

April 6, 2007

I would like to invite you to review our first weekly publication dedicated to giving you lots of tools and tip on how to make your career work for you.

Each week we will explore different strategies in Personal Change Management that will make your changes more effective and your success rates increase.

If you know of someone who may be interested in receiving loads more free top tips then please forward this email to them as well.

First, let me ask you:

Are you thinking about making a significant career change or transition?

Are you not sure where to start?

Have you begun making a change, and now struggling with what to do next?

Consider any of the following career transitions:

- Promotions & Advancement
- Transitioning to a new department
- Retraining to work in a new job
- Unexpected company or job changes
- Leaving your current job to start up your own business

Any of these transitions will lead you into a process of change. It is possible you are feeling overwhelmed or frozen with the fear of failure that has built up in your mind.

Realize though, that change and transition are the opportunities to discover new possibilities and develop your potential to a higher level.

This change can give you more success and balance, if you make it the right change for you.

This series of articles will guide you through the process of change and show you how understanding it will prepare you for your own change now. The model I am exploring with you in this and the following 4 editions will break down the process into the typical stages which we all go through as we experience a change:

1. Pre-contemplation

2. Contemplation
3. Preparation
4. Action
5. Maintenance

Change can feel like a journey as we go through them. Navigating these environments is much easier when you have the map of what lies ahead.

As we explore each stage of change over the next 5 weeks, see if you can identify where you may be in the process.

Navigating the Environments of Change

Stage 1 - The Murky Fog of the unknown

If you feel like you are walking in a fog, you may be unaware that you are in need of a change. Or maybe you know it is time for a change, but you are resisting it and avoiding taking that first step.

What might be going on in your head:

- You may resist change or are not be ready for the change
- You may not even be aware of the change needed
- Your confidence may exceed your ability

What you may be feeling: Denial and/ or Fear

What you may be saying: 'I guess I have some faults, but there is nothing that I really need to change.'

What can you do? Tips to move out of the fog:

- Identify your key issues that may motivate you for the change. What is important to you now? Where do you want your life and career to go from here?

- Be aware of others' attempts to raise your awareness of the need for a change. Are people around you trying to get you to see something new? What is the message that you need to hear? Well meaning friends, family and colleagues, may be trying to tell you that things have or need to change. Instead of letting them cause you frustration or irritation, open

yourself up to their messages.

- Open yourself up to new possibilities. Change and discover can bring with it new ideas, opportunities, and successes that you never before imagined. Do you want to grow and advance? Are you ready to realize a higher potential? If yes, let yourself open up to the possibility of making a change that works for you.

Next time - you will learn about the Deep Forest of Contemplation. Is this where you are at?

The following series of newsletters will continue to explore how we can take the fear of change and turn it into a manageable process to increase your success rate.

For more information regarding our Career Change Coaching Programmes, click [here](#). If you would like to contact me direct, email info@changeointcoaching.com

Best Wishes,
Catherine Endicott
ChangePoint Coaching

P.S. Want to make sure you receive this publication every week?

Then click reply and send me an email requesting to continue to receive this newsletter.

If you know of anyone that may find this information useful, then please forward onto them as well.