the face of hardship.

Mastering change depends a lot on the story you tell yourself. Make yours positive, and you will have a better chance of reaching a good resolution.

BECOME AN EFFECTIVE LISTENER

You can't benefit from change if you face it blindly. That means you must listen even when what you are hearing is difficult. Listening is the most vital part of good communication. Great communicators understand that listening can give them the information and motivation to process even the most difficult change.

TELL A TRUTHFUL STORY

Whether you are talking with yourself or someone else, processing change properly requires you to be truthful. You have to operate with reality in mind. If your communication contains falsehoods,

either from you or an outside source, you can't reliably create the result you're looking for. Communicate openly and honestly.

COMMUNICATE ON A REGULAR SCHEDULE

Businesses are better prepared for change when regularly conversing with their team members. An individual should be in regular contact with their support network. Remember to chat with yourself each day, practicing positive self-talk. Regular communication makes handling change an easier task.

MODULE 02 IMPORTANT TAKEAWAYS

- The Transtheoretical Model (TTM) explains the five stages of change.

1 – Precontemplation

2 – Contemplation

3 – Preparation and Determination

4 – Willpower and Taking Action

5 – Maintenance

- The emotional journey of change is similar to the six stages of grief.

1 – Denial

2 – Anger

3 – Bargaining

4 – Depression

5 – Acceptance

6 – Finding Meaning and Moving on

- To manage uncertainty and ambiguity during change, accept that change isn't always predictable and focus on what you can control.

- Effective communication is vital for facilitating successful change.

MODULE 02 EXERCISES

Refer to the five stages of change we mentioned above. Think about a change you are currently managing – how will you honor these stages.

Stage 1 – Precontemplation

Stage 2 – Contemplation

Stage 3 – Preparation and Determination

Stage 4 – Willpower and Taking Action

Stage 5 – Maintenance

Another way to tackle major change – especially emotional – is to treat it the same way you handle grief. How could the six stages of grief guide you through the process of a change you are currently facing?

1. Denial

2. Anger

3. Bargaining

4. Depression

5. Acceptance

6. Finding Meaning/Moving On



HOMEWORK

Practice positive self-talk. It will help you feel better about an uncertain future.

MODULE 3: BUILDING RESILIENCE IN THE FACE OF CHANGE



Horror author icon Stephen King has sold hundreds of millions of books. His novels and short stories have made their way to Hollywood and appeared on the big screen. His career is filled with so many successes that you might assume he was a hit from day one. That was not the case.

His first book, *Carrie*, was rejected 30 times. Had his wife not seen him angrily throw his manuscript in the trash, the world might not have known who Stephen King was. She read it and begged him to keep submitting it to publishers. King did just that, and more than 400 million copies of his books have been sold around the world. There have been two movie adaptations of the book and even a musical version.

Stephen King's wife has been wonderfully supportive throughout their 50+ years of marriage. We will discuss how a strong support network is essential for building resilience. King also had another

characteristic of resilience we will cover in this module; he kept trying, even in the face of failure.

In this module, you will learn how to develop a resilient nature that keeps successful people like Stephen King moving forward in the face of setbacks. That begins with discussing why this is a vital character trait if you want to develop.

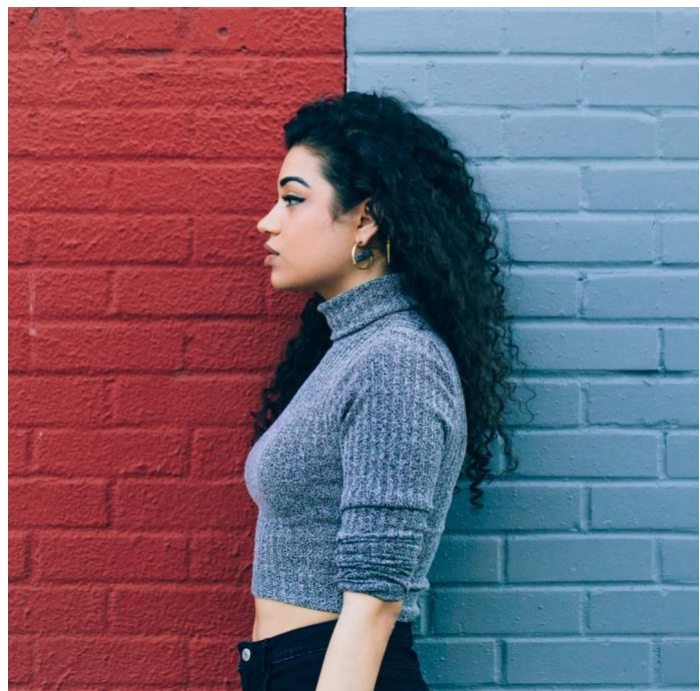
THE IMPORTANCE OF RESILIENCE IN DEALING WITH CHANGE

Resilience can turn hard-to-accept realities into personal growth and wonderful opportunities. That's why it's such an important characteristic to develop.

Since you know change is inevitable, it's important to have an "It doesn't matter" attitude. That's what resilience is: a level of acceptance. You are confident that you will come out on top of whatever life throws at you. It doesn't matter if it appears out of nowhere or if you have instituted change yourself. Your resilience allows you to accept what happens and then form an action plan to make the most out of what might not be the best situation.

Instead of letting hardship or failure keep you down, you keep going. That's the true importance of resilience. You don't let a negative experience stop you from living life.

This is important for the growth of organizations as well as individuals. A significant business setback shouldn't keep a company



from succeeding. Nor should it stop a person from growing and continuing their journey.

Resilient corporations and individuals take an honest look at the problems they face. Then, they use the following eleven resilience characteristics to get through change with the best outlook for the future.

11 CHARACTERISTICS OF RESILIENCE



Many high achievers prioritize reading. They say daily reading practices are attributed to their success. More than a few of the most successful people in all walks of life say they wouldn't be where they are today without meditation and mindfulness. These are examples of success leaving clues.

If you want to change your life significantly, look to the people who have already done it. If you want to become more resilient, start developing the following characteristics of resilient individuals and organizations.

1 - They Understand Change Is Inevitable

Amazon is one of the largest companies in the world. Jeff Bezos' creation has been successful at a very high level for more than 25 years. It didn't get that way without the company facing many changes.

Amazon, Apple, Microsoft, and Alphabet (Google's parent company) reached a trillion-dollar valuation status by

understanding that change will happen. This is a building block of resilience. Unless you accept that change is inevitable, you can't prepare yourself to properly bounce back from the hardship of it.

2 – They Are Self-Aware

Resilient people understand the need to step beyond their comfort zone. They may dislike doing it, but they do it anyway. They are self-aware. They know their strengths and limitations and only entertain necessary risks.

Resilient people are positive thinkers who are always looking for opportunities for personal growth. Their resiliency is a byproduct of them having survived difficult times. Like all of us, they want to avoid tough situations, but if a challenge comes knocking, they face it head-on.

3 – They Choose the Survivor Role

Resilience is all about surviving. It is only possible once you've overcome hardship and endured significant setbacks. When change shows up and is anything but pleasant, resilience comes from choosing to be a survivor rather than a victim.

The victim mindset blames your problems on other people, bad luck, the universe, fate, and anything other than yourself. You

wallow in your misery and don't take an active role in improving your situation. After all, you are a victim.

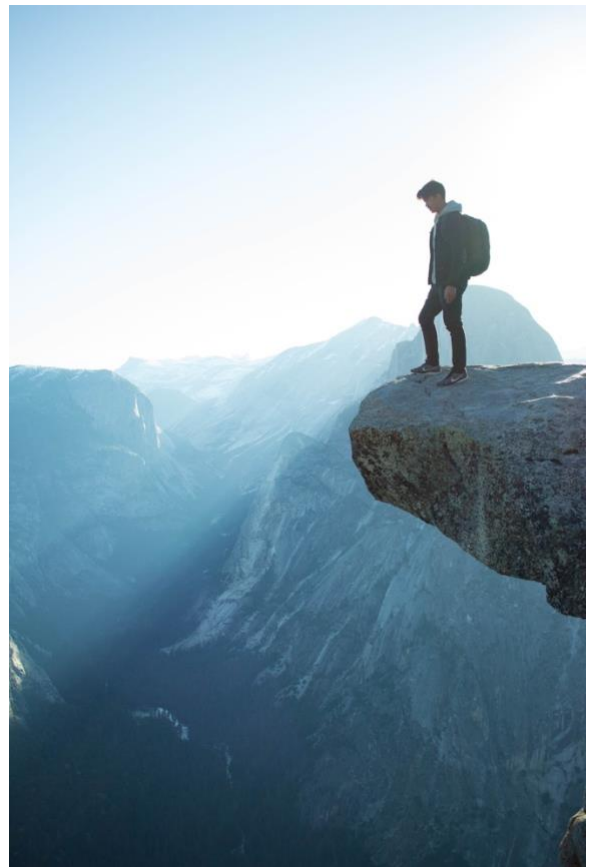
A resilient person decides they are going to get through this problem. They will not allow this negative experience to keep them down. Acceptance of what has happened comes quickly. Then, they confidently plan how to get the most out of this challenging situation.

See yourself as a capable survivor, not a helpless victim.

4 – They Don't Fear the Unknown

Captain Meriwether Lewis and Lieutenant William Clark were the first adventurers to blaze a trail across the United States from the East Coast to the Pacific Ocean. Their expedition began in 1803 and took three long years.

To say that these gentlemen were resilient would be an incredible understatement. Their journey was anything but easy. Yet every time they stumbled and fell, quite



literally in some instances, they picked themselves up and continued. Their exploration led to the first scientific descriptions of many new species of animals, as well as dozens of additions to zoological and botanical records. Not only did they not fear the unknown, but they looked forward to it.

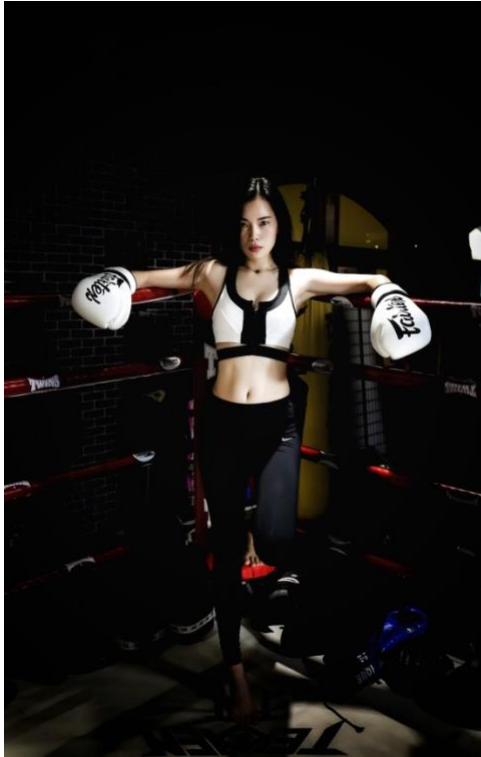
Resilient people don't blindly embrace uncertainty. They prepare themselves in advance. They understand that they are confident in their ability to bounce back. If they encounter failure, they pick themselves up and try again.

5 – They Don't Fear Failure

Resilient people fully expect to fail. They understand change will sometimes lead to negative experiences. That's okay with them. They will learn what they can from a setback and move on, better prepared for success.

A fear of failure keeps you from growing. Without growth, you'll never live your best life. Change is inevitable, as is failure. The more you learn and grow from them, the more resilient you become.

6 – Belief in Self and Self-Confidence Are High



Resilient organizations put into place resources, backup plans, and safety nets to minimize the impact of change. This gives them the confidence to push forward to success, even in the face of failure.

Resilient people believe in themselves. They are confident that they have what it takes to make it through tough times. They, too, plan for change. They create a support system to help them through

difficult times. They stay positive in the face of adversity because they know even if they stumble, they'll get back up and try again.

7 – They Know Change Leads to Personal Growth

Experience comes from hard lessons, not a life of zero challenges. Resilient corporations and individuals see problematic change as potentially a good thing. They might not be happy that a hardship appeared, but they are anxious to make something positive out of a negative situation.

All changes, good or bad, offer opportunities for personal and professional growth. It's your choice. You can choose to let change hinder your growth, keeping you in a stale, boring life. Or you can

explore the benefits of this new reality, expanding your knowledge, strengthening your resilience, and planning for what the future holds.

8 – Emotional Regulation

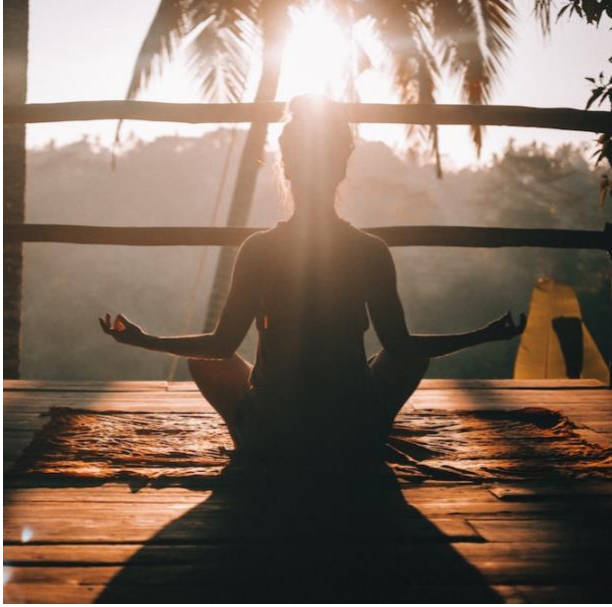
When was the last time you let your emotions get the better of you? We have all done it. It's not something to be proud of, but it is understandable. When change makes us unhappy, we may initially react in a way that worsens the situation.

A resilient person isn't immune to emotional overreaction. They are just better able to quickly recover from it. They understand that without properly managing their emotions, things could get out of hand fast.

9 – They View Change as Opportunities

We will explore this resilience characteristic in-depth in the next module. For now, understand that this is one of the most powerful characteristics of resilience. When life gives you lemons, you open a lemonade stand. You turn a bad experience into something positive. You find the good in the bad.

10 – They Practice Acceptance



Earlier, you learned that denial is a common reaction to change. It's the easy way out. If you deny it, you don't have to deal with it. You pretend it didn't happen.

Resilience is about accepting change. You don't have to agree with it. You don't have to like it. But if you want to grow as a

person, you have to acknowledge it. Even when it is tough, the resilient person accepts their reality.

11 – They Keep Trying

Toddlers learning to walk do this all of the time. They stumble. They fall. They get back up and try again. This is the cornerstone of a resilient outlook. Resilient organizations and individuals quickly bounce back from life's difficulties, no matter their situation.

STRATEGIES FOR BUILDING RESILIENCE

You just learned some of the signs of a resilient person or organization. Develop those traits, and virtually nothing can keep you from creating the reality of your dreams. This is true professionally and personally.

To keep unexpected change from slowing down, use the following strategies.

PRACTICE MINDFULNESS

Practicing mindfulness means living in the present moment. It is to experience this very moment with all of your senses. Mindfulness is a powerful tool. It can calm a racing mind and relieve stress. The practice has been used for thousands of years to promote clarity and focus and to relieve anxiety.

Mindfulness works well for building resilience because it quiets the incessant inner dialogue. A person has thousands of thoughts every day. Most of which should be ignored. They are the byproduct of your mind processing information. Mindfulness quiets this endless chatter, allowing you to focus better on dealing with everyday life and the challenges it brings.

Mindfulness is simply accepting the present moment without judgment or trying to guide it in a certain way. You clear your mind and open your senses to everything around you. What do you feel, see, hear, taste, and smell? What is happening around you? How do you feel mentally and physically?

Thoughts are going to beg you for their attention. When they do, slowly move them away without judgment. Focus on your breathing. This is how you practice mindfulness. You are mindful of this present moment in time.

Practice mindfulness a couple of times daily, and you will enjoy more clarity and better focus. Those are tools that are necessary for you to view change objectively. This leads to accepting what has happened and formulating a game plan for getting through on a positive note.

BUILD A STRONG SUPPORT NETWORK

If you have access to the internet, you have access to a vast amount of knowledge and people worldwide. That means it's easier than ever to build a support network to help you through tough times.

These people have similar values to you. They may have had similar experiences. They understand what you're going through, and they want to see you



succeed. Your support network can consist of your friends and family members, neighbors and coworkers, or people you have never met in person. All that is required is a standard belief system and the desire to assist one another when change comes crashing in.

You can join groups online and offline that focus on your interests. You can turn to people who have given you great advice in the past. You can ask people you respect if you can turn to them for help when it's difficult to process change.

No one should go through life alone. A strong support network that's there when you need it provides instant resilience to help you recover when change is difficult.

STEP OUT OF YOUR COMFORT ZONE

Resilient people are comfortable being uncomfortable. They realize that personal growth and professional rewards can be found in change. They understand that change may not be a cozy, feel-good experience, but it always provides a valuable lesson. Start expanding your comfort zone. Take it slow, but make steady progress. The more comfortable you get with being uncomfortable, the more rock-solid resilience you will build.

PRACTICE SELF-CARE

Self-care is a silent and powerful way to say, "I love and respect myself." Your mind pays attention when you practice self-care. It assumes you must be worthy of the attention you are giving yourself. That leads to a healthier self-image and greater self-esteem. Self-confidence is soon to follow. Those are essential tools for building resilience.

Here are a few self-care tips that can make you feel good while building your resilience.

- Start a meditation routine.
- Develop a daily exercise routine.
- Work on developing better sleep habits.
- Practice gratitude.
- Embrace a healthy diet.
- Take a break when you need it.
- Spend more time with positive people and less with emotional vampires.
- Practice random acts of kindness.
- Spend more time outdoors soaking up the sun and fresh air.
- Start journaling your thoughts.
- Try something new that pushes your comfort zone.
- Practice good hygiene.
- Practice positive self-talk every day.

If you have other ways you like to practice self-care, add them to the list. Self-care is truly powerful. You deserve the best possible life. Regular self-care helps you believe this, which leads to a more positive outlook and better resilience.

MODULE 03 IMPORTANT TAKEAWAYS

- Resilience is essential when dealing with change. It keeps you moving forward rather than giving up.
- Strategies for building resilience include practicing mindfulness, self-care, building a solid support network, and stepping out of your comfort zone.
- Resilient people have 11 characteristics.
 1. They understand change is inevitable.
 2. They are self-aware.
 3. They don't play the role of victim.
 4. They don't fear the unknown.
 5. Failure doesn't bother them.
 6. They are confident in their abilities.
 7. They understand change can lead to personal growth.
 8. They practice emotional regulation.
 9. They see change as a doorway to opportunities.
 10. They accept change.
 11. When they fall, they get up and try again.

MODULE 03 EXERCISES

Review the 11 characteristics of resilience. Choose three or four you don't currently possess and make a note of how you will develop them.

Characteristics of Resilience	How You Will Develop Them

Start building a support network of people who can help each other manage change. Communicate with them regularly, whether you are going through change or not.

List 5–10 people you could realistically add to this network:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

MODULE 4: LEVERAGING CHANGE FOR GROWTH



Think about a significant change you made happen. You worked hard. You had a vision. There was a game plan you followed. It may have taken a long time to be successful, but it happened.

If the change was significant, you no doubt had to change in some way. Your values may have changed. You may have realized your current belief system wouldn't take you where you wanted to go.

There comes a time in most of our lives when we have to ask some tough questions. Are we happy with who we are and where our life is right now? How did we get to this point? Where do we really want to be? How can we get from where we are to where we want to be?

During this self-evaluation, one thing is clear: change is needed. To open new opportunities, you need to grow personally, and personal growth cannot happen without change.

CHANGE CAN BRING NEW OPPORTUNITIES

Change happens on the job and at home. It can have a positive or negative impact. Here are a few ways that change provides opportunities for you to grow, both professionally and personally

CHANGE AND FAILURE TEACH LESSONS

Failing is as inevitable as change. They are fast friends. Failure brings with it two choices. You can learn from it to improve your performance in the future, or you can ignore its lessons and continue to fail. If you choose to learn from it, you accept the opportunity to build your resilience.

Every change you encounter has lessons to be learned. Every failure does, too. Objectively look at the experience. What can you learn? How can you grow as a person? Answering those questions minimizes any downside to the change and allows you to get the most from the experience.

CHANGE CAN PRESENT PROFESSIONAL OPPORTUNITIES

You have a coworker who always has something negative to say. If they are outdoors on a sunny day, they comment that the nice weather won't last long. They seem to draw joy from expecting bad things to happen, even in the middle of a great experience.

An emergency meeting has been called. You and your coworker learn that the company is heading in a new direction, and much of what you have been doing is going to change. While you may feel stressed, you consider the possibilities this change may bring and what you need to do to get through it. On the flip side, your negative-minded coworker is already talking about quitting. All they can see is a bleak future.

You volunteer to take the training classes offered. Your boss is happy with your willingness to help make the company successful. In your spare time, you learn new skills that will advance your career, and your opportunistic view pays off. You quickly move up the company ladder and enjoy your new success.

The only difference between the two coworkers was the



way they viewed the change. One saw it as an opportunity, the other as a problem. Keeping an open mind and having a willingness to see the silver lining can open the doors to achieving or exceeding your career goals.

SPOTTING GROWTH OPPORTUNITIES IN CHANGE RELIES ON THIS

The negative-minded coworker from before seems to be hardwired to expect bad things to happen. They refuse to accept change or the possibility that something good could come from it. They have a fixed or limited mindset. Unless they shift their views on change, they will never experience personal or professional growth.

There are limitless growth opportunities when you experience change. It's up to you to see them as something positive. If you've lived with a limited mindset for a while, you can change it to see a world of possibilities. All you have to do is choose to open your mind to them. Look for the silver lining. It really is that simple. You just make a choice to view change as positive and stick with it.

STRATEGIES FOR TURNING CHALLENGES INTO OPPORTUNITIES



Remember, your perception of change is a choice. You choose to see the positive or the negative. Embrace a positive mindset, and you can use the following strategies to create great opportunities when you experience change.

EMBRACE THE CHANGE

Become a part of the process. Jump into the change. Embrace it. Allow yourself to keep an open mind. Don't throw up a brick wall and immediately resist it without first giving it a chance to offer you something positive.

Return to the story we shared before for an example of this in action. A company reinvented itself, and the opportunistic employee accepted the change. They embraced it. The reward was rapid career growth.

HAVE A BRAINSTORMING SESSION

Have a conversation with your support team. Explain what you are going through. Discuss it with people who have achieved what you

are trying to accomplish. Sometimes, new eyes can spot opportunities you don't see.

A young person who moved away from home for the first time often turns to their parents for guidance. They talk to friends who have been living on their own for a while. Brainstorming with others, especially those who have been in similar situations, can present multiple opportunities for personal growth.

REVISIT YOUR VALUES

What values are most important to you? Compare them to the change you are facing. Does your new reality align with your values? If so, this could be an opportunity to strengthen your beliefs.

You meet some new people. They're successful. They appear to be happy, healthy, and wealthy. They have a set of beliefs you haven't considered before. Meeting them presents an opportunity for a big change in your life. This situation provides you with a chance to strengthen your current values or adopt new beliefs.

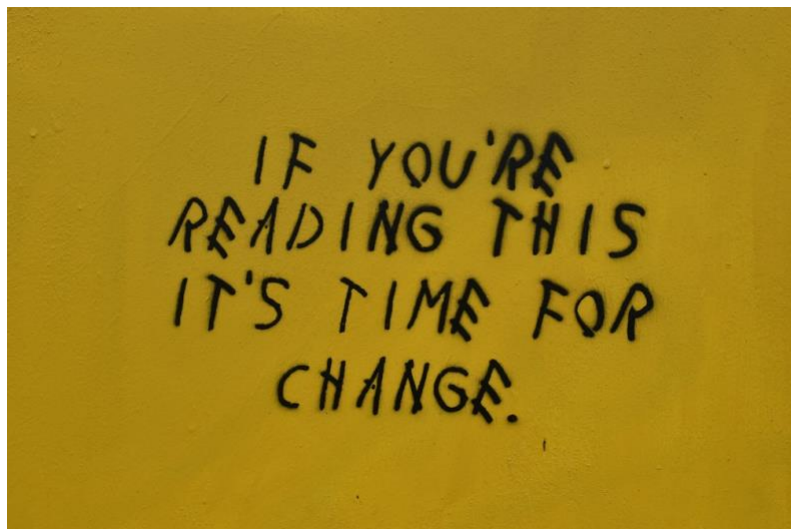
HELP OTHERS BENEFIT FROM YOUR FAILURE

You probably have at least a few people who look up to you. Your children, siblings, nieces, nephews, coworkers and more. Even if they don't shout it out loud, they probably show it.

How many times have people come to you asking you for advice? How often do you help others work through problems they have? They turn to you because they know you understand and have experienced something similar in the past.

Regardless of where you are in life, you have faced failure. In fact, if you're like most people, you've faced it many times. Whether you realize it or not, you are helping others by sharing what you've learned from your experiences and failures.

You can turn this into a new opportunity. You could sell your knowledge and experience. You could create online courses to teach a topic you know a lot about. You could offer one-on-one or group coaching to help them further.



THE IMPORTANCE OF A GROWTH MINDSET IN DEALING WITH CHANGE

If you aren't growing, you are stagnating and falling behind. The highest achievers in every field believe this. They believe continued growth is the key to continued success. It makes sense.

Sometimes, you initiate change because you seek something new. Sometimes, change lands on your doorstep whether you want it or not. In both cases, success comes much quicker when you have a growth mindset.

WHAT IS A GROWTH MINDSET?

This is a powerful mental springboard for the highest levels of growth. It opens your eyes to the possibility of improvements rather than seeing limitations. It allows you to embrace change rather than being fearful of it. It gives you the courage to seek feedback for improvement, making it easier to grow.

A person with a growth mindset constantly develops new skills and strengthens their existing ones. That means when change appears, this individual is prepared. If they don't have everything required to handle change, they don't give up. Their positive mindset has taught them the power of the word "yet."



"Overcoming this is going to be hard. I don't have what I need "yet," but I can develop the skills and acquire the tools needed to get the job done."

A growth mindset is powerful because it doesn't care what kind of change is experienced. It will always envision a path to a successful resolution, often creating a better reality than before the change happened.

ACTION PLAN FOR FUTURE CHANGES

Here is a basic action plan for negotiating future change. You can tweak it as needed for your particular situation.

1 - Practice Acceptance

Acknowledge the need for change when necessary. If change takes you by surprise, accept that it is happening. You can only control the process once you accept that change is upon you.

2 - Acknowledge Your Emotions

Ignoring your emotions might cause unnecessary and damaging push-back. You might not be pleased this change is taking place. That's okay. Emotions like denial and shock are normal when change catches you off guard.

Give your emotions their moment. Acknowledge what you are feeling. Remind yourself that it's possible to achieve a positive resolution, even when change is difficult.

3 - Identify the Desired Outcome

Change has happened. It's here. You have accepted it and dealt with your emotions. It's time to decide what results you want to

come from this change. That's what you want to develop at this stage, the desired outcome.

4 - Implement Your Game Plan

Once you have your desired outcome in mind, it's time to put your plan into action. Some steps may be complicated, but don't let uncertainty or fear stop you. Take action. The best game plan is only worthwhile if you act upon it.

5 - Review Your Results

How are things going? Do you need to make any changes? What's the best-case scenario if you stick to your current plan? What have you learned from your successes and failures? Analyzing your results is necessary whether you are moving towards a positive resolution or not seeing much progress.



6 – Make Necessary Adjustments

Getting the most out of change means being flexible. Since you've been tracking your results, you can see what's working and what isn't. If something isn't performing to the level you want, adjust it to see if you can get better results. Your plan can be changed as many times as necessary to create a positive outcome.

This is an essential and flexible game plan for managing change. It turns your experience into a goal-setting exercise. This removes your emotions from the equation, so you objectively create a plan that leads to success.

MODULE 04 IMPORTANT TAKEAWAYS

- Whether the change is positive or negative, it provides opportunities for advancement.
- When processing change, failure can be an excellent teacher. Learn what lessons are there so you can be better prepared for success in the future.
- A few strategies for turning challenges into opportunities include:
 - Embrace change instead of resisting it.
 - Have a brainstorming session.
 - Revisit your values.
 - Help others learn from your failure, and you can benefit too.
- A growth mindset will always give you the best path to a positive resolution when experiencing change.

MODULE 04 EXERCISES

Examine a change that you are currently going through to see how you can use the experience for personal growth.

CURRENT CHANGE:	
HOW CAN YOU GROW FROM THIS CHANGE	

Think about a time when you experienced difficult change to see if you can spot missed opportunities. Keep this in mind the next time you face change.

DIFFICULT CHANGE:	
MISSED OPPORTUNITIES:	



HOMEWORK

Practice positive self-talk. It will help you feel better about an uncertain future.

The next time you encounter a negative change, think with a growth mindset. Consider what you can do to improve your chances of getting something positive out of the negative situation.

The next time you face change, use the basic action plan we provided to help you manage the change.

FINAL REMARKS



Change is inevitable. Its inevitability means that preparing for it is necessary to get the best results. Your experience with change can be negative or positive. It's based on how you view it. Will you view it with a fixed or a growth mindset?

You learned a few common types of change and typical ways people react when it impacts their lives. We discussed why resisting change is natural and how it isn't always in your best interest. Keep that in

mind when change is upon you.

At this point, you are better prepared to navigate the emotional journey you face. You understand the stages of change and have strategies for managing the uncertainty and ambiguity you may experience.

Learning to communicate correctly is essential for creating the best experience. You understand the role of resilience in processing change and a few proven methods for becoming more

resilient. You now understand that even the most debilitating change can provide opportunities for growth if you look for it. It's essential to embrace a growth mindset to make that happen.

You now have the tools necessary to grow positively from every change you experience. Put the information you learned into action. Use the basic action plan we gave you to process change effectively.

Take confident steps. Feel good about the journey ahead when you encounter change. Refer to the essential takeaways from each module when you need a boost of self-confidence. Congratulate yourself for taking action.

You have decided to be proactive rather than reactive. That's the first step to getting the upper hand on change. You see it as an opportunity for growth rather than something that can only deliver a bad experience.

Here's to your newfound mastery of change!