

Change Worksheet

A tool to gain clarity about a change so you can decide how to engage with it.

What is changing?

Why is the change happening?

What factors led up to it?

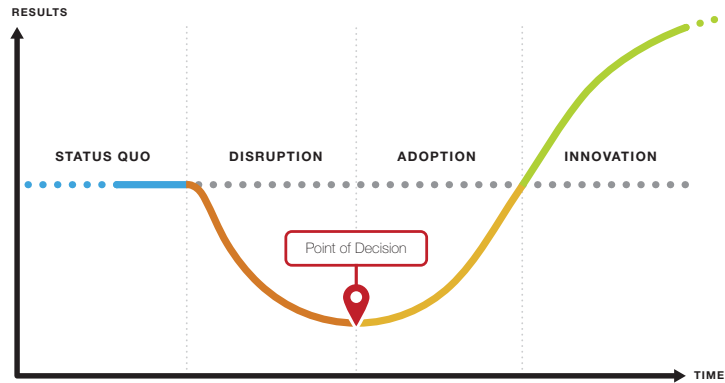
What else do I know about why the change is happening?

Who wants the change?

What does the change mean for me? (For my role, responsibilities, skills, etc.)

Change Worksheet

Which zone am I in?



What's my current reaction to the change?

- ☐ Move ☐ Minimize ☐ Wait ☐ Resist ☐ Quit

How will the change affect my work? my team's work?

What challenges will the change present for me? for my team?

What opportunities might the change create for me? for my team?
(Consider new skills, roles, etc.)