

# 25 TIPS TO MAKING A CHANGE

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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.**

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### **Tip #1**

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.



### Tip #5

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.



### Tip #11

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 ground 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?





### Tip #20

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!!







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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.

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