Moving through Change & Transition

Self-Reflection Worksheets

The worksheets found in this document have been adapted from the following source:

Government of Alberta. Change and Transitions The Path from A to B..., 2002. (The copyright allows for the material to be used, reproduced, stored or transmitted for non-commercial purposes)
One Change at a Time

Home - where you live and how you live
Relationships – your spouse, partner, family friends and community
Health – your level of health, physical fitness and leisure
Personal – your spiritual, emotional and personal development
Learning – your skills, training and knowledge
Finances – the money you earn and the expenses you have
Work – any paid or volunteer work you do
Workplace – where you work and the people you work with

1. Reflect on the 8 areas of life, consider the amount of change that you are experiencing in each. Put an “x” in the appropriate box.

<table>
<thead>
<tr>
<th>Area of life</th>
<th>Minor change</th>
<th>Some change</th>
<th>A lot of change</th>
<th>Major change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
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<tr>
<td>Relationships</td>
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<tr>
<td>Health</td>
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<td>Personal</td>
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<td>Learning</td>
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<td>Finances</td>
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<td>Work</td>
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<tr>
<td>Workplace</td>
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</table>

2. For each of the changes you identified above determine how you feel about your ability to respond to each change. Determine which ones are:
   - Manageable
   - Somewhat manageable
   - Unmanageable

3. Select one area where you want increased stability and control
4. What can you do to increase stability and control in this area? What obstacles do you need to overcome? How can you do this?

5. When can you make this happen? Write down your plan (actions and timelines)

Put your plan in action.
Focus your energy on one area of your life at a time.
Once you increased stability in one area, select another.
Making the Transition – What Stage Are You At?
Knowing the stages of transition will help you understand your feelings and reactions.

Reflect on the Three Stages of Transition (Endings, Neutral & New Beginnings) from William Bridges.

1. Think of a Change that has recently happen to you (write it down)

2. What emotions are you feeling? (write down as many as you can)

3. Which of the three stages of transition do you see yourself in right now?

4. What is one specific task you can do in this stage that will help you move through the transition? How will you do this? When will you start?
Face Your Fears

1. **Name the greatest fear** - What scares you about the transition you are going through?

2. **Ask Yourself – what if?**
   a. Imagine what could happen if your fear became true. Be specific
   b. How would you feel if your fear really happened?
   c. Now that you have a good picture of the worst that could happen, think of things you could do. How could you handle it? – Planning how to handle something reduces the fear of the unknown and increases your ability to manage it.

3. **Don’t waste time worrying** – think back. Have there been times when you worried needlessly? Is this a pattern you would like to change? How?
4. **Turn the Unknowns into knowns**
   a. Where can you go for information?
   b. Who can you talk to for support?

5. **Face Your Fears** - what actions can you take to confront your fear?

6. **Believe in Yourself** – Change your “I can’t” to “I can”. List a few positive things you can tell yourself during this time of change and transition
### Moving through the Transition – Analyze the Situation

Focus on minimizing the impact of the negatives, anticipating the unknowns/problems and search for solutions.

**Current/upcoming change:**

<table>
<thead>
<tr>
<th>Identify positives associated with the change</th>
<th>Identify the negatives</th>
<th>Identify the unknowns</th>
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What can you do to minimize the impact of the negatives and address the unknowns?
Moving through the Transition – Take Control

Put your energy into areas where you can have some impact and see results and you will begin to regain a sense of being in control/charge. Accept that there are some things not within your ability to control. By letting go of those, you can begin the process of moving forward.

1. Think of a change you have experienced or you are about to experience (write it down)

2. Write down the things you can control, somewhat control or cannot control in the appropriate columns

<table>
<thead>
<tr>
<th>I can control</th>
<th>I can control somewhat</th>
<th>I can’t control</th>
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3. Focus on those changes you can control or somewhat control. Identify ways to keep you centered on those areas. Let go the things you cannot control
Moving through the Transition – Start Reducing Your Stress Today

1. What stresses you out?

2. Identify something that you can start doing right now to help you reduce/manage your stress. How will you do this? What time of the day will you do this? Try this regularly for three weeks until it becomes a habit.

Continue your new habits or try others until your stress is at a level you are comfortable with.