

## Surviving Workplace Change for Employees

We have faced many challenges through the COVID-19 pandemic and there continues to be more losses and changes. So how do you move forward toward a healthier place? The key lies in knowing what you can control. Consider these suggestions for weathering challenging times.

### Meet Your Basic Needs

- **Sleep:** try to maintain your sleep schedule and get rest when you can
- **Nourishment:** maintain daily meals
- **Maintain routine:** try to create a daily routine, as this enhances comfort and predictability
- **Exercise:** engage in some form of exercise daily, even if it's just in your home, to manage stress
- **Seek social connection:** stay connected with friends, family, co-workers or a counselor
- **Engage in resiliency practices:** Use deep breathing, meditation, prayer or other relaxation techniques that work for you.

### Cope with Worrisome Thoughts

- Differentiate between when your thoughts are spiraling versus when you are productively problem solving. Turn worrisome thoughts into action by making a step-by-step plan.
- Increase awareness of catastrophic thinking. In response, try to maintain perspective and remind yourself of the facts – how real is this threat to me right now?
- Focus on things you have control over and try to practice acceptance of what you don't.

### Strategies for Coping with Workplace Change and Loss

It can be hard to say goodbye to co-workers. After so much time together, day in and day out, you may miss these people. So how do you say good-bye? It's not always an easy question to answer because each person is different. Some people do better in person and others prefer a more professional and distant exit. This is where understanding yourself and your co-workers can come in handy; you and your manager can review the options. Whatever you do, do something to say goodbye. Below are coping tips:

- Acknowledge those leaving the organization
- Spend time reaching out to new team members
- Keep a positive attitude and try to minimize complaining
- Demonstrate your value to the workplace:
  - Make suggestions as to how to be more efficient with less staff
  - Volunteer when you are able for new responsibilities
  - Recognize your colleagues and teams' accomplishments
- Be mindful of your limits and don't overdo it

The Employee Assistance Program (EAP) can help you cope with how all the organizational changes are impacting you personally. Don't hesitate to reach out to us to set up a time to talk with one of our counselors.

