

12 MONTH *FIT-FOR-CHANGE* CALENDAR

Congratulations! By signing up for this seminar you have already taken the first step towards gaining some measure of control over how the changes going on in our world affect you. This calendar is available only to clients and seminar participants of Bruns Leadership Consulting. It represents our current thinking on how people can gradually and persistently, over a period of months, increase their sense of well being and comfort with change, to become *fit-for-change*.

We believe that the capacity to become more adaptable to change is built in to humans, it is hard wired into our DNA and our brains. However, like with all aspects of evolution, some of us are better at it than others and those most *fit-for-change* will lead the way to the future. You do have what it takes to make a difference in your own lives and as you do that you'll make a difference in the lives of others.

This *fit-for-change* calendar outlines 7 components of becoming more *fit-for-change*:

- Learning - Before we undertake any fitness program or make any major purchase we usually learn something about our options. Similarly, the first component to your *fit-for-change* program is to learn more about change.
- Committing - Ask any dieter, saver, member of Alcoholics Anonymous, writer or long distance runner. The thing they absolutely cannot do without is commitment. Without a deep down personal commitment to improving your change fitness nothing will happen. A part of committing is finding others who can support you in your program. Be responsible for yourself and screen out those who want to gripe and complain. Hang out with other people who are trying to get *fit-for-change*.
- Protecting & Examining - As you embark on this *fit-for-change* program we ask that your first step be protecting yourself and your families from the unknown. Simply put, we hope you will immediately begin a discipline which will result in your having 6 months' basic living expenses as a safety net. If one paycheck, or one change in management, or one recessionary cycle is all it would take to send you over your financial cliff, you are living too close to the cliff's edge. Next, because all change is self-change, you will need to examine yourself from many different angles. This background work will be the foundation of all other efforts.
- Planning - A vision of your life as you'd like it to be, goals and tactics for arriving at these goals will help turn any unanticipated change into a manageable obstacle on an otherwise planned journey. Planning should not be something you do alone; when things change your family and friends are affected too. So, get them involved in the planning that will help you experience the sense of well being that you desire. Start small, work up to big, involve your kids and friends; they need to be *fit-for-change* too.
- Practicing - No skill is mastered without practice. Take small steps at first, figure out what grabs your attention and apply yourself to those items, but choose something to do and get practicing.
- Evaluating - In some places it is called quality control or continuous improvement. Here we advocate checking with yourself to find out what's working in this program and what isn't. Do more of what's working for you.
- Celebrating - Twice we suggest celebration but you can celebrate as often as you'd like. Each and every time you celebrate your progress you are strengthening your change fitness "muscles."

Fit-for-change skills that we all need

There are three areas we see over and over in our change management practice which everyone needs to address. (1) Technology. If you want to become more *fit-for-change* and more resilient in the face of change, learn and apply in your jobs everything you can having to do with computers and other cutting-edge technology. (2) Teamwork. The buzzword is "teamwork" but the issue is interpersonal skills. If you are unable to be a productive and pleasant team member you are not *fit-for-change*. (3) Communication. In the information age our ability to communicate is becoming more critical. Check out your communications skills and improve them immediately.

OCTOBER	NOVEMBER	DECEMBER	JANUARY
<p style="text-align: center;">Learning</p> <ol style="list-style-type: none"> 1. Attend seminar(s) on change. 2. Read about change. 3. Talk to others about their change experiences. 4. Start a <i>fit-for-change</i> journal. 5. Write about change. 	<p style="text-align: center;">Committing</p> <ol style="list-style-type: none"> 1. Journal or answer in dialogue: <ul style="list-style-type: none"> • How close to being “courageous” you are. • What you wish to commit to. 2. Draft and sign a letter of commitment to yourself. 3. Schedule your <i>fit-for-change</i> dates. Clear at least one morning each month in your calendar to devote to planning your monthly <i>fit-for-change</i> process 4. Have a <i>fit-for-change</i> conversation with family, friends and loved ones in which you share your commitment. 5. Identify and contact several close friends, colleagues or family members who can serve as your <i>changemates</i>. Ask them to commit to the tasks and meetings on this calendar. 6. Talk to your manager or supervisor about change resilient skills. 	<p style="text-align: center;">Protecting & Examining</p> <ol style="list-style-type: none"> 1. Study yourself. Are you change resilient? What can you do to make yourself more so? Look out on the time horizon. What challenges are facing you? Will they require you to change? If so, how? 2. Determine your absolute “must have” monthly budget. How much would you need to get by for 6 months? Look at all your needs and resources. 3. Set a monetary safety net goal for yourself (and your family) of 6 months living expenses. 4. Journal about your past change experiences; changing schools, changing jobs, moving, getting married or divorced, having a child. How did you react to change? 	<p style="text-align: center;">Protecting & Examining<i>(continued)</i></p> <ol style="list-style-type: none"> 1. Continue taking stock 2. Ask friends and loved ones how they view your ability to change. 3. Examine the balance of effort and activity on daily maintenance. Include your family or friends. Does anything need changing? Are there tasks which you or someone else no longer has time to do? If so, negotiate and commit to changes for balance. Involve children, friends or elders. 4. Call your changemates together for the purpose of reviewing your progress to date. 5. Journal about your experience of renegotiating the balance of time and effort devoted to daily maintenance items.

FEBRUARY	MARCH	APRIL	MAY
<p style="text-align: center;"><u>Planning</u></p> <ol style="list-style-type: none"> 1. Review progress against financial safety net goals. Are you keeping accurate records of your spending? 2. Say “no” or say “yes” to one thing to balance your life 3. Set goals for short-term (1 year) and long term (5 years) personal, relational, financial and professional gains; post on the refrigerator. 4. Journal about your goals. Journal about your successes in managing your spending. 	<p style="text-align: center;"><u>Planning (continued)</u></p> <ol style="list-style-type: none"> 1. Study your <i>department</i> or immediate work group. Is it change resilient? What can you do to make it more so? Look out on the time horizon. What challenges face this group? Will they require you to change? <ul style="list-style-type: none"> • Brainstorm with a trusted colleague or changemate about alternative paths, both in your current department and elsewhere. Keep track of your options. 2. Study your <i>organization</i> or company. Is it a change resilient organization? What can you do to make it more so? Look out on the time horizon. What challenges face this organization? Will they require you to change? <ul style="list-style-type: none"> • Brainstorm with a trusted colleague or changemate about alternative paths, both in your current department and elsewhere. Keep track of your options. 3. Journal about those options that bring a smile to your face. 	<p style="text-align: center;"><u>Planning (continued)</u></p> <ol style="list-style-type: none"> 1. Study your <i>profession</i> or career. Is it a change resilient profession? What can you do to make yourself more so? Look out on the time horizon. What challenges face this profession? Will they require you to change? <ul style="list-style-type: none"> • Brainstorm with a trusted colleague or changemate about alternative paths, both in your current department and elsewhere. Keep track of your options. • Identify professionals who’ve made the most of change. Can you adopt any of their tactics? 2. Study the <i>workplace</i> or economy in your area. Is it a change resilient workplace economy? Look out on the time horizon. What challenges face your local or regional workplace economy? Will they require you to change? <ul style="list-style-type: none"> • Brainstorm with a trusted colleague or changemate about alternative paths, both in your current department and elsewhere. Keep track of your options. 3. Journal about those options that bring a smile to your face. 	<p style="text-align: center;"><u>Mid-way Celebration</u></p> <ol style="list-style-type: none"> 1. Call your changemates together for the purpose of reviewing your progress to date. You are one-half the way there. 2. Evaluate your progress and celebrate everything you’ve accomplished. 3. Prepare or review your family budget. Set new goals if needed. Discuss with the entire family. 4. These are your only tasks this month. So relax and celebrate.

<i>JUNE</i>	<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>
<p style="text-align: center;"><u>Practicing</u></p> <ol style="list-style-type: none"> 1. Prepare or review your budget. Make changes if needed. Discuss with your family or friends. There is still time to build a safety net. 2. Review your journal entries regarding your options. What insights can you find in your own thoughts. Share with others if you choose to. 3. In a family council, invite family members to day-dream about what the future looks like to each of them. Compare your hopes and desires looking for commonality in places, times, activities. 4. Construct a diagram. Draw or write individual and family goals. Post it somewhere visible. 5. Journal about this activity. 	<p style="text-align: center;"><u>Practicing</u> <i>(continued)</i></p> <ol style="list-style-type: none"> 1. Build your critical <i>fit-for-change</i> skills. <ul style="list-style-type: none"> • Attend continuing education. • Build teamwork skills in your department. • Practice clear and direct communications with co-workers, supervisors, and family - even if they don't. 2. Explore the possibilities and options you smile about. <ul style="list-style-type: none"> • Choose which options are appealing enough to spend more time on. • Arrange informational "interviews." • Plan and carry out "field trips" to visit places or people of interest. 3. Plan an "escape route" so that, in the event you need it, you have a plan which you can implement immediately. 4. Journal about "what if" scenarios to help you determine an "escape route." 	<p style="text-align: center;"><u>Evaluating</u></p> <ol style="list-style-type: none"> 1. Define personal and professional long-range goals. 2. Align these goals with others' needs and goals. Take one action to bring a long-term goal to fruition. 3. Begin final evaluation of financial changes. How close are you to having 6 months living expenses safety net? 4. Develop a "continuous improvement" program for yourself. Begin thinking about closing out your year of <i>fit-for-change</i> planning. 5. Journal about your experiences to date. 	<p style="text-align: center;"><u>Celebrating</u></p> <ol style="list-style-type: none"> 1. Review your journal to identify important insights you've had along the way. Have you applied learning from these insights to setting goals and taking action? 2. Review your year. What has worked for you? What hasn't? Revise your plan as necessary and re-commit to your own future and self-direction. 3. Call your changemates together for the purpose of helping you see all the reasons you have to celebrate. Celebrate! 4. Journal about your celebration.