Tips for Tackling Tough Times

Uncontrollable  Unexpected  Unwelcomed

Unprecedented

3 AREAS COVERED:
- Managing Your Mood
- Managing Your Mindset
- Maximizing the Moments
- Managing Your Money
Tips for Tackling Tough Times
Things You Can Do to Manage Your Mood

You’re Not Alone!
Some of the most common moods during tough times...

Stress
Fear
Uncertainty
Anxiety
Impatience
Anger
Depression

Change is something that happens to people, even if they don’t agree with it. Transition, on the other hand, is internal: it’s what happens in people’s minds as they go through change. Change can happen very quickly, while transition usually occurs more slowly.

-William Bridges

Source: “Managing Transitions” by William Bridges, Ph.D. and Susan Bridges

Managing Transitions
Making the Most of Change

Adapted from “Managing Transitions” by William Bridges

Bridges’ Transition Model identifies three stages people go through. The model mainly focuses on psychological change during the transitions between each stage.
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Stage 1: Endings

Anxiety, sadness, frustration, and loneliness, or even depression might occur.

There are many things a leader can do to ease the transition to a change:

- Clearly explain the purpose of the change
- Respect and appreciate emotions
- Clarify the benefits of the planned change
- Clarify exactly what will change and what will remain the same
- Communicate a lot

Stage 2: Neutral Zone

The core of the change process. Employees who are in the neutral zone tend to be impatient, confused, or insecure. Getting used to new processes, procedures, or relationships may make people experience an increased workload. The hardest steps have now been taken, but many employees still struggle with various issues or insecurities, including poor morale, anxiety about their position or status, and resentment.

There are several measures leaders can take to facilitate change:

- Quickly respond to feedback
- Offer training or other forms of help
- Show the benefits of the change
- Handle any issues that arise

Stage 3: New Beginnings

Period of new energy and acceptance. The changes have now been fully accepted, and employees are developing new skills necessary for the new work environment. The first results and benefits of all the effort are now starting to show. The new identity, the result of a properly managed transition, means that employees can develop understanding for the sense of it all. They think about ways in which they can effectively contribute and be part of the new environment.

In order to build a strong foundation for the future, there are a few more things the leader can continue to do:

- Work on a sense of meaning
- Be consistent in behavior, communication, and decision making
- Show successes that the change has brought
- Celebrate results and milestones

Source: “Managing Transitions” by William Bridges
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Things You Can Do to Manage Your Mood

- Acknowledge your emotions
- Journal your thoughts and feelings
- Talk to someone you trust who has wisdom & a positive attitude
- Seek professional help, spiritual leader and/or use your Employee Assistance Programs
- Assess your overall lifestyle & make adjustments as needed
- Get sleep, exercise, and eat right
- Minimize the news & other outside negative sources
- Practice Mindfulness, prayer & meditation
- Count your blessings - be grateful

There is Always Something to be GRATEFUL for.

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Things You Can Do to Manage Your Mindset

*Take control of your mindset*

*“Life is not what happens to you, it’s what you do with what happens to you.”*

**CONTROL YOUR REACTIONS**

Do You Have a Personal Pivot Plan?

Have a **P**ositive attitude and outlook.

Take an **I**nventory of current skills and strengths.

**V**isualize the possibilities.

Research and **O**utline what’s needed to achieve success.

**T**ransform the story.

Do You Have a Fixed Mindset or a Growth Mindset?

A “fixed mindset” assumes that things are static and we can’t change in any meaningful way; stuck, complacent, rigid, glass half empty.

A “growth mindset” thrives on challenge and sees failure not as evidence of unintelligence but as a springboard for growth and for stretching our existing abilities, looking for what’s possible; identifying new opportunities.

WHAT CAN WE DO?

One of the most important skills that people leaders can demonstrate in times like these is...

**EMPATHY**

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Dr. Shirley Davis, CSP, SHRM-SCP

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**Eric Ries, author of “The Lean Startup,” explains pivoting as a change in strategy without a change in vision.**

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Things You Can Do to Maximize the Moments

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This disruption has not come to stay, it has come to pass.

When it is over...

What will you have learned from it?
How will it make you a better person because of it?

Try new recipes

Clean out your closets

Play games

Family movie night

Do chores together

Meditate/Pray

Start a garden/plant flowers

Do home comedy shows

Be creative. Be productive. Be flexible.
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Things You Can Do to Manage Your Money

1. Even though the tax filing has moved to July 15, if you expect refund, file now so that you’ll have your funds for immediate use. If you know that you will owe money to the IRS don’t file until July 15. Save that money for immediate living expenses.

2. Check with your credit card company to see if they will allow you to forego payments with no fees or penalties and if they will freeze the interest rate until June.

3. Cut out unnecessary or optional spending (e.g., hair salon, nails, memberships, subscriptions, massages, clothes, shoes, etc.).

4. File for unemployment or any other Federal Stimulus benefits being offered by the government.

5. Check all life insurance policies for cash value that can be borrowed against.
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Things You Can Do to Manage Your Money

6. Refinance your home and take advantage of these low interest rates.

7. If you have equity in your home, you can apply for an equity line of credit.

8. For small businesses, you can work with your bank on a small business loan. Check Federal and State programs for special funds being offered for relief.

9. Small businesses can also apply for PayPal loans if you transact business using their platform.

10. Consider what other skills and talents you have that can be creatively converted to immediate income.