



Workplace downsizing — change in the workplace.

Workplace changes in the form of downsizing, layoffs and closures have become commonplace in today's business environment. It's important to understand how the stress of such changes may impact you. People who have gone through organizational change may experience a wide range of emotions or symptoms such as guilt, anger, fatigue or anxiety.

In this flyer, you'll find some tips on how to weather workplace change. Learning to recognize how change affects you can help you cope during this difficult time. Take advantage of programs available to help you address your concerns.

What makes this so difficult?

Human nature makes us want to have control over our lives. Workplace change threatens the sense of control and security you have in your life. The impact is far-reaching and touches not only your work, but also your personal life and the people in it.

Sometimes the stress of these events is so great that it temporarily overwhelms your ability to cope with day-to-day events or be productive. Be prepared to have some reactions that are different from your usual ones.

How to help yourself

Try to remember that while change can't always be controlled, your reactions to it can be. Here are some ways to reduce the emotional impact of change in your workplace.

- Get plenty of rest.
- Eat healthful meals regularly.
- Don't use drugs or alcohol as an "escape."
- Wait to make major decisions.

WorkLife Services

- Acknowledge your thoughts and feelings about what's occurring. They're normal.
- Talk with people you trust.
- Try to do activities that you enjoy.
- Ask for help if you need it.

How to help the people around you

You're not alone in feeling the effects of workplace change. Your co-workers may be struggling with the reactions as well. Take care of yourself first; only then will you be able to help others.

Listen carefully and acknowledge others' feelings while respecting different points of view. Understand that it may take longer for some people to get back to normal. Encourage colleagues to access Here4TN.

How to adjust to your new situation

Finding your niche in a newly changing work situation can take some time. But, there are a few things you can do to better adjust, such as:

- Discuss your feelings or concerns with a supervisor.
- Ask how the changes will affect you, including how tasks will get done in the new organizational structure.
- Take advantage of your benefits, including Here4TN.

Things to remember

It may take longer for some people than others, but things will return to normal. Completing daily tasks will become easier. Your sleep and energy levels will improve. With time, your feelings about the present and the future will become more positive, and your ability to enjoy life will return.

Here4TN offers you and your family confidential assistance to help you deal with a wide range of personal, health or work-related issues. This no-cost service helps you manage stress, overcome anxiety or depression, and cope with grief or loss. Our specialists are available any time, every day.

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Call any time.**

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