25 TIPS TO MAKING A CHANGE

Cynthia Kyriazis Productivity Partners, Inc.

Productivity Partners, Inc.

Productivity Strategist, Ceach & Trainer



We may not love it, but we all know it's inevitable.

Sometimes you're on the receiving end of it.

But sometimes you **initiate** it. And that's what this booklet is about.

Either way, it's important to learn how to manage it, rather than have it manage you.

Onward...

Clear your desk. Clear your mind.

Cynthia Kyriazis

Productivity Partners, Inc.





If you're thinking about making a change, the cardinal rule is to begin with a very narrow focus.

Tip #2

If the focus is narrow enough, you can build on it more easily.

Tip #3

If you can build on it easily, you build your confidence at the same time.

Tip #4

And if you build your confidence, the change will more than likely happen without a lot of stress.



Narrow focus involves small steps.

Tip #6

The small steps should be easy to do.

Tip #7

Sometimes they aren't even steps, but rather adjustments.

Tip#8

The steps or adjustments need to be able to be introduced seamlessly into your daily routine. No big deal, cause they're small steps.

Tip #9

Once they're introduced, keep them there to practice over and over.

Tip #10

Try to get these steps to be as automatic as possible.





Is this approach helping you? Great. Do more of it.

Tip #12

Is this new approach hindering you in some way? Re-visit your steps.

Tip #13

Revisiting your steps may require refinement.

Tip #14

Revisiting steps may require eliminating them and beginning again with new or different ones. It's normal. You can do it.

Tip #15

Self-defeating or negative thoughts inevitably appear. Wrestle them to the grown and shift them.

Tip #16

You can shift these thoughts by remembering **why** you began this journey. What's important to you.



Good to remember...







Tip #17

What was your GOAL?

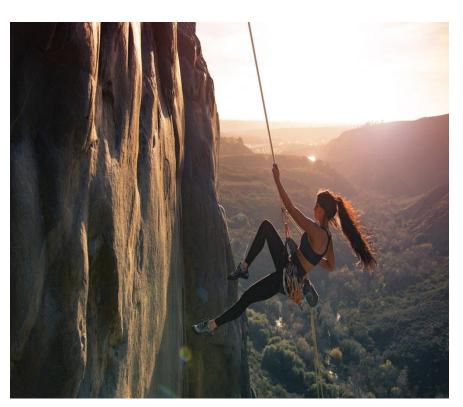
Tip #18

What was your PRIORITY?

Tip #19

Why did you need this change?





Keep your emotions from hijacking you.

Tip #21

Identify what's stopping you or tripping you up.

Tip #22

Consider that you might need to learn a new skill.

Tip #23

Or you may need to get more **resources**.

Tip #24

Or you may need more **support**. Rally the troops.



Tip #25

Remember that change is part of living and you want your life the best it can be...right?

Get going!!





Cynthia Kyriazis
Productivity Strategist & Coach

<u>cynthia@ProPartnersInc.com</u> www.ProPartnersInc.com

913-649-0878

Productivity Partners, Inc.

Cynthia is founder and President of **Organize it** & **Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

She focuses on the principles, strategies & behaviors that help decision-makers & their teams improve focus, sales, profitability & overall job performance.

Cynthia is a productivity coach, facilitator & subject matter expert in the areas of time and self-management. She works with clients on systems, processes, and performance improvement.

Amazon Best Seller

