

What to Expect When Life is Changing?



A Change Readiness Assessment
and Five Tips to Stay Calm, in Control,
and Make Change Easier



Hi there —

I'm so happy you've downloaded my **Change Readiness Assessment**.

I've also included **Five Tips to Make Change Easier!** Welcome to a new way of thinking about change, so you can create a life change full of excitement, happiness and joy – even if it doesn't feel that way in this moment.

Change is constant, and life's transitions are often stressful, overwhelming, and exhausting. But they don't have to be!

Knowing how to deal with the many shifts in your life means you'll not just survive change, but instead you'll purposely move through this process towards a thriving new beginning.

Recognizing how you feel about change and transition is the first step to choosing how you'll process that change. When you're able to recognize your feelings, and, from there, choose how you want to process that change, you're better able to leverage that change to be transformative.

This e-book is designed to:

- Predict your energetic readiness for change.
- Help you understand the nature of change and transition.
- Prepare you for the 3 phases of change.
- Provide 5 disciplines to help you master your transitions.

I hope the content is helpful to you or to someone you know who is experiencing a life transition. If you have questions about the changes you're facing and how you can move through them with more ease and grace, feel free to reach out to me at 323-697-7186.

And be sure to take good care of yourself through this process!

Sue

If you'd like to schedule a complimentary 45-minute
Let's talk About Your Future Coaching Session,
you can contact me at www.suehorwitz.com,
or [book directly here](#).



STEP ONE

Take the Change Readiness Assessment

This assessment is an indicator of your predisposition to change. Plan to set aside 20 minutes, in a quiet place to take the assessment.

Remember:

1. Don't overthink your response.
Your first thought is the best thought for the answers.
 2. Answer questions as the responses are generally true for you.
 3. There are no right or wrong answers.
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1. I generally try to protect and maintain things as they are.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

2. Before trying something new I must feel reasonably certain I will be successful.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

3. I believe that most things stay the same.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

4. I'm not confident dealing with a crisis.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

5. I'm suspect of change.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

6. I tend to be a cautious risk-taker.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

7. I generally have trouble making decisions.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

8. I like to feel in control.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

9. I often have a difficult time envisioning the future.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

10. I see myself as a creative thinker.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

11. I place a high value on job security.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree

12. I'm an optimist.

1 2 3 4 5 6 7 8 9 10
Strongly Agree Strongly Disagree



STEP TWO

Evaluating your Change Readiness Results

SCORING

<60

You're less comfortable with change, crisis, and transitions. You're likely to be stressed during minor changes and find major transitions very difficult. While you're powering through your to-do lists and action items, you're not enthused about change. You often feel hopeless, anger and resentment towards what is ahead.

61-105

You perform tasks associated with change with greater ease and less stress than others. In spite of change's uncertainty, you feel good and optimistic about your future. When situations are rough, you don't push yourself out of your comfort zone, and, you may, as a result settle for less than what you originally strived for. You often find yourself disappointed with situations and others.

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You energetically navigate change and crisis. You're curious and able to see opportunities in everything. As a result, you may not foresee problems and often take great risks.

Whatever you scored in the assessment the **goal of every transition is to get where you want to be.** How you accomplish this and **how you feel about getting there is up to you, and in your control.**

Internal and outer fundamentals affect how we handle transition. You can create the results you want by understanding and knowing how to handle these elements. How you use your self-awareness and knowledge becomes your Success Formula ... your unique way to maximize your transition ability.

Before you can craft your Success Formula, lets review what a transition really is all about.



STEP THREE

Getting Ready for Change, Understanding Transitions

(Based on the work of William Bridges, *Managing Transitions, Making the Most of Change*)

Transitions are the **inner process** through which we come to terms with change. During transition we **let go** of the way things used to be and **reorient** ourselves to the way things are now, and move towards our futures.

Transitions occur in every aspect of life. They can be major or minor. When there's a transition in one area of life, most other areas of life are affected.

All transitions begin when something ends.

An ending may be planned, like a retirement or wedding or unintended like losing a job or getting a divorce. Either way an ending begins your transition journey.

During the **Endings Phase** of our transition we experience a myriad of emotions. At once, we can be both excited and filled with fear. When something comes to an end it's normal to feel anxiety, sadness, and stress. How we deal with our feelings while a situation is ending is vitally important to our transition process. It's helpful to develop skills that enable us to turn transition's low energy feelings (fear, sadness, stress, anxiety) into higher energy feelings of acceptance, hope, confidence and even enthusiasm.

Changing low energy to high-energy feelings is something you can do. The simplest example of how to shift your energy is to get up and move your body physically. Other methods include meditation, self-care, being grateful, doing things for others, and reframing the situation.

MAJOR & MINOR TRANSITIONS

Major and minor transitions happen in careers, families, to finances, our spiritual being, and personal development.



- Moving and downsizing are major transitions.
- Renovating a kitchen is a minor transition.



- Major relationship transitions are: marriage, divorce, death and having a baby.
- Minor transitions are having tough conversations with loved ones.



- Being diagnosed with a serious illness is a major health transition.
- Deciding to start a new exercise plan is a minor transition.

Take some time to think about how these common transitions have affected you internally and externally.

The most straightforward explanation of reframing is the question, “Is the glass is half-full or half-empty?” When you reframe your situation, your perspective will be more empowered, and you’ll be able to move forward.

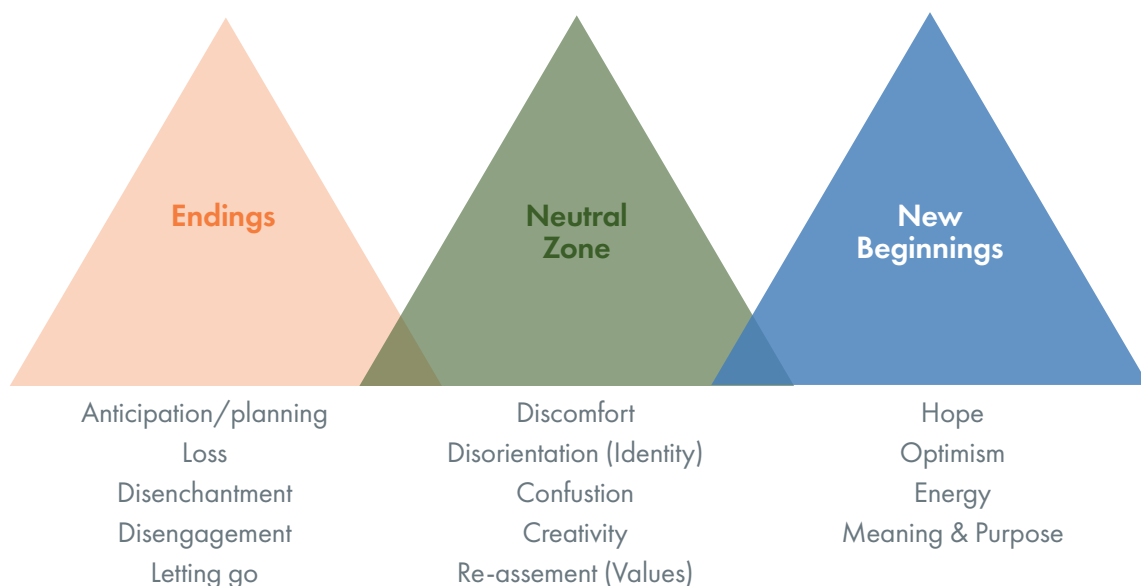
When we are in the midst of a change, it’s often difficult to see the forest through the trees. It’s helpful to work with an objective partner to help you reframe your situation. If you’re experiencing fear, and discomfort with your situation, feel free to reach out to me for a complimentary 45-minute *Let’s Talk About Your Future* Coaching Session, you can contact me at www.suehorwitz.com, or book directly [here](#).

The second phase of transition is called the **Neutral Zone**. We’re in between an ending and a new beginning. During this phase, we deal with a great deal of ambiguity, and confusion. We don’t really know what our new start looks like. As everything we know is shifting, we’re out of our comfort zone.

The Neutral Zone experience can also be highly creative, and exhausting. We work hard exploring our inner selves, dealing with our discomforts, re-evaluating and uncovering our much-needed strengths.

Transition Model

Adapted from *Transitions, Making Sense of Life’s Transitions*, William Bridges



There is no fine line between transition’s phases. Endings may overlap with Neutral Zone phases. The Neutral Zone phase experience often seeps into the **New Beginnings** phase.

As we approach a new beginning, our feelings of overwhelm and skepticism move towards being hopeful, greater internal understanding, and acceptance. When we reach our new beginning our energy is positive and we're genuinely enthusiastic for what lays in front of us.

Imagine being able to perform the goings-on related to your transition without worry, fear or hesitation?

You can navigate your transition with less stress and greater productivity by understanding how your energy is affected by internal and outer influencers and by creating your unique transition success formula. In the next section of this e-book, we'll examine 5 of the ten disciplines that, when learned, practiced, and integrated into your mindset, enable you to do exactly that.

Regardless of which phase you're in, common challenges that affect your ability to perform and adapt include:

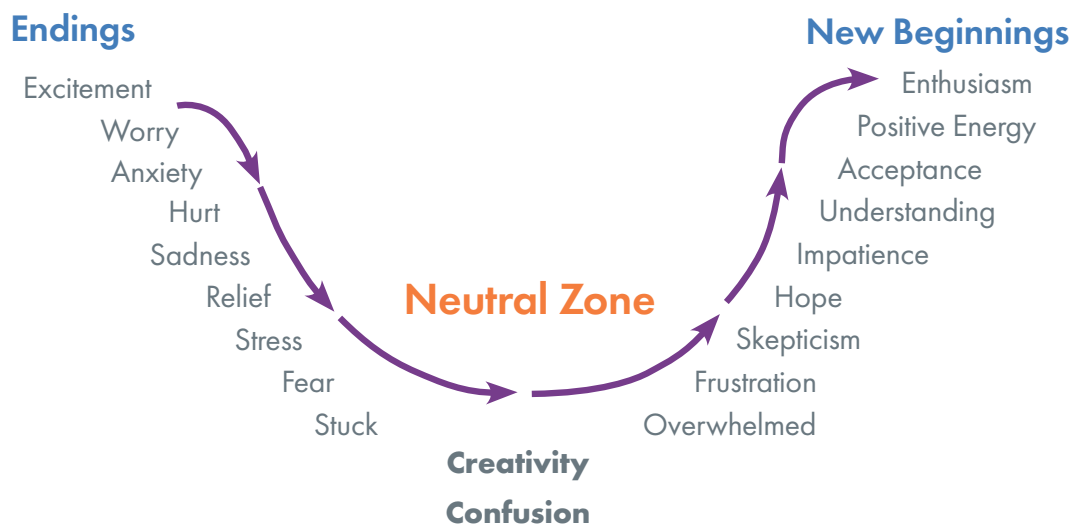
- Constant feelings of stress
- Trouble dealing with distractions
- Inability to set and reach goals
- Loss of enjoyment
- Work/life balance issues
- Inability to get into action
- Lack of confidence
- Sense of powerlessness



STEP FOUR

5 Disciplines to practice and move more smoothly through your transition.

Understanding the nature of change and how we are affected by it enables us to proactively manage our transitions productively, avoid pitfalls, and reduce the impact of challenges.



I mentioned inner and outer factors influence how we handle transitions. Outer influences include: environment, our physical and emotional wellbeing, even our social situations.

How we handle our emotions during a transition is crucial to being able to move forward to our desired new beginning. Endings & Neutral Zone phases are marked with anxiety and stress. These low energy emotions negatively affect our transition experience and our ability to get to where we want to be. However we have a choice in how we handle these emotions. We can choose to develop skills or disciplines to help us.

There are 10 disciplines to practice that when learned and internalized help us both shift from low energy feelings to higher energy feelings and support confident, productive decision-making and action. **The specific disciplines we'll focus on here include:**

Awareness

Acceptance

Conscious Choice

Trust the Process

Fearlessness

The disciplines are intertwined and some are dependent on each other. How they build upon each other, along with our practice of them, enable us to move through change with greater ease, and confidence and attain the best possible outcome.

As we explore the disciplines, allow yourself time to reflect as you go about your day-to-day experience. It's helpful to journal about your experiences.



#1 Awareness is the foundation for change. We are to some extent self-aware, aware of reality, how others influence us, the environment, of our options and choices.

People who are comfortable with transition continually observe and evaluate themselves and everything around them. They understand what's right for them and why. Being self-aware, they're committed to their values and know what works for them at any given moment.

Being aware of our values, strengths, and weaknesses enable us to see our options and when necessary, confidently pivot.

If you'd like to discover your core values and how they might be impacting this change, schedule a time to talk to me at the end of this e-book. I'm happy to help.

#2 Acceptance. We practice the discipline of Acceptance when we observe ourselves, others, situations, and things without a positive or negative bias. Accepting people don't beat themselves up; they don't take things personally, but rather, they look at things just as they are.

To increase acceptance of where you're now, try to reframe situations.

To do this, ask yourself, "What other ways can I look at what's happening to feel better?"

You can also ask yourself the following questions:

"What's the worse thing that can happen"?

"Is that going to happen"?

"Really?"

To develop awareness, start a simple practice of checking in with yourself throughout the day.

How am I feeling right now in the moment about this change?

How am I being affected physically?

What thoughts am I having about this change that aren't in my best interest?

What strengths can I draw on right now?

What do I need to develop to be more comfortable during this change?

We're less able to change or move forward until we can embrace where we are. **To perform at our best during a transition we need to accept things as they are... rather than struggle against it.**

It's essential to be aware of the impact that our past has on us in the present moment. Doing this enables us to choose how we want to respond to a new situation.

#3 Conscious Choice. When we think about what happened in the past or are worried about what might happen in the future, our ability to make a decision is severely limited. When we practice objectivity and simultaneously use logic, know our feelings, and trust our intuition, we can make quick and accurate decisions. It helps to know we always have choices. We can adjust to our circumstances and respond to tough situations versus react to them.

Often we find ourselves saying we “have to” or “need to” do something to avoid negative consequences. When we do that, we’re choosing from fear, or pressure ... not from purpose.

#4 Trusting the Process. In transition, when we practice Awareness, Acceptance, and Making Conscious Choices, we’re now prepared to Trust the Process.

Awareness allows us to determine the facts and our reactions to them. When we remain objective and accept our reactions to the facts we’re able to see our options and make conscious decisions. Trusting the Process, we let go of anxiety-producing thoughts like: When I find my new home, my move is complete. When I get a new job; I’ll be happier. When I’ve saved more money; I can retire.

In transitions, we often need to change our plans. Think about what you are going through right now. Take some time to reflect and journal about your current situation.

How open are you to new possibilities?

What might get in the way?

What will you do if that happens?

Over the next few days, practice-making choices from a place of intention, not fear.

In a journal, record what happened.

Did you make different choices from your usual ones?

How did it feel?

**To Trust the Process,
we accept that
we’re a work
in progress and
we always do
the best we can.**

Awareness, acceptance and the ability to choose enable us to make plans and set goals that we’ll achieve. We’re comfortable that we can make changes to the process along the way... and have faith we’ll prevail.

When we find ourselves resisting, not moving, and negative, we create and prolong our discomfort and limit our options.

#5 Fearlessness. Fear is the anticipation of a negative outcome. Often it's the most significant factor preventing us from changing our situation and navigating transitions. We spin our wheels imagining what could happen instead of paying attention to what's actually happening.



A new way to look at fear

The negative affect of fear holds us back from making the changes we desire. It's destructive and drains our internal resources. Fearlessness, on the other hand, allows us to perform, to take action, to make changes.

Our fears are a natural response; both born out of self-protection and learned experiences. We fear losing what we have and want to keep. Common fears include: Not being good enough, failure, success, losing a loved one, aging.

Understanding and removing our fears takes practice. For now, let's look at ideas that will help us uncover our fearlessness.

We can choose not to worry (think about our fears), by staying in the moment, practicing awareness, and accepting what's occurring. By making this choice, we can see options, can make conscious choices, and have faith things will work out. We can take affirmative action.

What are your thoughts and feelings about fearlessness?

How might fear be holding you back currently?

List all the fears you have and how they preventing you from moving forward towards your dreams?

With practice, you can become fearless at the moment. Think of a phrase, you can say when you need to be courageous. It could be as simple as "There is nothing to fear; everything is unfolding perfectly.

Let's not confuse fearlessness and being reckless. We may have concerns when a situation exists that we believe likely to cause physical or other harm to others and ourselves. We may choose based on those concerns, to hold back. It is fearlessness that enables us to take those *reasonable* chances.

When we practice fearlessness, we can safely take risks, learn something new, make changes, develop new skills, and grow.



Being in Transition

Again, thank you for downloading my **Change Readiness Assessment**. I hope I've given you more tools to make your journey less stressful and more productive.

Remember, if you're contemplating a change in your life, or you've just been thrown a curve ball, **you can create a life change full of excitement, happiness and joy.**

You don't have to through your transition alone. It's often helpful to work with a coach who has no agenda other than helping you achieve your goals faster and easier. We can work together to calm your sense of overwhelm, get centered, and formulate a plan of action. We'll work together to turn your uncertainty and fear into confidence, so you make the best decisions moving forward!

If you think you could benefit from strengthening your support system during this time of change and flux, schedule a 45-minute *Let's Talk About Your Future* Complimentary Session. There's no obligation, and I promise you'll walk away with valuable insights and action steps from our time together.

To schedule: You can contact me at

www.suehorwitz.com

or book directly [HERE](#).



About Sue

I'm a veteran solo-entrepreneur. A few years ago, I knew it was time to make a career change, but I was unprepared to do it. I had tremendous fear about whether or not I could make money doing something new. I sought out coaching to help me connect to a new purpose and visualize a different future. I became an ICF credentialed coach in the process.



I planned to transition a lucrative 16-year old publishing business into the coaching business of my dreams. As I moved forward with my plans, my husband ended our 27-year marriage. With help, I rebuilt my life, confidence, and spirit. I trusted myself, and when the time was right started this coaching practice.

Whether you are in the midst of a life-changing event or just pondering your future, I know how overwhelming and lonely re-imagining your life

and implementing goals can be. I get that you may not even know what your goals are, and that's okay too.

Whatever has brought you here; you know something has to change, shift, and move. I can help you go through your process with grace and ease!

“Trust yourself.

Create the kind of self
that you will be happy
to live with all your life”

— Golda Meir