

Change Worksheet

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

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WHY IS THE CHANGE HAPPENING?

What factors led up to it?

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

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Who wants the change?

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

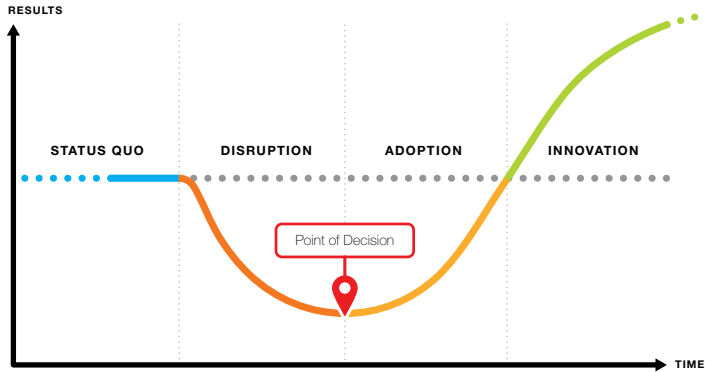
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Change Worksheet

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?

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

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

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