



Creating a Productivity System

If you have 5 people impacted by the same change, you are going to have 5 different reactions to the change. This is because your reaction to any change comes down to how **YOU** will be impacted by the change.

When a change is impacting you, use this worksheet to help you through it.

Step 1 Where are you on the Scale of Change Reaction?



Step 2 BREATH

Step 3 What questions or concerns do you have about the change? Write them down.

Step 4 What are the steps you need to take to get the information you need to address these concerns? Sometimes, the only thing that helps is time....

Step 5 Remember—your reaction to change can cause stress, which is natural. By taking control of your reaction to the change, you can reduce the stress you feel.

Additional Resources:

[Learn how to breath](#) when you are feeling stressed.