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### **Tips for Handling Workplace Changes**

- Let your emotions all the way out for an evening away from work. Do all your whining, crying, pitying and door slamming until it's completely out of your system. (Continued negatives will block, even prevent, positive recovery.)
- Don't blame others. It's unproductive and probably not accurate.
- Analyze exactly what happened and why. Get several perspectives (boss, co-workers, customers, competitors, spouse, friends).
- Put negatives out of your mind. Try substituting humor (go to a comedy club, rent funny videos, etc.) If you can't, consider talking to with a counselor.
- Buy yourself a present; something nice, something you've always wanted, something to make you feel good.
- Find a mentor. Someone who will give you unprejudiced advice.
- Make a detailed plan for what you want to do and put a time frame to it.
- Get support from others. Now is the time to ask for help.
- Go away for two or three days. Take your plan with you and revise it.
- On the way up and back listen to positive attitude tapes alternated with your favorite music. Sing along
- Stay on a diet of only positive things and positive people for six months. No flaws, no violence, no arguments.
- Change something in your life. New hair, new friends, new exercise program, new diet, new hobby. Divert your mind to think along new paths in order to get out of the old ruts. **(The only difference between a rut and a grave is the depth.)**
- Commit yourself to a sane recovery. Commit yourself to success. Discipline yourself to do whatever it takes to get back on the road to success. Make a daily plan and execute it.

### **Ideas That Will Put You on a Better Path:**

- *Don't worry, get happy! Find new ways to smile and look at the bright side. The wrong attitude will prevent you from success.*
- *Begin to execute your plan, something small at first. But do something toward your new success.*
- *Revise your resume, make it better than ever and make it memorable. Try developing your resume abilities, not chronologically by job.*
- *Don't gripe or complain about your situation - no matter what. Talk about tomorrow; yesterday is a waste of time.*
- *Keep things in perspective. It's a job, not inoperable brain cancer. Maintain your focus. Work your plan; work at it everyday until you win.*

**MORE THOUGHTS...**Never had a single moment, you could make the world obey. Guess you gotta see the beauty in loving the gift each day. Forgiving, forgetting and the process of letting our burdens of yesterday all slip away. Remembering the oneness, and who really are; returning our life to today. "Anyone can stop you temporarily, only you can stop yourself permanently." By ZigZiglar. Source: an article by Jeffery Gitomer, Cincinnati Business Courier, December 23-29, 1996.