

# The Wellness Exchange



A Publication of  
**BUSINESS HEALTH SERVICES<sup>SM</sup>**  
*Solutions for a Healthier Workplace<sup>SM</sup>*

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## Change Management

### Understanding Change

Although we do not always plan or prepare for it, change occurs in all our lives. Think back over the past year. What has changed? Maybe you or your spouse started a new job. Maybe there was a marriage, birth, or death. Maybe you had to adjust your financial situation. Think back over 2008. Something has changed.



### Reactions to Change

Everyone reacts differently to change and it is difficult to predict how you will react to certain experiences. Change can easily be viewed as a threat or as a loss. However, one must try to embrace the change as an opportunity. To manage resilience to change, individuals should be positive, flexible, focused, organized and proactive. The goal is to enhance your ability to cope with change.

### Coping with Workplace Change

- **Take Charge:** Plan in advance how you will respond to the changed workplace environment and what steps you will take to manage the effects on your life.
- **Talk:** When change occurs, feelings may be both positive and negative, often simultaneously. This is normal! Identify a few people in whom you can confide about the personal impacts of the changes.
- **Maintain a Realistic Outlook:** Remind yourself that some problems can be solved with direct action, and some require time and analysis before meaningful steps can be taken.
- **Improve Lines of Communication:** Don't get into rumor-based discussions and don't share unsubstantiated information. Speak to a supervisor for any needed clarification. Don't make assumptions based on information that you can not verify.



### Additional Reactions to Change

- Shock
- Confusion
- Loss of Identity
- Withdrawal
- Anger
- Exploration
- Challenge
- Acceptance

Always remember to care for yourself in order to increase your energy for coping with the situation. Examples of self care include the following: Exercise, even just a little; Maintain a schedule; Relax your body; Calm your mind; Use distraction; Maintain a healthy diet.

### Managing Change Effectively

- Understand the current situation.
- Develop a clear picture of where organization needs to go.
- Create a plan with specific goals and dates.
- Outline transition dates and details.
- Acknowledge emotions associated with change.

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# Healthy Resolutions

## Tips for Creating & Achieving Your Goals

A goal is something for which you strive. It's an objective that you work towards achieving. When we set goals, we are outlining what we want to accomplish, as well as the steps needed to get us there. Goal setting simplifies our dreams and focuses on specific and realistic objectives.

### S = Specific

Goals should be specific. Ask yourself the following question: What do I really want to achieve? This gives your mind direction. It allows your imagination to sketch a picture and begins the brainstorming process. Write down your thoughts and spend some time organizing your ideas into detailed objectives.



### T = Timely

Set time constraints on your goals. When you decide on your measuring units, also organize a timeline. This will allow you to set milestones throughout your progress.

### M = Measurable

Goals need to be measurable. This will help you track your progress, as well as decide if a goal is too difficult or not challenging enough. A measurable goal allows you to record your success. For example, if you have set a goal to improve your fitness level, you can log the time spent exercising. Keeping track of your goals and progress will allow you to modify your goals as needed.

Do not be discouraged by failures. Expect obstacles to come up – that way you'll be prepared to overcome them!



### A = Attainable

Make sure your goals are attainable. Ask yourself this question: What price am I willing to pay to achieve my goals? This is the most important question. There may be some sacrifices involved in obtaining what it is you want. Therefore, being aware of what you can achieve can then prepare you for the road that will take you there.

### Make S.M.A.R.T. Goals

S = Specific and Significant

M = Measurable and Meaningful

A = Attainable and Achievable

R = Realistic and Rewarding

T = Timely and Tangible



### Don't Forget

Reward yourself. When you have accomplished a goal, reached a milestone, or are successfully following your plan, reward yourself. It is important to celebrate your progress.

### R = Realistic

Remember, our goals are simplified versions of our dreams. If you want to run your first marathon, you cannot start by running 10 miles on your first day. Setting your expectations too high may only lead to failure and giving up on your goals. Think about your abilities and start with an activity you are confident in achieving.

### Share with Others

Tell family and friends about your goals and goal-achieving strategies. A support system provides confidence and encouragement.

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Friends and family can offer motivation to help you reach your end result!